

**Agriculture Event Grant**

The Oklahoma Agriculture Enhancement and Diversification Program offers the opportunity to apply for an Agriculture Event Grant. Applicants should focus on creating or expanding an event that benefits and furthers the public interest in agriculture.

Agriculture event grants shall be used to create a new agricultural event that highlights an agricultural product and creates an economic impact to the entire state or a large geographic region of the state. Proposals for an agriculture event grant shall illustrate the educational component of the event; and demonstrate the economic impact of the event.

Each applicant will be required to submit a letter endorsing the Event from a city or county government official or the local Chamber of Commerce. It is encouraged to make application a minimum of 6 months prior to the event.

Grants are available at the following levels:

|  |  |
| --- | --- |
| $2,500 or less | Economic Impact of $5,000 or less |
| $2,501 - $5,000 | Economic Impact of $5,000 - $75,000 |
| $5,001 - $50,000 | Economic Impact of $75,001 or more |

Each application will be considered on an individual basis and its own merits. All Ag Event grant applications will have a maximum fifteen (15) minute oral presentation to the selection committee

Upon approval of the application by the AEDP selection committee and the State Board of Agriculture, a contractual agreement between the applicant and the Oklahoma Department of Agriculture, Food & Forestry (ODAFF) will be entered into and may not exceed 1 year in length. Payments will be disbursed in three (3) divisible increments based upon properly submitted invoices, compliance with the Oklahoma Agriculture Enhancement and Diversification Act and furnishing complete and comprehensive reports.

For additional information please contact Jason Harvey at (405) 606-1477.

**Agriculture Event** **Grant Application**

Grant funds requested $ Enter dollar amount of grant funds requested

Overall Cost of Project: $ Enter total cost of project

**APPLICANT INFORMATION**

Full Name: Enter First Name Last Name Middle Initial

Mailing Address: Street/ PO Box City State Zip code

Phone numbers: primary contact number additional contact number

Email Address: Enter Email address

**EVENT INFORMATION**

Official Event Name Enter name of event

Mailing Address: Street/ PO Box City State Zip code

Venue Enter venue name or location of event

Email Address: Enter Email address Event Website Enter website address

Phone numbers: primary contact number additional contact number

Federal Tax Identification Number FEIN number

Dates of Event Click or tap to enter a date.

Anticipated TOTAL attendance at the Event Enter number

Anticipated Out-of-State Attendance at the Event Enter number

Is this a new Event?  YES  NO

Location of this event the previous five years:

1. Enter City & State 2. Enter City & State

3. Enter City & State 4. Enter City & State

5. Enter City & State

Have you received state/federal grant funding before?  YES  NO (If yes complete next 3 questions)

Funding Entity (USDA-NRCS, ODAFF, SARE) Enter Name

Dollar amount(s) $ Enter total cost of project

What year and type of grant did you receive?

**ENDORSMENT**

Endorsing Entity Enter Chamber of Commerce, City, or County

Address Street/ PO Box City State Zip code

Contact Person Enter First Name Last Name

Contact Email Enter Email address Phone primary contact number

**GENERAL DESCRIPTION OF THE EVENT**

Grant funds requested $ Enter dollar amount of grant funds requested

Overall Cost of Event: $ Enter total cost of event

1. Please give a detailed description of the proposed event.
2. How will this Event benefit the Oklahoma agriculture community?
3. Describe your marketing strategy for this project. (Who is your target market, how and where will you market the event?)
4. Describe how the grant funds will be used.
5. Describe the economic impact of the Event. (Attach supporting documents.)
6. Describe the agriculture educational component of the Event
7. Attach a schedule for the Event.
8. Please attach a list with the names, addresses, and phone numbers of board members, show management, or principal organizers who are familiar with the Event relevant to this application.

# BUDGET

|  |  |  |
| --- | --- | --- |
| **Budget Summary** | | |
| **Expense Category** | **Funds Requested** | **Matching Funds** |
| Contractual |  |  |
| Rental or lease of Equipment or Supplies |  |  |
| Rental or lease of facility |  |  |
| Printing Cost |  |  |
| Advertising Cost |  |  |
|  |  |  |
| Total Cost |  |  |

**BUDGET JUSTIFICATION**

Provide detail information about what is included in each of the budget categories listed above. Justifications are required to explain these expenses and show why they are necessary for this project.

Contractual– *Provide a list of individuals or business that will be contracted with, detailing out their name, hourly/flat rate, services they will be providing, and overall cost of the services performed.*

Equipment or Supplies Rental/lease – Describe the equipment or supplies to be rented, length of the rental/lease and cost.

Facility Rental/lease –Provide the name(s) of the facility to be rented or leased, how much space will be rented, length of rental, what services will be provided and overall cost of facility.

Printing Cost – *Provide a list of items to be printed detailing what the items are, number of items to be printed, price per piece and overall cost of print job(s).*

Advertising Cost – *Provide a list of all advertising cost to include type and source of advertising, length of advertising run, overall cost of each advertisement.*

**SUBMISION INSTRUCTIONS**

1. Applications should be limited to twenty (20) pages and include the following:
   1. Completed application – incomplete applications will not be accepted
   2. Letter of Endorsement of the Event
   3. Economic information to illustrate the economic impact to the state of Oklahoma. (#5)
   4. Event schedule (#7)
   5. List of show management/principal organizers (#8)
2. A copy of the proposal must be emailed to [Jason.harvey@ag.ok.gov](mailto:Jason.harvey@ag.ok.gov) .

**CONCLUSION**

By affixing their signature(s) to this application, the applicant(s) certify that they have read and understand the guidelines governing award of these grants and agree to all conditions set forth therein and that all information contained in this application package is true to the best of the applicant’s knowledge, information and belief.

The Oklahoma Department of Agriculture Food & Forestry (ODAFF) reserves the right to modify or terminate any subsequent agreements with applicant if, at a future date the ODAFF becomes aware of material misrepresentation(s) contained in this application.

Name (type or print:

Signature:

Title:

Date: