



Application for Capital Improvement Grant Funds

Application deadline: October 2, 2023

(See reverse for eligibility requirements & application process)

Applicant					
Name of Fair				Application Date	
Street Address			Mailing Address		
City	State	Zip Code	Mailing City	State	Zip Code
Name of Requesting Officer (please print)		Phone Number	Email Address		
If you submit more than one Application for Capital Improvement Grant Funds, what priority is this application (1 being the highest priority)? This application is priority number _____ of the _____ grant applications we intend to submit for this fair.					
Capital Improvement Detail					
Description of Capital Improvement (use additional pages if necessary)					
Amount Requested from WSDA \$	Total Project Amount \$	Type of Match <input type="checkbox"/> Monetary <input type="checkbox"/> In-Kind <input type="checkbox"/> Both Monetary & In-Kind <input type="checkbox"/> No Match			
Has the owner of the facility approved this grant application? <input type="checkbox"/> Yes <input type="checkbox"/> No					
Description of Match					
How does the project meet the health or safety legal requirement of the capital funding?					
What is the impact if you were to receive a grant award less than requested?			Can the project be completed by <u>May 31, 2025</u> ? <input type="checkbox"/> Yes <input type="checkbox"/> No		
Applicant Certification					
I hereby certify under penalty of perjury that the foregoing information is true and correct to the best of my knowledge.					
_____			_____		
Signature of Officer Completing Application			Date Signed		

Application for Capital Improvement Grant Funds – Instructions

Eligibility Requirements

Based on availability of funds, capital funding may be provided to local governments and nonprofit organizations to support capital projects that make health or safety improvements to agricultural fairgrounds or fair facilities in order to benefit participants and the fair-going public. ([RCW 15.76.165](#))

The project for which funding is being sought must be completed by May 31, 2025.

All applicants who receive grant funds must follow applicable procurement procedures.

All applicants must have approval from the owner of the fair facilities.

Grant awards will not exceed \$250,000.00 each.

Certain projects may require consultation with the Department of Archaeology and Historic Preservation.

Application Process

1. Complete one application per project. Multiple smaller projects may be included in one application, but must not total more than \$60,000.
2. Attach supporting documentation (i.e., copies of bids, bid proposals, estimates, pictures, etc.).
3. Submit your documents electronically in PDF format to fairs@agr.wa.gov. **The deadline for submitting applications is 5:00 p.m. on October 2, 2023**. Applications received after 5:00 p.m. on October 2, 2023, will not be considered.
4. You may submit no more than three applications. If submitting more than one application, rank your application submissions (#1 being the most important, #2 the next most important, etc.).

Review Process

1. Applications will be reviewed and ranked by the Washington State Fairs Commission.
2. The Fairs Commission encourages applicants to provide a monetary match or an in-kind match, such as donated material or labor.
3. Preference will be given to applicants who will use the money towards a capital improvement to address:
 - a safety and/or health situation, or
 - a legal or statutory requirement.
4. Once grant applications are approved for funding, the Department of Agriculture will execute an agreement with the grantee specifying the terms and conditions of the grant.