

## 2019 Application Instructions

All proposals must be received by the Minnesota Department of Agriculture (MDA) no later than 3:00 pm CST on Friday, February 1, 2019. Late applications will not be considered. The applicant will incur all costs in applying to this request for proposal (RFP).

We strongly encourage you to submit your proposal using our online application system at [www.mda.state.mn.us/grants/grants/countyfair.aspx](http://www.mda.state.mn.us/grants/grants/countyfair.aspx).

If you cannot apply online, you may email your application to [Lisa.Sawyer@state.mn.us](mailto:Lisa.Sawyer@state.mn.us).

**For questions about the grant program or the application process, please contact:**

Lisa Sawyer

[Lisa.Sawyer@state.mn.us](mailto:Lisa.Sawyer@state.mn.us) | 651-201-6277

MN Department of Agriculture,  
Agricultural Marketing and Development Division  
625 Robert Street North  
St. Paul, MN 55155  
MDA Grant Line: 651-201-6500

## Background

The Agricultural Growth, Research, and Innovation Program (AGRI) was established to advance Minnesota's agricultural and renewable energy industries. This program focuses on areas of greatest opportunity and potential economic impact to create agricultural jobs and profitable businesses in the areas of livestock investment, value-added business and market development, and renewable energy. (Minn. Stat. §41A. 12). AGRI funds are used to support Category I projects intended to preserve and promote Minnesota agriculture.

The Legacy Amendment was established to support and preserve Minnesota's arts, history and cultural heritage. (Chapter 91—H.F. NO. 707). Legacy funds are used to support Category II projects and events that provide access to the arts or the state's agricultural, historical, and cultural heritage.

## Eligible Applicants

Each of the state's county fairs is eligible to apply for grant. All applicants must be in good standing with the State of Minnesota (no back taxes owed, no defaults on Minnesota State-backed financing for the last 7 years, acceptable performance on past MDA grants and in compliance with current State regulations).

## Eligible Projects

All project expenses must directly support the goals of preserving and promoting Minnesota agriculture and/or the state's arts, agricultural, historical, and cultural heritage. MDA does not authorize specific service providers/vendors. The Department will approve of projects that are submitted by a county fair based on specific information provided in the proposals. All projects must be completed by June 30, 2020.

### AGRI - Category I: Preserving and Promoting Minnesota Agriculture

**Each county fair may apply for up to \$11,002.00 in Category I.**

Grant funds must be used to enhance Minnesotans' access to agricultural education and must preserve and promote Minnesota's agriculture. Examples: buy sound equipment for judging in livestock barns; purchase hand sanitizing stations; buy fans for livestock barns; or create agricultural education displays.

### Legacy - Category II: Promoting Minnesota Arts and Agricultural History

**Each fair may apply for up to \$1,701.00 in Category II.**

Grant funds must be used to enhance access and education to preserve and promote Minnesota arts and agricultural history. Projects must provide access to the arts or the state's agricultural, historical, and cultural heritage. Examples include: spinning demonstrations; blacksmith or primitive cooking workshop; antique equipment display that shows how farming was done in the past; or Native American storyteller. Funded activities must supplement (i.e., add something to complete something) traditional programming and not substitute (i.e., take the place of).

## Ineligible Expenses

The following expenses are ineligible for both Category I and Category II projects:

- Expenses not approved and contracted
- Expenses incurred prior to fully executed contract
- Advertising and public relations
- Entertainment, amusement and social activities not meeting the objectives of the grant (selected exceptions made for Category II)
- Fundraising, political activities or lobbying

- Indirect costs (expenses of doing business that are not readily identified within the project but are necessary for the general operation of the business)
- Donated or volunteer (in-kind) services
- Expenses that are for public use and public areas (restrooms, commissary, parking lots)
- Meals, food, transportation, tickets to shows or sports events

## Review Process and Contract Negotiation

Proposals submitted will be screened by MDA staff for application and project eligibility. The MDA reserves the right to reject or negotiate the proposed costs and to introduce additional terms or conditions.

## Bidding Requirements

All funded applicants will be required to abide by the State's bidding requirements. A detailed list of the State's bidding requirements can be found online at [www.mda.mn.us/grantbidreqs](http://www.mda.mn.us/grantbidreqs).

## Public Data

Per Minn. Stat. §13.599:

- Names and addresses of grant applicants are public data;
- All other data in proposal responses becomes public after the close-out process is completed; and
- All data created or maintained by the MDA as part of the close-out process becomes public data after the evaluation process is completed.

## Grantee Responsibilities and Record keeping

Upon approval of an application and prior to beginning work on the grant project(s) and receiving reimbursements, the applicant is required to do the following:

- Complete an IRS W-9 form or register as a vendor in SWIFT, the State's accounting system; and
- Sign a grant contract indicating their intention to complete the proposed tasks. The agreement also authorizes the MDA to monitor the close-out of the project.

Grant Award Agreements must be signed by the applicant's authorized representative and returned to MDA within 60 days or receipt. Failure to submit the signed agreement may result in loss of the grant award.

To receive payment, grantees must submit a close-out report that includes: proof that the work has been done, detailed receipts or invoices, and proof that the invoices have been paid. Submission and approval of a final close-out report will be required to receive the final payment.

## Publicity

All projects funded must publicly credit the AGRI and Legacy funding, including on the grantee's website when practicable.

## Audits

Per Minn. Stat. §16B.98 Subdivision 8, the grantee's books, records, documents, and accounting procedures and practices of the grantee or other party that are relevant to the grant or transaction are subject to examination by the granting agency and either the legislative auditor or the state auditor, as appropriate. This requirement will last for a minimum of six years from the grant agreement end date, receipt, and approval of all final reports, or the required period of time to satisfy all state and program retention requirements, whichever is later.

## Affirmative Action and Non-Discrimination Requirements for all Grantees

- A. The grantee agrees not to discriminate against any employee or applicant for employment because of race, color, creed, religion, national origin, sex, marital status, status in regard to public assistance, membership or activity in a local commission, disability, sexual orientation, or age in regard to any position for which the employee or applicant for employment is qualified. Minn. Stat. §363A.02. The grantee agrees to take affirmative steps to employ, advance in employment, upgrade, train, and recruit minority persons, women, and persons with disabilities.
- B. The grantee must not discriminate against any employee or applicant for employment because of physical or mental disability in regard to any position for which the employee or applicant for employment is qualified. The grantee agrees to take affirmative action to employ, advance in employment, and otherwise treat qualified disabled persons without discrimination based upon their physical or mental disability in all employment practices such as the following: employment, upgrading, demotion or transfer, recruitment, advertising, layoff or termination, rates of pay or other forms of compensation, and selection for training, including apprenticeship. Minnesota Rules, part 5000.3500
- C. The grantee agrees to comply with the rules and relevant orders of the Minnesota Department of Human Rights issued pursuant to the Minnesota Human Rights Act.

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Category I.

AGRI County Fair Grant – 2019 Application

**PROMOTE AND PRESERVE MINNESOTA AGRICULTURE**

Any Minnesota County Fair may request up to \$11,002 in this category.

<b>Name of County Fair</b>		Fed Tax ID	
Contact Name	Contact Title		
Mailing Address	City	State MN	Zip
Phone	Email		
Project Title		Project Start Date	Project End Date

Summary of Proposed Project: Describe the project(s) and goals to be accomplished. The summary of the proposed project must be suitable for dissemination to the public.

Project Potential Impact: Explain how this project will preserve and/or promote Minnesota agriculture. If the proposal includes agricultural education, be specific what fairgoers will learn about Minnesota agriculture.

## Category I. Budget:

The budget table is an overview of how grant funds will be spent. Complete the following table.

Item	Quantity	Cost Per Unit	Total Amount

Additional Budget Notes

**Project Oversight:** List the name and title of individual who will oversee project activities.

Name: \_\_\_\_\_ Title: \_\_\_\_\_

**Work Plan:** List the activities necessary to accomplish the project and who will do the work of each activity.

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## Category II.

Legacy County Fair Grant – 2019 Application

### **PRESERVING AND PROMOTING MINNESOTA ARTS AND AGRICULTURAL HISTORY**

Any Minnesota county fair may request up to \$1,701 in this category.

Project Title	Project Start Date	Project End Date
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Summary of Proposed Project: Describe your project briefly, in a way that the public would easily understand.

Project Potential Impact: Explain how this project will provide access to the arts or Minnesota's agricultural, historical, and/or cultural heritage.

## Category II. Budget:

Provide a detailed breakdown of expenses directly related to your project.

Item	Quantity	Cost Per Unit	Total Amount

Additional Budget Notes

**Project Oversight:** List the name and title of individual who will oversee project activities.

Name: \_\_\_\_\_ Title: \_\_\_\_\_

**Work Plan:** List the activities necessary to accomplish the project and who will do the work of each activity.

**Certification:** I certify to the best of my knowledge that the information in this application is true and correct and that I am legally authorized to sign and submit this application on behalf of this organization, which is legally eligible to enter into a grant contract.

Name \_\_\_\_\_

Title \_\_\_\_\_ Date \_\_\_\_\_