



APPLICATION FOR CAPITAL IMPROVEMENT GRANT FUNDS

Application deadline: November 18, 2015

(See reverse for eligibility requirements & application process)

NAME OF FAIR Kittitas County Fair				APPLICATION DATE 4/17/17	
STREET ADDRESS 901 East 7 th Suite 1			MAILING ADDRESS 901 East 7 th , Suite 1		
CITY Ellensburg	STATE WA	ZIP 98926	MAILING CITY Ellensburg	STATE WA	ZIP 98926
NAME OF REQUESTING OFFICER (PLEASE PRINT) Jill Scheffer, Director KVEC			TELEPHONE NUMBER (INCLUDE AREA CODE) 509-962-7639	E-MAIL ADDRESS jill.scheffer@co.kittitas.wa.us	
IF YOU SUBMIT MORE THAN ONE APPLICATION FOR SPECIAL ASSISTANCE GRANT FUNDS, WHAT PRIORITY IS THIS APPLICATION (1 BEING THE HIGHEST PRIORITY)? This application is priority number 2 of the 2 grant applications we intend to submit for this fair.					

CAPITAL IMPROVEMENT DETAIL

DESCRIPTION OF CAPITAL IMPROVEMENT (USE ADDITIONAL PAGES IF NECESSARY)

This request is for some matching funds to complete various improvements, replacements and patches for concrete/asphalt throughout the fairgrounds. These areas are potential human health and safety hazards and we have in fact had a few incidents due to these problem areas already this year. We are anxious to replace/fix and repair these areas prior to the 2017 fair. Photos attached to this application clearly show the problem areas throughout the fairgrounds - they impede safe movement of people, animals and vehicles.

AMOUNT BEING REQUESTED FROM WSDA \$2500.00	TOTAL PROJECT AMOUNT \$4544.40	TYPE OF MATCH <input type="checkbox"/> Monetary <input type="checkbox"/> In-kind <input checked="" type="checkbox"/> Both monetary & in-kind <input type="checkbox"/> No match
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DESCRIPTION OF MATCH
The Kittitas Valley Event Center has \$2,500.00 budgeted for concrete/asphalt paving and repair. We will use that source of funding to match grant funds from WSDA.

HEALTH / SAFETY / LEGAL REQUIREMENT OF CAPITAL IMPROVEMENT
This is a public safety improvement project.

WHAT IS THE IMPACT IF YOU WERE TO RECEIVE A GRANT AWARD LESS THAN REQUESTED? We will work to complete as many projects as we can with funds provided.	CAN THE PROJECT BE COMPLETED BY JUNE 30, 2017? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
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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

INSTRUCTIONS FOR APPLICATION FOR CAPITAL IMPROVEMENT GRANT FUNDS

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 June 30, 2017.

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

Grant amounts will not exceed \$100,000.00 each.

APPLICATION PROCESS

1. Complete one application per project.
 2. Attach supporting documentation (i.e., copies of bids, bid proposals, estimates, pictures, etc.).
 3. Send to: Washington State Department of Agriculture
Fairs Program
1111 Washington Street SE
PO Box 42560
Olympia WA 98504-2560
- Due Date: 5:00 p.m. – November 18, 2015**
4. 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 Commissioners.
2. Preference will be given to those applicants who provide a 50% monetary match to the amount requested or a 50% in-kind match, such as donated material or labor.
3. Preference will also 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. There may be a follow-up inspection of the capital improvement, conducted by the applicable Fairs Commissioner.
5. 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.