



## Application for State Funding — Community Fairs

Application deadline: December 1, 2024

**Instructions:** Fill in all data fields. Include a contact email address. For data fields that do not apply to your fair, enter N/A. Detailed instructions are attached. Submit form by email to [fairs@agr.wa.gov](mailto:fairs@agr.wa.gov) no later than the application deadline.

Applicant			
Name of Fair	Physical Address		
Mailing Address	City	State	Zip
Principal Contact	Phone Number	Email Address	
2025 Fair Dates:			
<b>Number of Exhibitors</b> — An exhibitor is one individual regardless of the number of entries the exhibitor displays.			
	<b>Adult</b>	<b>Youth</b>	<b>Total</b>
Exhibitors	_____	_____	_____
<b>Number of Exhibits</b> — Count each entry judged and eligible for premiums and prizes as an exhibit.			
	<b>Adult</b>	<b>Youth</b>	<b>Total</b>
Live Exhibits	_____	_____	_____
Still Life Exhibits	_____	_____	_____
<b>Total Exhibits</b>			_____
<b>Premiums, Ribbons, and Prizes</b> — Amount awarded for exhibits and educational contests or demonstrations.			
	<b>Adult</b>	<b>Youth</b>	<b>Total</b>
	_____	_____	_____
<b>Other Data</b>			
<b>Total Attendance</b> — including paid exhibitors, grandstand, complimentary: _____			
<b>Number of Volunteers</b> — total number of volunteers supporting the fair: _____			
1. Describe the improvements made to grounds and facilities during the prior year. _____			
2. Describe the area and population the fair serves. _____			
3. Describe how the community supports the fair. _____			
4. Describe educational programs and outreach the fair provides that reflect the diversity within the fair's local population. _____			

## Application for State Funding, *continued*

### Financial Report

This information is an essential part of this application and must be verified as to its accuracy by the signature of the president of the fair board and the secretary or manager of the fair.

**Operating Expenses** — Expenses must be in conjunction with the fair event, not year-round expenses. Capital outlay does not include money reimbursed by WSDA for capital improvement grant projects. See instructions.

Advertising and Promotional Activities _____ In-House Expenses for Advertising and Promotional Activities _____ Scholarships _____ Contracted Services and Exhibits _____ Decorations and Supplies _____ Entertainment _____ Fees and Licenses _____ Grounds, Landscaping, Maintenance _____ Insurance _____ Judges' Fees and Expenses _____ Premiums, Prizes, and Awards _____	Agriculture Exhibit and Education Expenses _____ Office Expenses: Phone, Internet, Supplies, etc. _____ Management/Staff Costs: Payroll, Insurance, etc. _____ Rentals and Repairs _____ RV Park Expenses _____ Security and Traffic Control Expenses _____ Utilities: Electricity, Fuel, Water, Sewer _____ Other Operating Expenses _____  <div style="text-align: right;">                     Sub Total _____                      Capital Outlay _____                      TOTAL Operating Expenses _____                 </div>
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### Revenue

Gate Receipts, Passes, etc. _____	
State Allocation Received _____	TOTAL Community Fair Revenue _____

### Certification

**We certify that we have reviewed the financial records of this fair and find that this financial report is correct to the best of our knowledge.**

Signed By: \_\_\_\_\_

_____ President Name	_____ Secretary or Manager Name
_____ President Signature	_____ Secretary or Manager Signature
_____ Date Signed	_____ Date Signed



## Application for State Funding — Community Fairs Instructions

### Applicant Information

Include the following:

- Name of the fair
- Physical address of fair
- Mailing address of fair
- Contact information including name, email address, and phone number of principal contact
- Dates of next year's fair

### Fair Report Data

Record data on the following:

- Number of exhibitors.
  - Record the number of adult and youth exhibitors.
  - Total the number of exhibitors.
- Number of exhibits.
  - Record the number of adult and youth exhibits.
  - Total the number of exhibits.
- Premiums, ribbons, and prizes. This is the amount awarded for exhibits and educational contests or demonstrations of an educational nature. This does not include judging expenses, prizes, or premiums for promotion or entertainment activities such as queen contests, parades, dances, rodeos, or races.
  - Record how much the fair spent on premiums, ribbons, and prizes for adult and youth in live and in still life exhibits.
  - Total the amount that the fair spent on premiums, ribbons, and prizes.
- Other Data. Data is collected to understand your fair's economic impact.
  - Record total attendance at your fair. If your fair does not monitor or measure attendance, you may estimate attendance. One example is to take the number of exhibitors and add a multiplier effect to account for friends and family attending the fair.
  - Record number of volunteers.
  - Record improvements made to grounds and facilities, area and population served, community support, and the educational programs and outreach that are reflective of the diversity within the fair's local population.

### Financial Report

The Washington State Department of Agriculture uses revenue data to help determine the economic impact of your fair. Revenue information is not used to determine the allocation your fair receives. Under [RCW 15.76.160](#), the department uses operating expenses in the calculation to determine allocations.

### Revenue and Operating Expenses

This information is an essential part of the application. See Fairs Operating Expenses Q&A for more details and examples of types of operating expenses.

- Record the amount of the previously received state allocation.
- Record the amount the fair spent on operating expenses. See Fairs Operating Expenses Q&A for more details.
- Record the amount the fair spent on capital outlay. This amount does not include money reimbursed by WSDA for capital improvement grant projects.
- Total the amount the fair spent in operating expenses.

### Certification

- The fair board president and secretary or manager must sign and date the certification.