



## Application for State Funding — Youth Shows

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 youth show, enter N/A. WSDA will provide a copy to your sponsoring agency. Detailed instructions are attached. Submit form to Washington State Department of Agriculture (WSDA) by email to [fairs@agr.wa.gov](mailto:fairs@agr.wa.gov) no later than the application deadline.

Applicant				
Name of Youth Show		Physical Address		
Mailing Address		Principal Contact		Phone Number
Email Address		2025 Fair Dates		
Sponsoring State Agency <input type="checkbox"/> OSPI <input type="checkbox"/> WSU		Area Served (where exhibitors, contestants, and participants are from)		
Number of Exhibitors — An exhibitor is one individual regardless of the number of entries the exhibitor displays.				
	4-H	FFA	Open	Total
Exhibitors	_____	_____	_____	_____
Number of Exhibits — Count each entry judged and eligible for premiums and prizes as an exhibit.				
	4-H	FFA	Open	Total
Live Exhibits	_____	_____	_____	_____
Still Life Exhibits	_____	_____	_____	_____
<b>Total Exhibits</b>				_____
Premiums, Ribbons, and Prizes — Amount awarded for exhibits and educational contests or demonstrations.				
<b>Total Premiums, Ribbons, and Prizes Awarded:</b> _____				
Other Data				
<b>Total Attendance</b> — including paid exhibitors, grandstand, complimentary: _____				
<b>Number of Volunteers</b> — total number of volunteers supporting the youth show: _____				
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 youth show board and the secretary or manager of the youth show.

**Operating Expenses** — Expenses must be in conjunction with the youth show event, not year-round expenses. See instructions.

Advertising and Promotional Activities _____ Scholarships _____ Contracted Services _____ Decorations and Supplies _____ Entertainment _____ Fees and Licenses _____ Grounds, Landscaping, Maintenance _____ Insurance _____ Judges' Fees and Expenses _____ Premiums, Prizes, and Awards _____	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

Revenue Generated for Youth Show _____	
State Allocation Received _____	TOTAL Youth Show Revenue _____

### Certification

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

Signed By: _____ <div style="text-align: center; margin-top: 5px;">President Name</div> _____ <div style="text-align: center; margin-top: 5px;">President Signature</div> _____ <div style="text-align: center; margin-top: 5px;">Date Signed</div>	_____ <div style="text-align: center; margin-top: 5px;">Secretary or Manager Name</div> _____ <div style="text-align: center; margin-top: 5px;">Secretary or Manager Signature</div> _____ <div style="text-align: center; margin-top: 5px;">Date Signed</div>
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## Application for State Funding — Youth Shows Instructions

### Applicant Information

Include the following:

- Name of the youth show
- Physical address of show
- Mailing address of show
- Contact information including name, email address, and phone number of principal contact
- Dates of next year's show
- Sponsoring State Agency is OSPI if an FFA show or WSU if a 4-H show
- Enter the counties where your exhibitors are from

### Show Report Data

Record data on the following:

- Number of exhibitors.
  - Record the number of 4-H, FFA, and Open Class 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 show spent on premiums, ribbons, and prizes for live and still life exhibits.
- Other Data. Data is collected to understand your show's economic impact.
  - Record total attendance at your show. If your show 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 show.
  - 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 show. Revenue information is not used to determine the allocation your show 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.

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

### Certification

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