



North Carolina Department of Agriculture and Consumer Services  
Steven W. Troxler, Commissioner

## 2008-2009 AGRICULTURE FESTIVALS GRANT PROGRAM

### Information & Guidelines

1. Grant Program and Its Purpose:

- The Agriculture Festivals Grant Program enables non-profit, county and local governmental entities to secure financial assistance to promote agriculture festivals. Festivals must take place during the period of May 1, 2009 through April 30, 2010. The official festival name must bear the names of a specific commodity or commodities.
- Funding for this Program was appropriated by the 2008 Session of the General Assembly for the purpose of promoting agriculture festivals in small towns with populations of less than 5,000.

2. Eligible Applicants (who may apply):

- Non-Profit Entities (NGOs - Non-governmental entities)
- County and Local Governmental Entities
- Other designated entities are ineligible

3. Maximum Funding:

The maximum grant amount that can be applied for and/or awarded is \$5,000. Any amount over \$5,000 required to sponsor an agriculture festival will be the responsibility of the applicant.

4. Matching Requirements:

No matching funds are required for an Agriculture Festival Grant.

5. How Fund May be Used:

- Agriculture Festival Grant funds will only be awarded to those applicants applying for financial assistance for the purpose of promoting agriculture festivals in small towns with populations less than 5,000.
- Funds may only be used to promote an agriculture festival that specifies a commodity/commodities in the official name of the festival. An example: "The North Carolina **Peach** Festival". Another example would be "The North Carolina **Seafood** Festival".
- Allowable costs include those associated with promotional materials and supplies. Promotional items must include name, logo, and contact information (phone number or email address). Promotional items include, but not limited to: t-shirts, cups, pens, magnets, pencils, tote bags, balloons and caps. The NCDA&CS encourages the

display of the "Got to be NC Agriculture" logo on printed advertising and promotional items as space permits. The logo must be legible.

- o Unallowable costs include, but not limited to: travel, gifts, prizes, entertainment, food, and beverages.

6. Special Grant Requirements:

- o ALL APPLICATIONS - REQUIRED DOCUMENTS: The grant program requires that eligible applicants submit with the grant application the documents outlined below.
  - ❖ Two-previous years' certified budgets, in addition to the proposed budget which is part of the application document. The two-previous years' certified budgets must be signed and dated by the applicant's financial representative or officer, and the town manager.
  - ❖ A certified statement of the town's population must be submitted with the grant application, and must be signed and dated by the town manager.
  - ❖ Budget & Budget Narrative
  - ❖ Scope of Work
  - ❖ Project TimeLine
  - ❖ Signature Card
- o The application must be for an agriculture festival that includes the name of the commodity or commodities in the official festival name, such as "The North Carolina Peach Festival", and must take place between the dates of May 1, 2009 through April 30, 2010.
- o NON-PROFITS - ADDITIONAL DOCUMENTS REQUIRED:

Non-profit applicants, excluding those subject to the audit and other reporting requirements of the Local Government Commission, are required to attach additional documents to their individual applications. **The applicant should make copies of the documents indicated below and keep them on file for use during the grant "award process".** These documents are outlined below.

- ❖ Sworn statement of "No Overdue Tax Debts". A template is provided.
- ❖ A current copy of the applicant's "Conflict of Interest Policy" must be included with the applicant's application. A sample "Conflict of Interest Policy" is provided as part of the application package. The Policy must contain the following elements.
  - An effective date, who approved it (should be the Board), and the date approved.
  - Pursuant to N.C.G.S. 143C-6-23(b), the "Conflict of Interest Policy" shall address conflicts of interest that may arise involving the applicant's management employees and the members of its board of directors or other governing body. The policy shall also address situations in which any of these individuals may directly or indirectly benefit, except as the applicant's employees or members of its board or other governing body, from the disbursement of State funds, and shall include actions to be taken by the applicant or the individual, or both, to avoid conflicts of interest and the appearance of impropriety.
- ❖ List of incorporation and by-laws, trust indenture, partnership agreement, etc.
- ❖ List of the current Board of Directors/Trustees
- ❖ IRS Letter of Tax Exemption Status

o ALL AWARDS:

Upon written notification to the grantee that their project has been awarded funding, all grantees must be willing to enter into a contractual agreement with the North Carolina Department of Agriculture and Consumer Services (NCDA&CS). In addition, all grantees must submit with their executed contractual documents a completed "Request for Payment", which has been signed, and dated by the appropriate official. The "Request for Payment" is required to be notarized.

7. Explanation of Grant Review Process:

- o To be eligible for review, grant applications must be received by the Departmental Grants and Contracts Administrator (Room 217, Agriculture Building) by 5:00 PM, February 17, 2009. Applications post marked on or before the February 17<sup>th</sup> deadline and received after 5:00 PM on the 17<sup>th</sup> will not be reviewed.
- o Only complete applications received from eligible entities, which include all attachments described in this information and guidance document, will be reviewed.
- o All questions must be answered "Yes" or "No" in the Application. Unanswered questions will deem the application as ineligible and will not be reviewed.
- o All applicants who submit applications deemed ineligible will receive a letter of explanation.
- o Eligible applications will be reviewed and evaluated by NCDA&CS staff according to the grant program criteria.
- o Individual grantees will receive an "Award Notification", and a list of awards will be posted to the Department's web site on or after March 10, 2009.
- o No grant funds may be expended until the applicant receives the final executed contract agreement signed by the applicant and the Agency (Department). This document will reflect the start and ending project period for which funds may be expended. No pre-award costs are eligible for reimbursement under this grant program.
- o Funding is limited; therefore, all applications deemed eligible will not be awarded.

8. Payment Schedule:

- o N.C.G.S. 143C-6-21 - "an annual appropriation of one hundred thousand dollars (\$100,000) or less to or for the use of a non- profit corporation..., and payment shall be made in a single annual payment". The Grantee shall request payment by completing the "Request for Payment", which shall be forwarded to the grantee at the time official award documents are transmitted to the grantee for execution. The "Request for Payment" shall be returned to the NCDA&CS with the executed contract and all supporting documents as required.
- o Local and County governmental will be paid on a percentage basis, including a 10 percent withholding amount until the final report as described in the final executed contract is approved by the Grants and Contracts Administrator. However, if a local or county government is applying on behalf of a nonprofit entity, payment shall be made as discussed above.

9. Required Reports:

- o All grantees are required to complete both financial and programmatic reports. These reporting forms will be provided at the time the actual award of financial assistance is made.
- o Non-profit grantees are required to submit ADDITIONAL financial and programmatic reporting forms, via electronic submission, to the Office of the State Auditor. This reporting requirement, which is mandated under N.C.G.S. 143C-6-22, is in addition to those that will be stipulated in the contractual document and further required to be submitted to the Departmental Grants and Contracts Administrator. These additional forms will be included in the award package.
- o SUBRECIPIENTS: The reporting requirements also apply to subrecipients. (When local and county governments [primary recipient] apply on behalf of a nonprofit, the nonprofit entity [subrecipient] is required to submit the reporting documents, which are outlined above, to the governmental entity [primary recipient], as well as any other reporting requirements that may be required of the primary grantee. The primary grantee will hold all reporting requirements on file for audit purposes.)

10. Grant Program timelines:

TARGET DATE	GRANT ACTIVITY
<b>January 27, 2009</b>	Information and Guidance Document, & application packets available
<b>February 17, 2009</b>	Applications due by 5:00 PM EST, applications post marked on or before the February 17 <sup>th</sup> deadline and received after 5:00 PM on the 17 <sup>th</sup> will not be reviewed.
<b>March 10, 2009</b>	Grant announcements to be made
<b>May 1, 2009 - April 30, 2010</b>	Agriculture Festivals must fall between these dates

11. Completed Applications to be Received no Later than February 17, 2009:

- o Applications due by 5:00 PM EST, applications post marked on or before the February 17<sup>th</sup> deadline and received after 5:00 PM on the 17<sup>th</sup> will not be reviewed.
- o Completed application forms and all the required attachments should be sent to the Departmental Grants and Contracts Administrator; the address is provided below.

***Delivery by US Postal Service:***

Agriculture Festival Grant Applications  
 NCDA&CS, Budget & Finance  
 1001 Mail Service Center  
 Raleigh, NC 27699-1001

ATT: Sandi Cummings  
 Grants & Contracts Administrator

***Other Delivery (Commercial or Hand):***

Agriculture Festival Grant Applications  
 NCDA&CS, Budget & Finance  
 Agriculture Building, Second Floor - Room 217  
 2 West Edenton Street  
 Raleigh, NC 27601-1020

ATT: Sandi Cummings  
 Grants & Contracts Administrator

### **Further Contact Information:**

The Departmental Grants & Contracts Administrator, Sandi Cummings, can be reached at telephone number (919) 733-2113 X 239 or send an email to [Sandi.Cummings@ncagr.gov](mailto:Sandi.Cummings@ncagr.gov).

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#### 12. Program Definitions:

- **Agricultural Commodity:** Grain and non-grain crops, vegetables, fruits, nuts, nursery plants, floriculture, Christmas trees, maple tree sap, animals, products from animals such as milk, eggs, etc., aquaculture, and any other agricultural production, excluding timber, forest and forest products.

Any plant or part of a plant, animal or animal product that is to be bought or sold (excluding timber, forest and forest products).

- **Agricultural Festival:** For the purposes of this grant an agricultural festival shall have the meaning of an occasion for feasting or celebration, held in one location in a small town with a population of less than 5,000, which celebrates the science, art, and business of an agricultural commodity or commodities. For the purposes of the grant, the commodity or commodities shall be part of the festival's official name.
- **Conflict of Interest Policy:** Pursuant to N.C.G.S. 143C-6-23(b) - The "Conflict of Interest Policy" shall address conflicts of interest that may arise involving the applicant's management employees and the members of its board of directors or other governing body. The policy shall also address situations in which any of these individuals may directly or indirectly benefit, except as the applicant's employees or members of its board or other governing body, from the disbursement of State fund, and shall include actions to be taken by the applicant or the individual, or both, to avoid conflicts of interest and the appearance of impropriety.

The "Conflict of Interest Policy" shall bear an effective date, who approved it (should be the Board), and the date approved.

- **Overdue Tax Debt:** As defined in N.C.G.S. 105-243.1 - Any part of a tax debt that remains unpaid 90 days or more after the notice of final assessment was mailed to the taxpayer. The term does not include a tax debt, however, if the taxpayer entered into an installment agreement for the tax debt under G.S. 105-237 within 90 days after the notice of final assessment was mailed and has not failed to make any payments due under the installment agreement.