Anne Arundel County Farm Bureau, Inc.
Quarterly Grant Program Criteria and Guidelines

Purpose:
- Anne Arundel County Farm Bureau's (AACFB) grant program is designed to assist with projects that positively impact the agricultural community within the county.

Eligibility:
- Grant applicant must be a full member of Anne Arundel County Farm Bureau.
- Application is open to all ages.
- Project must be completed within one year. Extensions may be considered.

Funding:
- The number of grants awarded is contingent upon the budgeted amount for that year. The number of applications may exceed the amount of available funding; partial funding is a possibility.
- AACFB Board of Directors has final approval of applications.
- Applicants will be notified of the decision by Feb. 15th, May 15th, Aug. 15th, or Nov. 15th. If approved amount is greater than $600, a completed W9 form will be required before funds are distributed and sent to the AACFB Treasurer at aacfbtreasurer@gmail.com. This can be acquired through IRS at https://www.irs.gov/pub/irs-pdf/fw9.pdf

Application Requirements:
- One letter of reference must accompany the application.
- Completed application. Partial application will not be considered.
- Applications must typed and be submitted by email.
- Applications are due by Jan. 15th, April 15th, July 15th, or Oct. 15th.
- Applications received after stated due date may be considered in the next submission time frame.

Evaluation Criteria:
The following chart is used by the grant committee when evaluating applications. It is printed here for your information and reference.

	Evaluation Criteria for AACFB Grant Applications
	Project well organized and explained logically.
	Project falls under the grant's purpose.
	Project enhances the agricultural community.
	Outcome of the project is achievable within one year.
	Application criteria met.
	Application questions completed and explained well.

Terms:

- Upon completion of your project, a report is required based on the method stated on your application.
- AACFB may list award recipients in its newsletter.
- Applicants will be notified by email upon receipt of the application by the AACFB Secretary.

Contact:

For further information, please contact the AACFB Secretary at annearundelcountyfarmbureau@gmail.com.

Email completed application and supporting documents as a PDF file to: annearundelcountyfarmbureau@gmail.com

Anne Arundel County Farm Bureau, Inc.
Quarterly Grant Application

Applicant's Anne Arundel County Farm Bureau Membership #:

Name or Organization:

Address:

County: **Phone Number:**

Contact Email:

If application is approved, check should be made payable to:

Name:
Address:

Project Information

Title of project:

Description of project:

Is this a new or existing program/activity?

If existing, please explain unique or new aspects that contribute to the qualifying criteria.

What steps have you taken thus far to begin this project?

What is your project's expected time frame?

Describe the agricultural impact of the project.

How many individuals do you think this project will affect?

How will you recognize AACFB as being a donor toward this project?

Project Budget

Amount of Grant Request:

Please provide a list of costs you expect to be associated with bringing this project to completion:

Where do you expect to get the remaining funds to complete your project?

<u>**Project Completion Report:**</u>
What type of feedback will you provide to AACFB and when should we expect to receive this information? Attendance at an AACFB Board of Directors meeting is preferrable.

I have read and understand the criteria and guidelines for this grant and agree that the funds offered will only be used toward the expenses of the project in this application.

Applicant Signature: **Date**

 Parent/Guardian Signature: **Date**
(if applicant is under 18)