



2016
Roughrider Days Fair and Expo
Event Funding Application
to the Stark County Fair Association

The project/events will be considered based on their potential ability to attract visitors to the Roughrider Days Fair and Expo.

Amount Requested _____

Name of Event: _____

Location: _____

Please print or type clearly

Organization Name _____

Contact Name _____

Mailing Address _____

City, State, Zip _____

Phone _____ Fax _____

E-Mail _____ Website _____

Are you a for-profit or nonprofit organization? For-profit Nonprofit
(For-profit organizations are not eligible)

2015 Organization's Year End Cash on Hand _____

2015 Organization's Year End Investment/s Balance _____

How many people do you expect to attend your event in 2016? _____

What was 2015 event attendance? _____

How do you calculate your event attendance? _____

Do you pay to use a facility? Yes No

If so, what is the cost? _____

Are the facilities adequate for your event at this time? Yes No

If not, what are the concerns of the site?

If funding is approved, what expenses will the funds be used for?

Do you solicit annual sponsorships for your event/s? Yes No

If yes, list the sponsor names and the amount that was collected in 2015

After Roughrider Days Fair and Expo is over, how does your committee evaluate the event(s)?

Marketing the Event(s) - The Stark County Fair Association contracts marketing services from LoAnn's Marketing. The firm is expected to implement a comprehensive marketing plan with funding provided by the SCFA and the Dickinson CVB.

Does your group individually market your event/s beyond the group event marketing that is provided? Yes No

If so, how much did you spend in 2015? _____

Who is your target audience for each event? _____

Identify any new potential audience _____

Authorized
Signature _____

Date _____

Deadlines for applications are as follows: Applications are reviewed at the monthly board meeting and funds are awarded, if application meets submission requirements and event is approved for support. **Applications due no later than April 26th!**

Mail application to:

**Stark County Fair Association
P.O. Box 1341
Dickinson, ND 58602**

Checklist – MUST be sent along with the application or the application will be returned to the organization.

- 2016 Budget Enclosed	Yes	No
- Year End Event Financial Statement for 2015	Yes	No
- Articles of Incorporation	Yes	No
- Current Copy of ND Sec. of State Articles	Yes	No
- Year End Balance Sheet for Organization	Yes	No
- Evaluation from Prior Year (2015)(Unless sent prior)	Yes	No

- In order to receive any approved funding, insurance certificates must be submitted a minimum of one month prior to the event. Grant checks will not be sent until insurance certificates are received.
- Submit insurance information to:
Kevin Stockert, Treasurer
Stark County Fair Association
P.O. Box 1341
Dickinson, ND 58602

EVENT BUDGET – Submit a separate budget including:

Revenue Sources

- Fair Association Grant Amount
- Sponsors
- Ticket Sales
- Other

Event Expenses

Roughrider Days Fair and Expo Grant Criteria

The Stark County Fair Association has therefore determined that the following guidelines are met with each Roughrider Days Fair and Expo grant application:

1. Funds to be awarded for an event will promote visitor attraction directly to Roughrider Days Fair and Expo.
2. The committee will not consider grant applications for personal appearances and political gain.
3. Grant applications **must** include all required information to the best of their ability. The committee will evaluate the grant application's accuracy and completion. A checklist of enclosures is listed on the grant application.
4. For-Profit organizations will **not** be considered.
5. All applications must be submitted no later than the April 26th to the Stark County Fair Association. Applications can be mailed via postal service or e-mail to lkarsky@hotmail.com.
6. All applications must have an evaluation from prior year attached to be considered. (Unless evaluation was sent prior).

The Stark County Fair Association reserves the right to alter and/or modify these guidelines at any time.