



COUNTY FARM BUREAU PROGRAM FUND GRANT POLICY

Entry Deadlines

Electronic forms must be received by Michigan Farm Bureau via programgrant@michfb.com no later than:

October 13, 2017

May 11, 2018

PURPOSE AND POLICIES ON THE DISTRIBUTION OF FUNDS

What is the County Farm Bureau Program Fund?

The County Farm Bureau Program Fund was developed by county leaders to assist through grants to County Farm Bureaus (CFBs) to fund projects that will:

- Develop leadership
- Create member-specific programs that meet the needs of members
- Increase member involvement
- Strengthen the ability for the CFB to be the voice of agriculture locally

Eligibility

Grant applications can be submitted from all county Farm Bureaus in Michigan.

County Farm Bureaus cannot apply for a joint application and an individual application for the same project.

How much money is available?

The CFB program fund will be capped at \$175,000/year.

How will grants be distributed?

Grants will be distributed as project grants. All CFBs in Michigan can be awarded a project grant. There will be two grant submission periods – the first one due by October 13 and if there are remaining dollars in the fund, a second round will be held with a May 11 deadline. Each submitted project grant will be reviewed by the MFB Grant Review Committee. There is no dollar limit on project grant proposals.

Who decides on the grants?

A Grant Review Committee consisting of a minimum of 11 county Farm Bureau representatives from each district will evaluate and make grant recommendations to the Michigan Farm Bureau board of directors at least two times per year. All project grants will be reviewed by the Grant Review Committee.

What are the criteria for the grants?

The grant criteria will follow the CFB Finance Task Force recommendation to the MFB Board. The application will come pre-poulated with CFB specific scoring (as well as “like sized” CFB averages) for each of the following categories based on 2017 data.

CFB Liquidity*

- Over 2 years (5pts)
- 1.5 – 2 years (10 pts)
- 1 – 1.5 years (15 pts)
- less than 12 months (20 pts)

**Counties that sold their building will have an adjusted liquidity factoring out the sale proceeds.*

What are the criteria for the grants?

Total member participation in the CFB

- 0-5% (5pts)
- 5-10% (10 pts)
- 10-15% (15 pts)
- 15+% (20 pts)

Young Farmer participation in the CFB

- 0-10% (5pts)
- 10-20% (10 pts)
- 20-30% (15 pts)
- 30+% (20 pts)

Are the CFB overhead/administrative costs +/- 10% of similar-sized CFBs?

- Yes (5 pts)
- No (0 pts)

Is the CFB charging an additional member assessment (full \$50)?

- Yes (5 pts)
- No (0 pts)

In addition to these criteria and associated points, each county Farm Bureau will need to complete a Program Fund Application. The 2-page application is worth an additional **70 points** based on the following criteria:

- A project plan/description including budget with total estimated project cost and amount requested
- Summarizing what the activity will do to impact your members using measurable goals
- How you are involving members in the planning and execution of the program
- Which Farm Bureau committees and/or other groups you are utilizing
- Is it a brand new program to the county
- Are there additional sponsors outside the county Farm Bureau

For grant requests above \$2,500, a copy of the 2017-18 county Farm Bureau budget and budget explanation must be included with the Program Fund Application. The Grant Review Committee will take these and other factors they deem important into account when deciding full or partial consideration when making grant determinations.

Food can be included in the budget for the grant, however, no alcohol can be part of the request.



COUNTY FARM BUREAU PROGRAM FUND APPLICATION

Today's date: _____

_____ County Farm Bureau(s)

CONTACT

Contact Name: _____ Phone: _____

Email: _____

Grant Review Committee use only

- ____ pts. Liquidity
- ____ pts. Member involvement
- ____ pts. YF involvement
- ____ pts. Administrative cost
- ____ pts. Dues assessment

Max pts: 70

PROJECT

Project Name: _____ Date of Program/Activity: _____

Total project cost:

\$ _____

Amount requested:

\$ _____

Other donations/sponsorships anticipated:

\$ _____

Executive Summary of Project (Explain Who, What, Where, When, How?): (less than 200 words) (15 pts)

List appropriate budget items and estimated amounts for the event.

You will need to submit a complete budget with actual costs and receipts in your final report.

For grants above \$2,500, detailed receipts will be required with your final report.

Item	Amount Budgeted

Applications must typed and emailed to: programgrant@michfb.com



COUNTY FARM BUREAU PROGRAM FUND APPLICATION

Which areas will this program impact your members? Mark all that apply: (30 pts)

- Develop leadership.** (List/explain measurable goals for leadership in box below)

- Create member-specific programs that meet the needs of members.** (List/explain measurable goals for programs in box below)

- Increase member involvement.** (List/explain measurable goals for member involvement in box below)

- Strengthen the ability for the CFB to be the voice of agriculture locally.** (List/explain measurable goals for strengthening CFB in box below)

List any other measurable outcomes or project goals (i.e. new members involved, pounds of food collected, etc):

How are you involving members in the planning and execution of this program? (10 pts)

Which Farm Bureau committees and other groups are you utilizing? (5 pts)

- Yes No **Is this a brand new program/activity for your County Farm Bureau?** (5 pts)
- Yes No **Are there additional sponsors (financial, in-kind donations) outside of the County Farm Bureau?** (5 pts) If so, who? _____