



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.

Application Requirements:

- One letter of reference must accompany the application.
- Partial applications will not be considered.
- Applications must typed and be submitted by email.
- Applications are due by Jan. 1st, April 1st, July 1st, or Oct. 1st.
- Applications received after due date may be considered in the next submission time frame.

Funding:

- The number of grants awarded is contingent upon the budgeted amount for the 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 decisions by Feb. 15th, May 15th, Aug. 15th, or Nov. 15th. If the approved amount is greater than \$600, a completed W9 form must be sent to the AACFB Treasurer at aacfbtreasurer@gmail.com before funds are distributed. W9 forms can be acquired through IRS at <https://www.irs.gov/pub/irs-pdf/fw9.pdf>.

Evaluation Criteria:

The following criteria are used by the grant committee when evaluating 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 the project, a report is required based on the method stated in the 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?

Project Completion Report:

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 preferable.

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)**