

[2006 Guidelines for the Agricultural Societies Year-end Grant](#)

The following pages are intended to show you samples of eligible and non-eligible expenses in each of the three categories of the proportional grant.

[Rural Development, Leadership and Training Expenses](#)

- ❖ The donated use of your meeting rooms is calculated under operating expenses. Do NOT claim again.
- ❖ Names of camps, conferences, and courses must be provided.
- ❖ The general term “donation” is not allowed.
- ❖ Travel within Canada only

[Agricultural Activities and Program Expenses](#)

- ❖ You must include a schedule of revenue and expenses for all activities being claimed. If your accountant is unsure of how these schedules must appear please have him/her call.

[Operational Expenses](#)

- ❖ Operational expenses are only eligible if you own or operate a facility that housed an agricultural event in the past year.
- ❖ Expenses paid or reimbursed by an organization other than the agricultural society are not eligible.
- ❖ All expenses claimed must be paid by the agricultural society and shown on your 2006 year-end financial statement.
- ❖ If you received a municipal grant for operating expenses or have been reimbursed by another organization, you must deduct that amount from your operating expenses. Examples of other operating revenue deductions include, Municipal Operating Grants, STEP (or other employment) programs and recoveries of utilities.

REMEMBER: If we can't find the claimed expenses on your 2006 financial statement then they are NOT eligible.

Questions?

Phone : Shauna Johnston (780) 427-4221 or Cindy Dixon (780) 427-4311
(Toll free access dial 310-0000 then the number)

Rural Development/Leadership/Training Expenses

Eligible

Board development activities
Volunteer & staff training – leadership
4-H Public Speaking – Sponsorship & awards
Conferences (examples):
- AAAS, Western Canada Fairs
- Vitalize, CAFE
- AB Recreation and Parks Assoc.,
- Growing Rural Tourism,
- Facility Management Conference,
- Rural Women’s Conference
- CSLC (Canadian Student Leadership)
Youth leadership training – Camp registration fees only. Examples: Guides, Scouts, Jr. Forest Wardens
Scholarships: post secondary, CAPA (1/2 tuition only)
4-H Camps – Registration fees only for the following camps:
- People Developing People
- LTCS (Selections)
- Club Week
Encounters Canada
4-H Leaders Update and BUD, PELF, CBS and LSTT
Forum for Young Canadians
Exchanges on Canadian Studies
National 4-H Citizenship seminar
Economic Development Modules
National Seminar – Canadian Student Debating Federation
National Student Commonwealth Forum
Regional AAAS meetings
Safe Food Handling Course
Awards - School
Ranching For Profit – ½ tuition
Governance and Financial Planning Workshops
ACCA (formerly REDA) courses and youth camps
Canadian Student Leadership Conference

Non-Eligible

Entertainment costs
Music festivals
Annual membership fees
Memorials
Tourist booths
STARS/Red Cross
First Aid courses
H₂S Workshops
School trips
Libraries
Playschools
Figure Skating
Yearly program/ membership fees for clubs
Out of Country Travel
Minor Hockey
Literacy
Summer Programs
Meals, Food Banks
FCSS
Science Fairs
DARE
Sheldon Kennedy donations
Daycares
Wellness
Swimming
Coaching and refereeing clinics
Sports and recreation training
Agriventure Scholarship – out of country
North American Farm Direct Conference – out of Country, **except** for 2007

Agricultural Activities and Program Expenses

Eligible

Agricultural education
Market & trade development
Non-pro rodeos (net out cowboys entry fees) see last page for details
Horse clinics
Heavy Horse Pulls
Stock dog trials
Gardening courses
Internet – workshops and operating line fees
Bull-a-ramas
4-H show & sales (No cattle sale expenses)
4-H camp (other than those listed in the leadership category)
4-H Project day (Achievement)
Agricultural Fairs: see last page for details
Sponsorship of Ag events i.e. Farm Women's Conference, Speakers
Team penning
Senior Pro Rodeo
Communities in Bloom
AAAS Float fee
AWI events
Farmer's Market
Horse Driving Course
Yard and Garden Courses
Farm Safety
Environmental Farm Planning courses
Fair Judging Workshops
Estate Planning Workshops

Non-Eligible

Craft shows
Entertainment
Dinner theatres
Cattle purchases
Parades
Pro Rodeo
Chuck wagons / pony chucks
Tractor pulls
Jackpot shows - cattle or horse
Fundraising activities
Stampede wrestling
Fiddler's contest
Musical rides
Clothing
Food
Bingos, Raffles
Horse, Dog, or Wild Horse Racing
Sport Dog Shows
Fireworks
Recreation / sporting activities
Petting zoos
Pony rides
Cowboy poetry
Bike rodeo
Soap Box Derby's
Beer Gardens

Examples of allowable expenses:

Rodeos / Bull-a-ramas / Horse Shows / Cattle Shows

Advertising	Office
Awards	Sanitation
Top-up's on prize money	Sanction Fees
Announcer	Security
Shaving	Additional help (wages)
Extra insurance	Rent
Stock	Contractor
Printing	Cleaning

Fairs

Fairbooks
Judges
Advertising
Tags & Supplies
Rent
Prizes / Ribbons
Office expenses

Operational Expenses

Eligible

Utilities
Office Supplies
Wages – Concession, ice making, janitor, programming, Exec. Dir. etc.
Repairs and Maintenance – Max \$2000.
Includes: floor stripping, janitor supplies, equipment rental, etc.
Postage
Garbage pick-up
Snow removal
Yard maintenance –no gravel purchases

Top-ups (STEP/SEED/PEP)
Bookkeeping fees
Insurance
Workers Compensation
Cattle feed costs
Frontage tax if for garbage
Sewer
Freight
Advertising
Promotions
Lease payments
Highway Signage

Non Eligible

Small tools & hardware
Licenses/License fees
Start-up/Shut-down ice plant
Cemetery Upkeep
Concession supplies
Weigh scale operation
Building appraisals
Bank charges
Internet hook-up/installation
Cable
Casino & Bingo supplies/charges/ expenses
GST
Professional fees (accounting & legal)
Interest fees
Taxes
Corkage
Legal fees
SOCAN
Alcohol
Food & Clothing
Capital expenses
Renovations & / or additions
Late payment penalties
Entertainment costs
Membership fees- including AAAS
Cattle Purchases
Debt reduction



Agricultural Societies Grant Application

Name of Agricultural Society _____

Year of Operation _____ 20_____ to _____ 20_____.

Rural Development, Leadership, and Training Expenses - (List each program or activity by name)

Description	Expense Amount	Office Use Only
Total eligible expenses	\$	\$

Agricultural Activities and Program Expenses- (List each activity and program and make sure a schedule in your financial statement shows revenue and expenses for all activities)

Description	Expense Amount	Office Use Only
Total eligible expenses	\$	\$

Please turn over . . .

Operational expenses – (please list)

Expense categories	Expense Amount	Office Use Only
Insurance		
Repairs & Maintenance (Max \$2,000)		
Utilities		
Wages &/or Contracts		
Deduct other operating revenue (gov't, other organizations)	-	
Total eligible expenses	\$	\$

Please attach another page if additional information is required.

Declaration

The expenses listed on this grant application have all been paid by the agricultural society. We have verified that these expenses are eligible under the guidelines for this grant program. We have deducted all late fees, GST, and other ineligible expenses. The agricultural society will maintain the records of these expenditures for 6 years.

We have the authority to sign on behalf of the agricultural society.

Signature X <hr/> Name (please print) <hr/> Position <hr/> Date <hr/>	Signature X <hr/> Name (please print) <hr/> Position <hr/>
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Send to:
 Agricultural Societies Program
 Rural Programs Branch
 Alberta Agriculture, Food & Rural Development
 #201, J. G. O'Donoghue Building,
 7000 - 113 Street
 EDMONTON, ALBERTA T6H 5T6

Agricultural Society Grant Application

How to fill out the application form for this grant:

- There are *three* sections to the grant.
- You do not have to spend money in all three categories to get a grant. Fill out the appropriate sections for your agricultural society.
- Review the Guidelines (*see enclosures*) to ensure that you have not included any expenses that are not eligible.
- *Two* directors of the agricultural society who have signing authority must sign the grant application.
- Check to make sure all expenses being claimed on the grant form can also be found on your financial statement. If we **can't find** the expense on your financial statement it **becomes ineligible**.

Application deadline.....JANUARY 15th .
No applications will be accepted after this date!

Send in your application as soon as your operational year-end is complete.