

Fair Premium & Operations

Reimbursement Application Instructions

ELECTRONICALLY

On entry:

- Dates must be entered in mm/dd or mm/dd/yy format, as appropriate. They will be reformatted.
- Telephone numbers must be entered as a number. They will be reformatted.
- Dollar amounts must be entered as a number – include the decimal where necessary. They will be reformatted.
- Automatic calculations and moving of data is denoted on the spreadsheet by the yellow colored boxes.
- Do not fill in the grey or tan colored boxes. These are for Fair Office use only.
- Section 1 – Grant Application
 - Enter Application Date, Federal ID, Legal Name of Fair (must correspond to the Federal Identification Number), Fair Known As, Fair Address, County, Contact Person & Title, Fair Contact Telephone Number, Fair Contact Email Address, and Current Year Fair Dates.
- Section 2 – Exhibits, Exhibitors and Premiums Paid
 - Enter total #Exhibits, #Exhibitors, Premiums for each Department. In addition, for Department 22 give the appropriate breakdowns.
 - Eligible Premiums [Departments 1-21, 23-24] – moved from Premiums.
 - Department 22 –
 - Sections – moved from Premiums.
 - [Major Contests – Total] – add Department 22 Sections for the categories of #Exhibits, #Exhibitors, Premiums, Eligible Premiums.
 - Eligible Premiums [Major Contests-Eligible-Max. \$4300] – moved from Eligible Premiums [Major Contests-Total] or \$4,300 (whichever is less).
 - Other Ineligible Premiums – enter other ineligible #Exhibits, #Exhibitors, Premiums. These would be any that have not already been captured in Section II as reimbursable.
 - [Totals] – add Departments 1 through 24 and 22 for the appropriate categories of #Exhibits, #Exhibitors, Premiums, Eligible Premiums. Also, Other Ineligible Premiums.
 - (A) Eligible Premiums – move Eligible Premiums [Totals].
 - (B) Sponsorships Including Special Baking Contests – \$95 is present to cover the money received/to be received from the PA's Egg Farmers for the Angel Food Cake Contest \$50, and the PA Preferred® Program for the PA Preferred® Junior Baking Contest \$45. If for any reason your fair did not participate or spend all of the contest money, depending on the contest, correct as necessary. In addition, attach a note explaining the change. In addition, add any other Sponsorships pertaining to premiums, ribbons, trophies and other awards.
 - (C) Eligible Premiums (Less Sponsorships) (A - B) – subtract Sponsorships Including Special Baking Contests from Eligible Premiums.
 - (D) Ribbons, Trophies & Other Awards Expense – enter.
 - (E) Eligible Premiums + Ribbons, Trophies & Oth. Awards Exp. (C + D) – add Eligible Premiums (Less Sponsorships) and Ribbons, Trophies & Other Awards Expense.
 - (F) Reimbursed Eligible Premiums – $\frac{1}{2}$ (Eligible Premiums + Expenses) ($E / 2$) – Divide Reimbursed Eligible Premiums + Ribbons, Trophies & Oth. Awards Exp. by 2.
 - (G) Total Eligible Premiums (F) or \$15,000 max. – move Reimbursed Eligible Premiums – $\frac{1}{2}$ (Net Premiums + Expenses) or \$15,000 (whichever is less).

NOTE: There must be a minimum of 12 departments with at least 5 exhibitors in each department. This is to be in compliance of amended Fair Act of 1994. If this criteria is not met, Total Eligible Premiums is \$0.

Disclaimer - No premiums will be reimbursable if awarded under the "Danish System." (7 Pa. Code §102.22(b)).

- Section 3 – Expenses
 - Reporting Reimbursement Period
 - Maintenance of Grounds and Buildings
 - Include contracted labor and all materials.
 - Salaries & Wages
 - Include all staff, board members, etc. to which salaries are paid and related payroll taxes are conducted. Do not include judges' salaries or expenses, they are provided for on line 12.
 - Cost of Conducting
 - Include cost of planning and preparation and clean-up – do not include items listed in line 2.
 - Premium Catalog
 - This figure should reflect the cost of printing less advertising receipts. If receipts exceed cost, enter 0.
 - Submit a Premium Catalog for the fair.
 - Total Premiums Paid
 - Moved from (C) Eligible Premiums (Less Sponsorships) of Section II.
 - Ribbons, Trophies, and Other Awards
 - Moved from (D) Ribbons, Trophies & Other Awards Expense of Section II.
 - Equipment
 - Complete Addendum II.
 - Office Expenses
 - Include supplies, postage, etc., but do not include items listed in line 2.
 - Utilities
 - Electric, telephone, gas and fuel.
 - Insurance
 - Self-explanatory.
 - Taxes
 - Payroll taxes should not be included here.
 - Judges' Expenses
 - Include salary and travel expense.
 - Advertising Expenses
 - Self-explanatory.
 - Other Expenses
 - Complete Addendum III.
 - Total Expenses – add Maintenance of Grounds and Buildings through Other Expenses.
The Fair Program will not reimburse for any of the following: professional performers, roller derbies, demolition derbies, thrill drivers, queen contest (except fair queen), entertainment expenses, and parades (except band competition).
- Section 4 – Summary of Horse Racing Events

[COMPLETE SECTION IV FOR OVERNIGHT RACING ONLY (# Heats Scheduled, # of Entries, Total Purse and Entry Fees)]

 - Quaker States Racing
 - Enter # Heats Scheduled, # of Entries, Total Purse and Entry Fees.

- Purse Paid Less Entry Fees – subtract Entry Fees from Total Purse.
 - Adjusted Reimbursement – move Purse Paid Less Entry Fees or \$7,600 (whichever is less).
 - Overnight Racing
 - Enter # Heats Scheduled, # of Entries, Total Purse and Entry Fees.
 - Purse Paid Less Entry Fees – subtract Entry Fees from Total Purse.
 - Complete Addendum IV.
 - Complete Addendum V.
 - Enter Actual Costs for Race Secretary, Presiding Judge, Clerk of Course, Starting Gate and Announcer.
- NOTE: Racing costs other than those listed above are not reimbursable as per Pennsylvania Agricultural Fair Act of 1986, P.L. 437, No. 92.



Attach invoices and proof of payment for all services listed above if applicable.

- Total Expenses – add Purse Paid Less Entry Fees through Announcer.
- Adjusted Reimbursement – move Total Expenses or \$13,000 (whichever is less); however, if Total Purse is less than \$4,000, move \$0.
- Net Racing Reimbursement – add Adjusted Reimbursement [Quaker States Racing] and Adjusted Reimbursement [Overnight Racing].



Remember to attach an official race program and copy of the judges racing sheets [OVERNIGHTS ONLY].

• Section 5 – Summary of Expenses and Reimbursements

- Enter Number of Acres in the Fair Property, Total Number of Days of Operation, Total Attendance.
 - Class “A” Fair – 40 or more acres, 5 or more days of operation, and \$10,000 or more in total premiums paid [Section III] + ribbons, trophies, other awards [Section III].
 - Class “B” Fair – 30 or more acres, 5 or more days of operation, and \$7,500 or more in total premiums paid [Section III] + ribbons, trophies, other awards [Section III].
 - Class “C” Fair – 20 or more acres, 5 or more days of operation, and \$5000 or more in total premiums paid [Section III] + ribbons, trophies, other awards [Section III].
 - Class “D” Fair – 10 or more acres, 3 or more days of operation, and \$2,500 or more in total premiums paid [Section III] + ribbons, trophies, other awards [Section III].
 - Class “E” Fair – less than 10 acres, and 3 or more days of operation.

NOTE:

The Premiums Paid and Ribbons, Trophies, Other Awards are from Section III.

A day of operation is a minimum of six or more hours of events, activities or programs within a calendar day. Entry Day does not count as a Day of Operation.

- Total Expenses – move Total Expenses of Section III.
- Total Eligible Expenses –
 - Class “A” Fair – move Total Expenses (above) or \$14,000 (whichever is less).
 - Class “B” Fair – move Total Expenses (above) or \$12,000 (whichever is less).
 - Class “C” Fair – move Total Expenses (above) or \$9,500 (whichever is less).
 - Class “D” Fair – move Total Expenses (above) or \$7,000 (whichever is less).
 - Class “E” Fair – move Total Expenses (above) or \$2,500 (whichever is less).
- Total Eligible Premiums Paid – move (G) Total Eligible Premiums of Section II.
- Net Racing Reimbursement – move Net Racing Reimbursement of Section IV.
- Total Reimbursement Request – add Total Eligible Expenses, Total Eligible Premiums Paid, Net Racing Reimbursement.

If the Total Eligible Expenses, Total Eligible Premiums Paid, Net Racing Reimbursement, or Total Reimbursement Request is 0 or not as much as expected, review the criteria that created the amount in question.

Section 6 – Officer Names/Addresses and Signatures

- Enter Name and Address of President, Vice President, Secretary and Treasurer.
- Obtain original Signatures and Dates.
- Addendum I
 - Enter **Names and Addresses, and Telephone Numbers** (if known) that correspond to exhibitors by Department of Section II. Maximum of 5 exhibitors per Department. If a list or partial list has already been prepared, attach after Addendum I; then, complete Addendum I as necessary.
- Addendum II
 - List all Equipment purchased or repaired. If a list has already been prepared, enter TOTAL and the amount. Place this prepared list after Addendum II.
- Addendum III
 - List all Other Expenses. If a list has already been prepared, enter TOTAL and the amount. Place this prepared list after Addendum III.

How to Submit

- Print one (1) copy of the completed application and obtain original signatures.
- Make a copy of the completed application with the signature page to keep for your records (scan in and create a .pdf if you'll be sending in the application via email or would like to keep an electronic copy).
- Send a copy of the complete application with the signature page and a copy of your fair's premium guide book to the fair fund administrator.
 - You may email a copy of a .pdf of the files to fairs@pa.gov, or
 - Send the originals to the fair office as follows:

PA Department of Agriculture
PA Fair Office
Attn: Tyler Staley
2301 North Cameron Street, Room 310
Harrisburg, PA 17110

Please DO NOT send your applications to the Farm Show Complex!



- Paper applications must be postmarked no later than November 15th.
- Electronic applications sent via email must be received by November 15th.
- Please remember to submit a copy of your Premium Guide either in paper or an electronic version.