



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 19, 2018
April 1, 2019

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, but may do so for separate projects.

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. There will be two grant submission periods – the first one due by October 19 (for projects taking place Jan. 1-Aug. 31 2019) and if there are remaining dollars in the fund, a second round will be held with a April 1 deadline (for projects taking place July 1-Dec. 31 2019). 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 county Farm Bureau representative from each of the 11 districts and one at-large representative 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 2018 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 2018-19 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.