

**LOUISIANA DEPARTMENT OF AGRICULTURE AND FORESTRY
LOUISIANA EQUINE PROMOTION AND RESEARCH GRANT**

GRANT APPLICATION GUIDELINES

The purpose of the Louisiana Equine Promotion and Research Program is to support the growth and development of the equine industry in Louisiana by enhancing research, education, promotion, facilities, tourism, events, and equine-related activities throughout the state.

AVAILABLE FUNDING

Grants are based on available funds. Grant awards must be recommended by the Board and approved by the Commissioner of Agriculture and Forestry. There is no restriction on the dollar amount of funds made to any one grant applicant. However, the amount of funding made available to grant applications is limited to the funds available to the Board at that time.

ELIGIBILITY OF APPLICANT

All applicants will be given the same consideration, no matter the nature of their request (i.e., for equine organizations, facilities, events, research, and other related programs).

Awards may be used for any of the following:

- a. to increase the attendance at a new or existing equine event;
- b. to co-op advertising directed at encouraging out-of-state attendance;
- c. to upgrade, improve, or construct facilities used for equine events, which may include arenas, trails, and camps;
- d. to attract larger and more prestigious events; or
- e. to promote Louisiana equine tourism, education, or research.

APPLICATION REQUIREMENTS

All applicants shall submit their completed application to the Board and Commissioner. The application shall include the following:

- a. Applicant organization information;
 1. Name and address of the organization;
 2. List of the board of directors or owner/officers for the organization or governing agency; and
 3. Contact information of the board of directors or owner/officers.
- b. The budget for the proposed project or event;

- c. Attendance information;
 - 1. an estimate of the projected event attendance; and
 - 2. an estimate of potential hotel stays;
- d. Statement of funding purposes;
 - 1. a description of the purpose, scope, and significance of the proposal with emphasis on the impact to the local and state economies as well as the equine industry;
 - 2. if the grant is awarded for facility improvements, a description of the planned improvements and how those improvements will benefit the local and state economies and the equine industry;
- e. A summary of how the award funds will be matched or expanded, if applicable;
- f. Marketing and expense plan;
 - 1. a breakdown of the advertisement plan and budget; and
 - 2. a summary of how the event or project will be advertised to generate additional visitors to Louisiana;
- g. Financial information;
 - 1. certification of the organization's tax exempt status, if applicable;
 - 2. current financial statement;
 - 3. an operating budget from the organization for the current fiscal year; and
 - 4. a copy of the previous year's tax return.

B. The application proposal shall provide evidence of the enhancement of the local and state economies as well as the Louisiana equine industry. Priority will be given to applicants that directly and indirectly maximize the number of visitors into Louisiana, especially if overnight hotel accommodations are made, and that demonstrate the quickest and highest return of investment.

APPLICATION PROCESS

Applicants may apply annually; however, no there is guarantee of funding awards, as the program and grant awards are dependent on the amount of monies available to the Board at that time.

The applications shall be submitted to the Board at least sixty (60) days before funds can be made available. Applications will be accepted as they are submitted and will be reviewed at the following board meeting, unless otherwise indicated. The fiscal year for the Board runs from July 1 through June 30. Only complete applications will be considered.

The application will be deemed to have been completed upon the Board's receipt thereof, including the completed application form with all required documentation. Once the application is determined complete and eligible for consideration, it will be reviewed according to the laws, rules, and regulations of the Board.

All applications that meet the requirements and criteria set forth herein shall be reviewed by the Board, which shall make recommendations for awarding grants and grant funding and shall submit those recommendations to the Commissioner. The Commissioner shall make all final determinations on approving grants. All award determinations are made with consideration of the best interest in developing the equine industry as well as local and state economies.

Grant award determinations will be based on the event or project's contribution to developing the Louisiana equine industry by benefitting state and local economies. The decision will be based on the following:

- a. contribution of creating overnight stays;
- b. the ability to meet the goals described in the marketing plan;
- c. potential growth to the Louisiana equine industry; and
- d. return of investment and matching funds.

Proposed projects that involve matching funds may be given priority consideration.

GRANT APPROVAL AND FUNDING PROCEDURE

All grant award determinations require majority approval by the Board and approval of the Commissioner before any funds can be allocated.

If the Board recommends, and the Commissioner approves, a grant application for funding, an award will be issued and shall state the following:

- a. the name of the organization to receive funding;
- b. the amount of funding awarded;
- c. an obligation statement for the receiving organization;
- d. any usage requirements specified by the Board and Commissioner; and
- e. appropriate records and receipts to verify how funds were spent.

If the application is approved, the applicant agrees to the following upon acceptance of the grant:

- a. The applicant shall provide a follow-up report within thirty (30) days after the completion of the project or event;
- b. The applicant shall spend the funds in its entirety within sixty (60) days, unless otherwise agreed upon. If the funds are not entirely spent, they shall be returned; and
- c. Acceptance of awarded funding may subject the applicant to an audit by LDAF.

Once the grant application and funding is approved, the organization shall return the signed award letter and the grant agreement to LDAF within fifteen (15) days, or no funds will be awarded. Grant funds will be issued to the organization once the application has been approved by the Board and Commissioner.

RECIPIENT REPORTING REQUIREMENTS; RECORD KEEPING

Grant recipients may use the allocated funds only for the purposes stated in the proposals which have been approved by the Board and Commissioner. Reallocation of funding for purposes other than those specified in the proposal shall require prior written approval from the Board and Commissioner.

Each grant recipient shall submit for review a follow-up report once the event has been completed. The final report shall include the following:

- a. an overall summary of the event, which shall include, but not be limited to, event attendance and participation, any funds raised or collected, any awards given, overnight stay numbers, and any other information required by the Board as it pertains to each request;
- b. the final budget compared to the proposed budget;
- c. completion of the survey provided by the Board;
- d. final marketing expenditures and copies of advertisements, invoices, and payments made;
- e. copies of all receipts as they pertain to the awarded grant money;
- f. photographs and videos of the project or event; and
- g. copies of department and Board recognition materials and photographs.

Grant recipients are required to maintain all records relative to the grant award and related expenditures for a period of five years following the grant award.