



## Primary Agricultural Societies Grant Program Guidelines

The Agricultural Societies Grant Program provides a base grant as well as partial reimbursement of eligible expenses from a society's previous year of operations (as the total expense claimed by all societies exceeds the total grant funding available).

There are four sections in which an agricultural society can receive grant funding:

- (1) Governance, Leadership and Training Expenses (Section 1);
- (2) Agricultural Activities and Programs Expenses (Section 2);
- (3) Operational Expenses (Section 3); and
- (4) Base Grant (Section 4)

- To be eligible to receive a grant you must either operate a facility or run an agricultural event/program and be in Good Standing under the *Agricultural Societies Act*.
- Expenses paid or reimbursed by another organization are not eligible (e.g. municipal operating grants must be deducted from your operating expenses).
- All expenses claimed must be paid by the agricultural society and be captured in your year-end financial statements. Supporting schedules, copies of ledgers, or statement of expense templates (see Appendix D) can be used to detail and support your claim.
- Financial statements must be an audit report or a review engagement report prepared by a professional accounting firm.
- The donated use of your meeting rooms is captured in your utility costs in Section 3, Operational 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.

Examples of **eligible** expenses include:

Additional staffing	Cleaning & Sanitation	Office Expenses
Advertising	Event Insurance	Sanction Fees
Announcer	Fair books	Security
Contractor	Judges	Signage

**Ineligible** expenses include:

Accounting Fees	Fundraising Expenses, Bingos, Casinos	Out of Country Costs
Alcohol & Corkage Fees	Gravel	Prizes, Awards & Gifts
Bank Charges & Fees	GST	Professional Fees
Cable	In Kind & In Contra Expenses	Pro-Rodeo Expenses
Capital Expenses(over \$500)	Interest Fees & Debt Reduction	Recreation/Sporting (non-agricultural)
Clothing	Late Payment Penalties	Renovations/Additions
Donations (Non-Agricultural)	Lease Payments for Equipment	School Trips
Entertainment Costs	Legal Fees	Start-up/shut down ice plants
Fireworks	Licensing Fees (E.g. SOCAN)	Taxes (excluding garbage pick-up)
Food	Membership Fees (includes AAAS)	Tools & Hardware

**Appendix A – Eligible and Ineligible Governance, Leadership, and Training Expenses (for Section 1)** This funding pool is intended to support expenses related to enhancing the governance and leadership capacity of your organization and community. it does not support expenses related to regular meetings.

**Eligible:**

4-H Camps Registration Fees. Including only the following: People Developing People, LTCS (Selections), Club Week	Encounters with Canada Programs	National Student Commonwealth Forum
4-H Leaders Update, BUD, PELF, CBS, and LSTT	Environmental Farm Planning Courses	Safe Food Handling Course
4-H Public Speaking Sponsorships & Awards	Forum for Young Canadians	Scholarships: Post-Secondary
AAAS Conference & Regional Meetings	Governance/Financial Planning Workshops	CAFE
ARPA Conference	National Seminar, Canadian Student Debate Federation	Youth Leadership Training (camp registration fees only) Ex. Guides, Scouts, Jr. Forest Wardens
Board Development Activities	Leadership Training for staff & volunteers	
National 4-H Citizenship Seminar	Canadian Student Leadership Conference	

**Appendix B – Eligible and Ineligible Agricultural Activities and Program Expenses (for Section 2)** This funding pool is to support activities, events, and programs specifically connected to agriculture. It does not support non-agricultural programming (you are free to use your base grant towards quality of life programming).

**Eligible:**

4-H Camps (non-leadership)	Environmental Farm Planning Courses	Non-Pro Rodeos
4-H Project Day (Achievement)	Fair Judging Workshops	Open Farm Days
4-H Shows and Sales (no cattle sale expenses)	Farm Safety	Roping
Administration expenses for eligible Agriculture Activities & Programs (E.g. additional help, sanitation, judges)	Farmers Markets	Senior Amateur Rodeo
Agricultural Education	Gardening Courses	Sponsorship of Ag Events (ex. Farm Women’s Conference, speakers)
Agriculture Market & Trade Development	Gymkhana	Stock Dog Trials
Alberta Women’s Institute Events	Heavy Horse Pulls	Team Penning
Bull-a-Rama	Horse Clinics	Yard and Garden Courses
Communities in Bloom	Horse Driving Course	
Consumer Protection Workshop (E.g. E-Coli)	Horse Shows	

**Ineligible:**

ATV Rally	Figure Skating	Raffles
Beer Gardens	Fire Departments	Running of the Bulls
Bike Rode/BMX/Bike Race	Food Banks	School Trips
Bingos & Casinos	Fundraising Activities	Science Fairs
Building Appraisals	Internet installation	Sheldon Kennedy Donations
Camp He Ho Ha	Jackpot Shows	Soap Box Derby
Cattle Purchases	Libraries	Sport Dog Shows
Celebration of Lights	Literacy Program	Sports/Recreation Training
Cemetery Upkeep	Memorials	Stampede Wrestling
Chuck wagons/Pony Chucks	Minor Hockey	Stars/Red Cross
Coaching/Refereeing Clinics	Mounted Shooters	Startup/Shutdown Ice plant
Concession Supplies	Music Festivals	Summer Programs
Cowboy Poetry	Musical Rides	Sunflower Festival
Craft Shows	Parades	Swimming
DARE/SADD/MADD Donations	Petting Zoos	Tourist Booths
Daycares	Play School	Tractor Pulls
Dinner Theatres	Pony Rides	Weigh scale operations
Entertainment	Pro Rodeo	Wellness Equipment & Programs

**Ineligible Cont'd**

FCSS Donations	Quilting for Humanity	Yearly Membership fees
Fiddler's Contest	Racing (e.g. horse, dog)	Young Hunter Training
AgriVenture Program (out-of-Country)	First Aid Courses	North America Farm Direct Conference
HxS Workshops		

**Appendix C – Eligible Expenses (for Section 3 Template)**

**\*\*Items directly related to holding an Agricultural event/activity such as advertising, postage, freight, highway signs, supplies, etc. can be claimed in the activity expenses and should be detailed.**

**Appendix D – Eligible Operational Expenses** This funding pool is intended to support some of the most major expenses agricultural societies commonly incur with the operation of their facilities. It does not support new construction or major renovations, nor is it intended to fund all of your operational costs (you are free to use your base grant towards other expenses). Eligible expenses should be readily captured on your financial statements (insurance, utilities, repairs and maintenance and wages).

Insurance	Repairs and Maintenance (Maximum \$10,000) (e.g. floor stripping, janitor supplies, equipment rentals, etc.)	Utilities (Heat and Power)
Wages/Salaries & WCB (can include Bookkeeping)		

**SECTION FOUR - BASE GRANT**

**As long as the expenditures fall within the objective of agricultural societies as defined in the *Agricultural Societies Act* (to encourage improvement in agriculture and enhanced quality of life for people living in the community), you are broadly free to spend these funds as you see fit by developing educational programs, events, services, and facilities based on the need of your community. The total operational spending of your ag society must exceed the base grant each year.**



**SAMPLE**

**Primary Agricultural Societies Grant Program Application Form**

**Application Deadline: February 15, 2025**

**For Assistance, and to Submit, Contact:** [Monika.Warring@gov.ab.ca](mailto:Monika.Warring@gov.ab.ca) or  
Monika Warring, Rural Programming Program Coordinator,  
Agriculture and Irrigation  
#106, 4709 – 44 Avenue, Stony Plain, AB T7Z 1N4  
Telephone: 780-968-3517 (toll-free by first dialing 310-0000)

**General Information**

<b>*Agricultural Society Name:</b> ABC Agricultural Society			
<b>*Mailing Address:</b> 4709 - 44 Ave.			
<b>*City/Town:</b> Stony Plain, AB		<b>*Postal Code:</b> T7Z 1N4	
<b>*E-mail:</b> john.doe@gmail.com	<b>*Phone:</b> 780-968-3517	<b>Fax:</b> 780-963-4709	

**Financial Summary** *(Use your financial statements to complete this section)*

<b>Fiscal Year of Operations:</b> 2024	
<b>Total Revenue:</b> 100,000	
<b>Total Expenses:</b> 95,000	
<b>Municipal Operating Grant Funding Sources</b> (do not include capital grants you redistribute to other community groups, or your provincial ag society grant)	<b>Amount</b> (these amounts will carry forward to the operational expense table on page 7)
<b>County/Town Operating Grant:</b>	10,000
<b>County/Town Operating Grant:</b>	



## Section 1. Governance, Leadership, and Training Expenses

Review **Appendix A** of the program guidelines before beginning this section. Submit this section even if no expenses are claimed.

<b>Name of Leadership Activity:</b> <i>(Please do not use acronyms)</i> Alberta Association of Agricultural Societies		
<b>Eligible Expense Description</b> <i>(E.g. registration fee, travel, etc.)</i>	<b>Expense Amount</b>	<b>Office Use Only</b>
Convention Registration (2 Delegates attending)	600	
Accommodation ( 2 nights)	400	
Travel 600 (km) mileage	300	
Region 5 Meeting Registration (1 delegates)	20	
Travel 75(km) mileage	150	
<b>Total Eligible Expenses for Leadership Activity:</b>	<b>1,470</b>	

<b>Name of Leadership Activity:</b> <i>(Please do not use acronyms)</i> Board Strategic Planning Session		
<b>Eligible Expense Description</b> <i>(E.g. registration fee, travel, etc.)</i>	<b>Expense Amount</b>	<b>Office Use Only</b>
Facilitator	350	
Meeting Room Rental	150	
<b>Total Eligible Expenses for Leadership Activity:</b>	<b>500</b>	



<b>Name of Leadership Activity:</b> <i>(Please do not use acronyms)</i> AAAS Treasurer Training Workshop		
<b>Eligible Expense Description</b> <i>(E.g. registration fee, travel, etc.)</i>	<b>Expense Amount</b>	<b>Office Use Only</b>
Registration (1 Delegate)	1,000	
Accommodation (2 nights)	200	
Mileage (400 km)	200	
<b>Total Eligible Expenses for Leadership Activity:</b>	<b>1,400</b>	

<b>Name of Leadership Activity:</b> <i>(Please do not use acronyms)</i> Post Secondary Agricultural Youth Scholarships		
<b>Eligible Expense Description</b> <i>(E.g. registration fee, travel, etc.)</i>	<b>Expense Amount</b>	<b>Office Use Only</b>
2 @ \$500 Scholarships	1,000	
<b>Total Eligible Expenses for Leadership Activity:</b>	<b>1,000</b>	

<b>Section One: Total Expenses</b>		<b>Office Use Only</b>
<b>Total Eligible Expenses for all Leadership Activities:</b> <i>Add the totals for each Leadership Activity to find this number.</i>	<b>4,370</b>	



## Section 2. Agricultural Activities and Program Expenses

Review **Appendix B** of the program guidelines before beginning this section. You may also wish to use the statement of expense template in **Appendix C** to break out eligible and ineligible costs. Submit this section even if no expenses are claimed.

<b>Name of Activity/Program:</b> <i>(Please do not use acronyms)</i> Farmer's Market		
<b>Eligible Expense Description</b> <i>(E.g. judges, advertising, fair books, etc.)</i>	<b>Expense Amount</b>	<b>Office Use Only</b>
Market Manager	7,500	
Advertising	500	
<b>Total Eligible Expenses for Activity/Program:</b>	<b>8,000</b>	

<b>Name of Activity/Program:</b> <i>(Please do not use acronyms)</i> Amateur Rodeo		
<b>Eligible Expense Description</b> <i>(E.g. judges, advertising, fair books, etc.)</i>	<b>Expense Amount</b>	<b>Office Use Only</b>
Stock	7,500	
Event Marketing	1,500	
Bullfighters/Pickup Men	3,500	
Judges, Timers, Announcer	4,000	
Sanction Fee	2,000	
Waste and Sanitation	1,000	
<b>Total Eligible Expenses for Activity/Program:</b>	<b>19,500</b>	





<b>Name of Activity/Program:</b> <i>(Please do not use acronyms)</i>		
Agra Fair		
<b>Eligible Expense Description</b> <i>(E.g. judges, advertising, fair books, etc.)</i>	<b>Expense Amount</b>	<b>Office Use Only</b>
see attached expense template	10,000	
<b>Total Eligible Expenses for Activity/Program:</b>	10,000	

<b>Name of Activity/Program:</b> <i>(Please do not use acronyms)</i>		
4 H Project/Achievement Day		
<b>Eligible Expense Description</b> <i>(E.g. judges, advertising, fair books, etc.)</i>	<b>Expense Amount</b>	<b>Office Use Only</b>
Sponsorship	250	
<b>Total Eligible Expenses for Activity/Program:</b>	250	

<b>Section Two: Total Expenses</b>		<b>Office Use Only</b>
<b>Total Eligible Expenses for all Agriculture Activities and Programs:</b> <i>Add the totals for each activity/program to find this number.</i>	37,750	



### Section 3. Operational Expenses

Review **Appendix D** of the program guidelines before beginning this section. Submit this section even if no expenses are claimed.

Description	Expense Amount	Office Use Only
Insurance	15,000	
Repairs & Maintenance ( <b>Maximum \$10,000</b> ) (include cleaning supplies, snow removal, lawn mowing, garbage pick-up, etc. here)	10,000	
Utilities (Heat and Power)	20,000	
Wages/Salaries & WCB ( can include Bookkeeping)	25,000	
<b>Eligible Expenses</b>	70,000	
<b>Deduct Municipal Operating Grant(s): (this amount will carry forward from page 1 Financial Summary)</b>	-10,000	
<b>Total Eligible Expenses</b>	<b>\$ 60,000</b>	



## Total Expenses Summary Total Amounts from Above Tables

	Estimated Expenses	Office use Only
Governance, Leadership and Training Expenses	4,370	
Agricultural Activities & Program Expenses	37,750	
Operational Expenses	60,000	

### Section 4. Base Grant

Please complete below if you will be applying for the base grant of \$17,500 available to Agricultural Societies that are in good standing.

Description	Amount	Office Use Only
Base Grant (Maximum \$17,500)	17,500	

Contact person(s) to answer inquiries pertaining to grant calculations:

Name: <b>John Doe</b>	Email:	Telephone Number: <b>780-968-3517</b>
Name:	Email:	Telephone Number:

Office Use Only:

### Statement of Certification

NOTE: Please read this carefully before signing.

We, the authorized representatives named below, certify the following:

- We are authorized to complete this application on behalf of the Agricultural Society named below (the “Agricultural Society”);
- We understand and agree to the Agricultural Societies Grant Program Guidelines (the “Guidelines”);
- The expenses listed in this application have all been paid in full by the Agricultural Society;
- We have verified that the expenses listed in this application are all eligible under the Guidelines;
- All late fees, GST and other ineligible expenses such as in-contra and in-kind expenses have been deducted in determining the amounts listed in this application;
- We understand that by submitting this application, the Agricultural Society agrees to maintain the records of the expenditures listed in the application for a period of not less than 6 years;
- We understand that funding for the Agricultural Societies Grant Program (the “Program”) is limited;
- We understand that payments under the Program are grants subject to the *Agriculture and Irrigation Grant Regulation*;
- We understand that Agriculture, Forestry and Rural Economic Development discloses the following information for all grant recipients:
  - the grant recipient name,
  - the amount of the grant,
  - the program the grant is paid under, and
  - the payment date.
- The information provided in this application and all attachments are, to the best of our knowledge, true, complete and correct.

**ABC Agricultural Society**

\_\_\_\_\_  
Name of Agricultural Society

*John Doe*

\_\_\_\_\_  
Signature of Authorized Representative

\_\_\_\_\_  
Signature of Authorized Representative

\_\_\_\_\_  
Legal Name (print)

\_\_\_\_\_  
Legal Name (print)

\_\_\_\_\_  
Position

\_\_\_\_\_  
Position

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date

The personal information that you provide on this form will be used to process your application under the Agricultural Societies Grant Program. This information is collected under the authority of section 33 (c) of the *Freedom of Information and Protection of Privacy (FOIP) Act* and is subject to the provisions of the Act. If you have any questions about the collection or use of this information, contact the Agricultural Societies Grant Program, #106, 4709-44 Avenue, Stony Plain, AB T7Z 1N4, phone (780) 968-3517.



## Appendix C Statement of Expenses Template

Name of the Agricultural Society: \_\_\_\_\_

Name of the Activity/Program: Agra Fair

Eligible Expenses	Expense	Office Use Only
Bench Show Judges	500	
Porta Potties	2,000	
Garbage	1,500	
Marketing	2,500	
Event Staff	3,500	
<b>Total Eligible Expenses</b>	<b>\$ 10,000</b>	

Ineligible Expenses	Expense	Office Use Only
Fireworks	2,500	
Entertainment	1,500	
Bouncy Castle	500	
Beer Tent	2,000	
<b>Total Ineligible Expenses</b>	<b>\$ 6,500</b>	

<b>Total Eligible Expenses</b>	<b>\$ 10,000</b>	
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**Appendix C**

**Statement of Expenses Template**

Name of the Agricultural Society: \_\_\_\_\_

Name of the Activity/Program: \_\_\_\_\_

Eligible Expenses	Expense	Office Use Only
<b>Total Eligible Expenses</b>	<b>\$</b>	

Ineligible Expenses	Expense	Office Use Only
<b>Total Ineligible Expenses</b>	<b>\$</b>	

<b>Total Eligible Expenses</b>	<b>\$</b>	
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