

Arizona State Cowbelles GUIDELINES FOR APPLYING & RECEIVING BEEF PROMOTION PROJECT FUNDING

1. Each year ASC proposes a budget for beef promotion projects from funds received from the AZ Beef Council and donations. The board has voted to make some of that beef promotion fund available to local organizations to make requests to use ASC money for acceptable beef promotion/education projects.
2. Locals desiring project funding must have their applications in as early as possible. Projects must be approved by the Budget & Finance committee. All receipts must be received by the treasurer by June 1st, of the current budget year. (June 30th is the end of our budget year.)
3. ASC activity reports must be submitted to Beef promotion chair at the completion of the project. A copy of this report and legible copies of receipts, invoices, etc for products must be submitted to the treasurer before reimbursement can be made. Reports should be presented typed or clearly written. Photos are appreciated. NO funds will be dispersed until the report and receipts are turned in. (Special requests for partial prepayment may be approved by the executive board.) Mail these to: Marie Pyeatt, 418 Cimarron Road, Elgin, AZ 85611; or email to: jmpyeatt@dakotacom.net.
4. Project funding can be used to pay for precooked beef products, or fresh beef (hamburger or other fresh or smoked cuts).
5. All beef used – whether purchased or donated – needs to be processed at a USDA inspected packing plant.
6. Project funding can be used for booth rental, some advertising, printing, pamphlets, or recipes in conjunction with the project. Radio and TV spots are allowed if they are about beef.
7. Project funding **cannot** be used for purchase of items that will be sold for a profit (beef samples are ok). Activities funded by the Beef Checkoff Program must abide by the Beef Promotion and Research Act and Order. If you have questions about what is legal, please ask the Arizona Beef Council.
8. When applying for Project funding, locals should match funds that are being applied for with in-kind donations of time, mileage, phone, postage, prizes, etc if at all possible.
9. Project funding requests may only be approved if the local applying for the funding has paid up (current) ASC affiliation dues and membership.
10. The Budget Committee will carefully review each Project funding application. They reserve the right to adjust the requested amount to be funded depending on the number of people being reached by the project, the type of project it is, and the availability of funding. Budget requests should be approved/disapproved within 3 to 4 weeks of receipt of request.
11. **REMEMBER, THE PURPOSE OF ASC PROJECT FUNDING IS TO PROMOTE AND EDUCATE ALL AGES OF CONSUMERS.**
12. **For questions, contact: Marie Pyeatt, email: jmpyeatt@dakotacom.net, or Cell phone: 520 400-3309 (text also).**

**ARIZONA STATE COWBELLES
APPLICATION FOR BEEF EDUCATION/PROMOTION PROJECT FUNDING**

Send completed application to: ASC Budget Chair, Marie Pyeatt, 418 Cimarron Rd, Elgin, AZ 85611, or email to: jmpyeatt@dakotacom.net.

1. Date application submitted: _____ Name of local: _____
2. Name, Address, phone of contact person: _____

3. Title of Project: _____
4. Date of Activity _____ Approximate number of people you anticipate reaching _____
5. Give a brief description of the activity. _____

6. What is the dollar amount that you are requesting from ASC? _____ Include an itemized budget for this project.
7. What will your local contribute to this program? (Include volunteer labor and time and mileage as well as other payment in kind and cash.)
8. Do you have additional funding sources? _____ Amount? _____
9. What are your goals for this project?
10. Following the completion of this project, are you willing to share your results with other locals? _____
11. Number of members in your local? _____ How many are ASC members? _____
12. Do you agree to submit a written evaluation (including documentation of your project and copies of original receipts for reimbursement) within **three weeks of completion** of program? (Photos, etc) _____

Person completing application _____ Date _____

(Please sign) _____

Phone Number(s) you prefer to use for contacting you. _____

Email address: _____

Has your local organization paid their affiliation dues for the current year? _____

Recommendation of the Budget Committee: _____ Executive Board: _____ Date _____

Note: Project Funding made available from AZ Beef Council Check-Off funds and AZ State Cowbelle Funds.