



STATE OF WASHINGTON  
DEPARTMENT OF AGRICULTURE

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July 17, 2023

TO: Washington State Agricultural Fairs

FROM: Tracey Keller, Fairs Program Administrator ([fairs@agr.wa.gov](mailto:fairs@agr.wa.gov))

RE: Grant Applications for Capital Improvement Grant Funds

The Washington State Legislature, via the state building construction account, provided grant funds of up to \$8 million to be distributed to Washington State fairs for health or safety improvements on fairgrounds. This enables us to provide capital funding to local governments and nonprofit organizations to support capital projects that make health or safety improvements to agricultural fairgrounds or fair facilities. Projects will need to be completed by **May 31, 2025**.

Enclosed you will find a grant application form, including the eligibility requirements, to submit a grant application to the Washington State Department of Agriculture (WSDA). Applications are also accessible online at: <https://agr.wa.gov/washington-agriculture/agricultural-fairs/forms>. Please review the applications process found on page two of the form. Applications and supporting documentation are to be **submitted by email in PDF format** to [fairs@agr.wa.gov](mailto:fairs@agr.wa.gov).

If you are a county fair, please make sure you have approval from county commissioners or the public works director to submit the application. If you are an area fair or a community fair, please ensure you have approval from your fair board or fair foundation.

After the application submission deadline, grant applications will be screened and prioritized by Washington State Fairs Commissioners. You will be notified if additional information is needed. Once the Fairs Commissioners have completed their review, they will make recommendations to the Director of the Washington State Department of Agriculture and he will make the final decision regarding grant awards.

**Grant applications are due to the Department no later than October 2, 2023.** Grant awards for each project will not exceed \$250,000 and will be paid out as a reimbursement upon receiving properly completed invoices and submission of supporting documents. If you submit more than one grant application, use one application per request and prioritize your requests (#1 being the most important, etc.). If your project is chosen for funding, WSDA will work with you on entering into a grant agreement that documents the conditions of the grant award.

**Please note:** Certain projects involving historic buildings or substantial digging may require consultation with the Department of Archaeology and Historic Preservation.

If you have questions, please contact me at (360) 902-2043 or at [fairs@agr.wa.gov](mailto:fairs@agr.wa.gov).

Enclosures