| Instructions: | Capital Improvement Project Matching Funds Grant |
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| | **eGrants Online Application Submission** |

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| **Before You Begin:** | Have your organization's Federal Tax ID Number & Vendor Number handy.  **IMPORTANT:**  Prior to beginning your application, if you aren't sure,  you must verify your organization's **legal name and address** with the Fair Office via email at fairs@pa.gov.  Verification of this information is important and will impact the Department's ability to process your application and future payments if incorrect.  **Be sure to use the Legal Fair Name, Fair Mailing Address, and FEIN when creating your account.** |
| **Logon to:** | https://www.esa.dced.state.pa.us |
| **Helpful Hints:** | At the top of the page, on the upper left hand side, there's a HELP tab.  Click the link  and you'll find step by step instructions for completing the Single Application for Assistance. |
| **Register:** | Click on the **yellow REGISTER** button and follow the prompts to register with the system.  If  you've applied for funding with the state using the Single Application for Assistance, you or your organization may already have an account. |
| **Questions:** | If you need t**echnical assistance completing the application**, contact  the Pennsylvania Department of Community and Economic Development's Customer Service Center: 1-800-379-7448 or via email at Ra-dcedcs@pa.gov.  If you have questions related to the **program and application questions**, contact  the Fair Office: 717-787-6298 or via email fairs@pa.gov. |
| **Please Note:** | In certain instances, the fields may not appear in the same order as listed below. |

| **User Settings** | |
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| | Select Non Profit, then click on the update button. |



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| | Answer all the questions on this page with **red diamonds** and click update.  Your FEIN (Federal Tax ID Number) should be entered as 9 digits (no dashes or spaces).  This is what turns the apply button on for your organization. |

| **Begin a New Application** | |
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| **Project Name:** | Enter your fair's legal name<br>*for example:* **Fayette County Agricultural Improvement Association, Inc.**<br>*If you are not sure, please call the fair office to confirm your fair's information.  You'll have the opportunity to describe your project in the project overview section.* |
| **Do you need help selecting your program?** | Select No. |

| **Select Program** | |
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| **Program Name** | Type in FAIR and click on SEARCH |
| **Search Results** | Click on **Apply** next to Fairs Capital Improvement |
| **Program Requirements:** | Once you have verified  your organization's legal name and address with the Fair Office, select Yes in the drop down box, then click on **Continue**. |



| **Applicant Information** | |
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| **Applicant Entity Type:** | Click on the item that best describes your organization. |
| **Applicant Name:** | Enter your fair's legal name.  This is your fair's legal name as it appears in the commonwealth's vendor system.  If  you're not sure, please contact the Fair office for Assistance. |
| **Charitable Organization?** | If you are a 501C3, you are considered a charitable organization, click yes. |

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| **NAICS Code:** | You can use the default code: 7139 or click on Other Amusement and Recreation Industries. |
| **FEIN:** | This is your fair's federal i.d. number. Enter 9 digits only, no dashes or spaces. If you do not know your FEIN, please contact the Fair Office for assistance. |
| **DUNS Number** | Leave this one blank, it's not required |
| **CEO:** | The Name of the Fair Board President |
| **CEO Title:** | Fair Board President |
| **SAP Vendor#** | This is your fair's vendor number. If you're not sure, please contact the Fair Office for assistance. |
| **Application Contact Name:** | The person completing the application can enter their name here. |
| **Application Contact Title:** | Self explanatory. |
| **Phone:** | Please enter a phone number that is used throughout the year, not just during fair season. |
| **Fax:** | You do not need to enter anything here. |
| **Email:** | Please enter an email that is monitored daily. |
| **Mailing Address:** | Please enter the fair's legal mailing address here. If you're not sure, please contact the Fair Office for assistance. |
| **City:** | Self explanatory. |
| **State:** | Self explanatory. |
| **Zip Code:** | Self explanatory. |
| **Enterprise Type:** | Check the box next to **other** (in the second column, second to last from the bottom). Then click on **Continue.** |

**Project Overview**

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| **Project Name:** | Enter Priority 1 Project (Priority 2, 3 etc.). If you're submitting multiple projects, **you must submit a separate application for each.** You may not include three projects on one application. |
| **Is this project related to another previously submitted project?** | If this project is phase two of an existing project, just enter yes, then phase 2 in the box below. If not, just select "no." |
| **Have you contacted anyone at the Dept. of Agriculture about your project?** | If you have contacted someone, select "yes," then enter their name in the box below. If not, just select "no." |
| **Is your community certified through Sustainable Pennsylvania?** | Leave this one blank/don't check a box, it's not required. |
| **Are you interested in applying for multiple funding sources for this project?** | Select "no." |
| **How many site locations are involved in the project:** | Select "1." |

**Project Site Locations**

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| **Address:** | Enter the fair's **physical** address here. |

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| **City:** | Self explanatory. |
| **Zip Code:** | Self explanatory. |
| **County:** | Select the county in which the fair is **physically** located. |
| **PA House:** | A list of PA House members will appear.  In some instances, you'll have to select your representatives.  If you don't know, select all. |
| **PA Senate:** | A list of PA Senate members will appear.  In some instances, you'll have to select your representatives.  If you don't know, select all. |
| **US House:** | A list of members from the U.S. House of Representatives  will appear.  In some instances, you'll have to select your representatives.  If you don't know, select all. |
| **Designated Areas:** | Select the municipality in which the fair is **physically** located. |
| | Click on **Continue.** |

## Project Narrative

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| **What do you plan to accomplish with this project?** | Enter a brief project description here. |
| **Projected Schedule and Key Milestones & Dates** | Enter a basic schedule that explains the timeline for completing the work. |
| | Click on **Continue.** |

## Budget

**Spreadsheet Tab**



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| **Estimated Project Cost:** | In the first column titled Fairs Capital Improvement, enter the amount  you're requesting from the Department of Agriculture |
| | In the second column, titled Matching Funds Requested Private, enter the amount your fair will contribute to the project. |
| | *Remember:  The fair must provide at least a dollar for dollar match.  In-kind services may not be used as a match.* |
| |  Click on **Continue.** |

### Basis of Cost Tab

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| **Basis of Cost:** | Click on the box next to the item that best describes your logic for determining the estimated project cost. |
| **Budget Narrative:** | This box contains auto-filled text.  You do not need to enter anything. |
| | Click on **Continue.** |

## Program Addenda

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| **1. Source of fair's share of funding the project:** | Explain the source of the funds the fair is using to cover the cost of the project. |
| | *Remember, your fair is responsible for paying for the capital improvements.  Another entity may not pay the bills on the fair's behalf.* |

**2. If the estimate of construction would be too low, and the program supplied money requested in the application, would you be able to complete the project from your funds?**

Select yes or no.

**3. How many years has the fair been in operation?**

Enter the number of years.

**4. Fair Organization Type:**

Select the type of organization that identifies your fair.

**5. Board Members**

The form provided captures the names, contact information, and signatures of the officers.   Download the form provided, complete it, save it to your computer, and upload as part of the application.  Important Note:  **The fair must provide unique emails for the President, Vice-President, Treasurer and Secretary.  We need this information to process the contracts electronically.**

**6. Number of members on the Board of Directors:**

Self explanatory.

**7. Attach a copy of the official board minutes of the board meeting where the action to undertake the project and submit an application was approved.**

Scan in your minutes and upload them as part of the application.

**8. Does the fair own or lease the land on which the project is to be constructed?**

If your fair leases the property, it must have a written lease that indicates the improvements made on the leased property will outlive the terms of the lease.

**9. Name of Lease Company:**

Self explanatory.

**10. Street Address:**

Self explanatory.

**11. City:**

Self explanatory.

**12. State:**

Self explanatory.

**13. Zip Code:**

Self explanatory.

**14. Length of Lease:**

Self explanatory.

**15. Is the property part of the present fair site?**

Self explanatory.

**16. Number of acres owned/leased on which the fair is conducted:**

Self explanatory.

**17. Is there a mortgage against the property?**

Self explanatory.

**18. Name of Mortgage Company:**

Self explanatory.

**19. Mortgage Company Street Address:**

Self explanatory.

**20. Mortgage Company City:**

Self explanatory.

**21. Mortgage Company State:**  Self explanatory.

**22. Mortgage Company Zip Code:**  Self explanatory.

Click on **Continue.**

**Applicant Certification**

NOTE:  If the application is missing something, the program will let you know.  Items with a **red** diamond need to be completed.
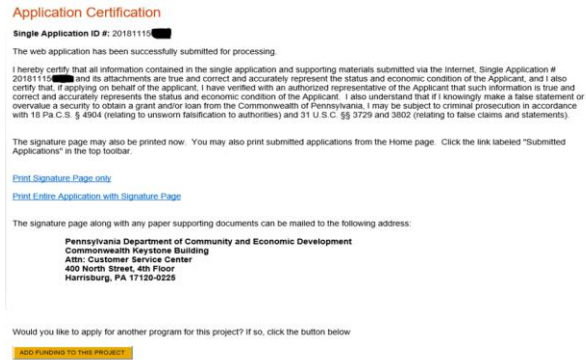
**Electronic Signature Agreement:**  Once you've reviewed your application for completeness, you will have to certify the document by clicking the box, selecting one of the three categories below and typing your name in the box.

**Electronic Attachment Agreement.**
**There is no need to submit anything to PDA in paper format.**  Check the box.

Once all the required information has been uploaded and you've completed the Application Certification page, click the <span style="color:yellow">yellow</span> Submit Application button. The following will appear with your Application ID# in the upper left hand corner as shown below.



Application Certification

Single Application ID #: 20181115▮▮▮

The web application has been successfully submitted for processing.

I hereby certify that all information contained in the single application and supporting materials submitted via the Internet, Single Application # 20181115▮▮▮ and its attachments are true and correct and accurately represent the status and economic condition of the Applicant, and I also certify that, if applying on behalf of the applicant, I have verified with an authorized representative of the Applicant that such information is true and correct and accurately represents the status and economic condition of the Applicant.  I also understand that if I knowingly make a false statement or overvalue a security to obtain a grant and/or loan from the Commonwealth of Pennsylvania, I may be subject to criminal prosecution in accordance with 18 Pa.C.S. § 4904 (relating to unsworn falsification to authorities) and 31 U.S.C. §§ 3729 and 3802 (relating to false claims and statements).

The signature page may also be printed now.  You may also print submitted applications from the Home page.  Click the link labeled "Submitted Applications" in the top toolbar.

Print Signature Page only

Print Entire Application with Signature Page

The signature page along with any paper supporting documents can be mailed to the following address:

Pennsylvania Department of Community and Economic Development
Commonwealth Keystone Building
Attn: Customer Service Center
400 North Street, 4th Floor
Harrisburg, PA 17120-0225

Would you like to apply for another program for this project? If so, click the button below

ADD FUNDING TO THIS PROJECT

You will be able to log in and access a copy of your application at any time after you've submitted it.

**Would you like to apply for another program for this project?**  Do not click the button below this question.

 **Although the signature page directs you to send in a paper copy via regular mail; please DO NOT send anything in paper format, it is not required.**