



Agritourism Scholarship Application

Introduction

The Kansas Department of Commerce, Agriculture Marketing Division has established a scholarship program to assist Kansas agritourism operators in attending select conferences, seminars and educational tours, to gain first-hand information regarding agritourism best practices around the region and the country, and to develop professional, educational, and marketing relationships within the industry nationwide. There is \$25,000 available for the program in fiscal year 2007.

Conference Attendance

Commerce will reimburse scholarship awardees for all costs associated with educational tours, workshops, seminars, sessions, registration, and one year's annual organizational dues related to attendance at an approved agritourism, tourism, or agricultural direct marketing conference, up to a total of \$5,000 per application. To qualify for Commerce scholarship funds, each approved application must consist of two (2) representatives from the Kansas Agritourism operation, both being directly involved in the operations, marketing, and development of the business, and both must attend the conference. Commerce funds may not be used for travel, lodging, or incidental expenses, which remain the responsibility of the applicants. Funded conference attendance must take place within 12 months of the award.

Best-practices Educational Trips

The purpose of funding this activity is to provide individual Kansas agritourism businesses or regional or market specific groups of Kansas agritourism businesses assistance with travel for research and education purposes to approved agritourism operations or agritourism market clusters regionally and nationally.

Commerce will reimburse for costs associated with guided, organized trips to target agritourism, tourism, or value-added businesses regionally and/or nationally up to \$2000 per application. Collaborative proposals involving multiple regional and/or market group partners will receive priority designation. Commerce funds may be used to offset any of the following costs related to the trip: vehicle rental, lodging, airfare, motor coach costs, consultation fees charged by business being visited, admission fees to model attractions or events, insurance for trip participants for duration of trip, or shared educational materials purchased for or during the trip. All other costs remain the responsibility of participants or other sponsors. Funded best-practices educational trips must take place within 12 months of the award.

All applicant businesses must be registered with the Kansas Department of Commerce as a certified agritourism operation as provided by the Agritourism Promotion Act, K.S.A. 74-50,165 *et seq.* Applications will be accepted until November 15, 2006, and awards will be announced by December 15, 2006. Half of the re-imbusement will take place after the applicants have actually registered for the approved conference. The remaining funds will be dispersed when the final report is submitted after the approved conference concludes.

General Instructions

- 1) Fill out the application cover sheet and any other required attachments completely. If any questions are left unanswered or required attachments are not submitted, an explanation must be included.
- 2) Only **typed** applications and plans will be accepted and reviewed.
- 3) Any inaccurate information of a significant nature may disqualify the application from consideration.
- 4) **Return the completed application form, budget sheet, and any attachments to:**

**Kansas Department of Commerce
Agritourism Program Manager
Agriculture Marketing Division
1000 S.W. Jackson, Suite 100
Topeka, Kansas 66612-1354**

Return Completed Application to:
Kansas Department of Commerce
Agritourism Program Manager
Agriculture Marketing Division
1000 S.W. Jackson, Suite 100
Topeka, KS 66612-1354

Date Submitted: _____

Contact Person: _____ Title: _____

Company: _____

Address: _____ Telephone: _____

City: _____ State: _____ Zip Code: _____

E-mail: _____ Fax: _____

Web Address: _____

FEIN* or Social Security Number: _____

Scholarship will be used for:

Conference Attendance _____

Educational Tours _____

Conference/Seminar/Workshop you plan to attend: _____

(Please attach conference information)

Educational Tour (Location & Names of operations you will be visiting) _____

Names of two (2) attendees: _____

*Federal Tax ID Number

REQUIRED ATTACHMENTS/SUBMISSIONS

The following information is needed from applicants to assist the Kansas Department of Commerce, Agriculture Marketing Division in evaluating requests for scholarships.

(Check off each one submitted. If not submitted, explain why.)

_____ Original of the completed application form.

_____ Official Conference, Workshop, or Tour Materials;

- _____ agenda
- _____ list of speakers
- _____ list of seminars
- _____ list of workshops
- _____ list of breakout sessions
- _____ educational tours
- _____ costs/fees
- _____ membership dues

_____ Educational Trips

- _____ trip agenda
- _____ description of purpose for the trip
- _____ list of participants
- _____ statement of agreement from target businesses being visited
- _____ name & phone numbers of operations you will be visiting
- _____ proposed follow-up plan with trip participants

_____ Supplemental information about the conference/seminar/tour not included in the conference materials as outlined above.

_____ Commerce project budget sheet (see attached form)

 \$ _____ Commerce Requested funding

 \$ _____ Applicant investment

_____ Essay describing what you hope to learn and apply to your operation from the conference/seminar/tour. The essay should be approximately 500 words, typed and double-spaced.

_____ FEIN or Social Security Number _____

_____ Other:

Explanation/Comments:

Reporting Requirements and Scholarship Agreement Conference Attendance

We, _____ and _____ agree that by accepting the Agritourism Scholarship, we will abide by the following terms and conditions for the reimbursement of costs for attendance at an agritourism, tourism, or agricultural direct marketing conference approved by the Kansas Department of Commerce.

We understand that the scholarship reimburses us for the cost to attend an Agritourism, tourism or agricultural direct marketing conferences including educational tours, workshops, seminars, sessions, registration, and one year's annual organizational dues.

We understand that we are responsible for all cost associated with travel, meals, lodging and any and all incidental expenses associated to attendance and that the Kansas Department of Commerce will not be held liable for any injuries, loss, or damage associated with these cost.

We understand that to be reimbursed for our attendance, we will be required within 45 days of the conclusion of the conference to submit to the Kansas Department of Commerce the attendance affidavit and the answers to the below listed questions.

We understand that if we do not submit the answers to the questions as required within 45 days of the conclusion of the conference, the Kansas Department of Commerce will not reimburse us for the remaining half of the scholarship and we will be expected to reimburse the Department of Commerce for the amount previously paid to us for our attendance.

1. How many people participated in the conference?
2. Was the attendance primarily agritourism operators, economic development personnel, university personnel or other? (If an attendees listing is provided at the conference, please include the listing in the report).
3. What breakout sessions did the individual recipients attend and which ones were they not able to attend but wanted to?
4. What are the lessons learned at the conference and what lessons, if any, will be applied to the recipients operation?
5. What were the shortcomings of the conference/educational trip in the areas of content and information?
6. Was there sufficient time to interact and network with other participants?
7. Were there economic development agencies, universities or private sector companies with booths providing information on agritourism? Were there any obvious shortcomings with the agenda, location or facilities?
8. Given what you have learned from your ongoing agritourism operation and what was learned at the conference, what specific areas can be addressed by Commerce in the areas of programs, education or funding? Be specific.

*** Please note that the answers shall be submitted in a typed format on separate sheets of paper. We understand that if we do not submit the answers to the questions as required within 45 days of the conclusion of the conference, the Kansas Department of Commerce will not reimburse us for the remaining half of the scholarship.**

We agree to hold the Kansas Department of Commerce from any and all liability for any injuries, loss, or damage of any kind arising from or in connection with the attendance at an Agritourism, tourism or agricultural direct marketing conference.

Signed: _____
Scholarship recipient (1)

Date: _____

Signed: _____
Scholarship recipient (2)

Date: _____

Signed: _____
Ray Hammarlund, Division Director, Agriculture Marketing

Date: _____

Reporting Requirements and Scholarship Agreement Best Practices Educational Trip

We, _____ and _____ agree that by accepting the Agritourism Scholarship, we will abide by the following terms and conditions for the reimbursement of costs for attendance at an agritourism, tourism, or agricultural direct marketing educational trip approved by the Kansas Department of Commerce.

We understand that the scholarship reimburses us for the cost to attend an Agritourism, tourism or agricultural educational trip. The scholarship will cover all cost associated with travel, meals, lodging and any and all incidental expenses associated to attendance and that the Kansas Department of Commerce will not be held liable for any injuries, loss, or damage associated with these cost.

We understand that to be reimbursed for our attendance, we will be required within 45 days of the conclusion of the conference to submit to the Kansas Department of Commerce the attendance affidavit and the answers to the below listed questions.

We understand that if we do not submit the answers to the questions as required within 45 days of the conclusion of the educational trip, the Kansas Department of Commerce will not reimburse us for the remaining half of the scholarship and we will be expected to reimburse the Department of Commerce for the amount previously paid to us for our attendance.

1. How many people participated in the educational trip?
2. Was the attendance primarily agritourism operators, economic development personnel, university personnel or other? (If an attendees listing is provided at the conference, please include the listing in the report).
3. What operations were visited? (Please include a brief description of each operation.)
4. What are the lessons learned on the trip and what lessons, if any, will be applied to the recipients operation?
5. What were the shortcomings of the educational trip in the areas of content and information?
6. Was there sufficient time to interact and network with other participants & operators?
7. Were there economic development agencies, universities or private sector companies with booths providing information on agritourism? Were there any obvious shortcomings with the agenda, location or facilities?
8. Given what you have learned from your ongoing agritourism operation and what was learned at the educational trips, what specific areas can be addressed by Commerce in the areas of programs, education or funding? Be specific.

*** Please note that the answers shall be submitted in a typed format on separate sheets of paper. We understand that if we do not submit the answers to the questions as required within 45 days of the conclusion of the conference, the Kansas Department of Commerce will not reimburse us for the remaining half of the scholarship.**

We agree to hold the Kansas Department of Commerce from any and all liability for any injuries, loss, or damage of any kind arising from or in connection with the attendance at an Agritourism, tourism or agricultural educational trip.

Signed: _____
Scholarship recipient (1)

Date: _____

Signed: _____
Scholarship recipient (2)

Date: _____

Signed: _____
Ray Hammarlund, Division Director, Agriculture Marketing

Date: _____



BUDGET SHEET

	Applicant	Commerce Scholarship
Event		
Registration		
Membership Dues		
Educational Tours		
Workshops		
Other: (Please Specify)		
TOTAL		
Travel		
TOTAL		
Meals		
TOTAL		
Lodging		
TOTAL		
Other		
TOTAL		
TOTALS		

**Kansas Department of Commerce
Attendance Affidavit
Conference & Educational Trips**

The Kansas Department of Commerce requires this form in order to be reimbursed for the conference or educational trip you participate in. This form should be submitted within 45 days of the conclusion of the conference or educational trip along with report requirements. The attendance affidavit should be signed by an organizer of the conference or by agritourism operator you are visiting.

_____ & _____ attended the _____ Conference or
Educational Trip to _____ on _____ (Dates) in _____ (Location).

Signed before me this _____ day of _____, _____.

Name: _____

Company: _____

Position: _____

Address: _____

Phone Number: _____