



March 10, 2025

Dear County Fair Representative:

Enclosed please find information on the 2025 County Fair Racetrack Capital Improvement Program.

The deadline to return all information is April 30, 2025.

2025 County Fair Racetrack Capital Improvement Forms

The Agriculture & NYS Horse Breeding Development Fund, pursuant to Racing, Pari-Mutuel Wagering and Breeding Law § 332(2)(b), will disburse up to \$15,000 for the purpose of capital construction of, or equipment to maintain, the racetrack.

If you plan on conducting Standardbred races during your fair this year, and if you plan on completing capital improvements to your racetrack that will enhance the harness racing experience for your patrons, please use the enclosed forms to prepare your application for possible reimbursement of your expenses.

Forms included in this mailing are:

- Certification by Fiscal Officer (Form #105)
- Capital Project Justification (Form #106)
- Capital Project Information (Form #107)
- Cost Estimates for Projects (Forms #108-A and #108-B), *must be signed*.

The Fund will review all forms and advise the applicants of the appropriateness of proposals. All applicants will be required to enter into a Memorandum of Understanding with the Agriculture & New York State Horse Breeding Development Fund related to the Capital Construction Program. The actual reimbursement forms will be emailed to you later in the season. Please be sure to maintain proper evidence to support your expenditures. Before and after photos are suggested. Further details will be sent to you upon project approval. Only claims prepared according to the instructions will be accepted.

You may return your updated information by:

- Email: Scan your information and email it to nyss@caphill.com
- Fax: 518-463-8656
- Mail: Agriculture & NYS Horse Breeding Development Fund, 230 Washington Ave
Extension Suite 101 Albany NY 12203
- If you have any questions, please call Ralph Scunziano 518-388-3651

Sincerely,

Ralph Scunziano
Executive Director



Form #105

CERTIFICATION BY FISCAL OFFICER

Name of County Fair/Society: _____

Address: _____

Year: _____

I certify this submission is hereby made for capital improvements to the applicant's racetrack, pursuant to Section 332, subdivision 2, paragraph B, of the NYS Consolidated Racing, Pari-Mutuel Wagering and Breeding Law, to cover expenditures outlined on Forms 106, 107, 108-A and 108-B attached.

The total amount requested in this submission for capital improvements is \$_____.

Name of Authorized Officer (print): _____

Title of Authorized Officer (print): _____

Signature: _____

Date: _____

Please include the name and contact information of the person who will be available to answer any questions the Fund may have during the review of your reimbursement application should your fair office be closed for the season.

Contact Name & Title: _____

Contact Phone Number: _____

Contact Email: _____

**Form #106**

CAPITAL PROJECT JUSTIFICATION

Name of County Fair/Society: _____

Year: _____

[illegible]



**Agriculture & NYS
Horse Breeding
Development Fund**

Form #107

CAPITAL PROJECT INFORMATION

Name of County Fair/Society: _____

Year: _____

[illegible]



COST ESTIMATES FOR PROJECTS

Name of County Fair/Society: _____

Year: _____

NOTE: *When work is to be done by contract, show estimate as one figure in the TOTAL column.*

Project Number	Item of Work	Quantity	Unit Price	Labor Cost	Cost of Materials, Equip., etc.	TOTAL

If additional space is needed, use Form #108-B.

Amount Requested on this Form #108-A			
Additional Amount Requested on Form #108-B			
TOTAL AMOUNT REQUESTED			

Print Name

Date

Signature

Title

ADDITIONAL ITEMS FOR COST ESTIMATES

Name of County Fair/Society: _____

Year: _____

NOTE: When work is to be done by contract, show estimate as one figure in the TOTAL column.

Project Number	Item of Work	Quantity	Unit Price	Labor Cost	Cost of Materials, Equip., etc.	TOTAL
Amount Requested on this Form						

Add the amount requested on this form from Form #108-A, and attach this form to Form #108-A