



March 3, 2023

Dear County Fair Representative:

Enclosed please find information on the 2023 New York Sire Stakes County Fair Harness Racing Program, including the Schedule Booklet and Repair Reimbursement Program.

The deadline to return all information is April 30, 2023, but given current conditions, if you need a little additional time, please let our office know so we can plan and support you.

2023 County Fair Racing Schedule Booklet

To assist you in updating your County Fair information for the 2023 schedule that will be published and distributed, we have enclosed your County Fair information from the 2023 schedule. Please review the information listed and update it for 2023, including dates, times, staff contact information, etc., as you would like it to be printed in the Booklet. Please let us know of any key staffing changes like Racing Secretary, or fair management to ensure that information is received from us by the appropriate person. Also include their contact information so we can contact them directly when needed.

As usual, all entries for NYSS races will be handled by a single central hotline, but if you host “overnight” races sponsored by the fair, those entries will still be taken by your race secretary. NYSS events will continue to have a four-day box (rather than three-day box), for taking entries.

2023 County Fair Repair Reimbursement Program Forms

The Agriculture & NYS Horse Breeding Development Fund continues to abide by the rule first adopted in 2010 that states: “Be it resolved that only fairs conducting harness racing under rules prescribed by the Fund be allowed to participate in the repair funding program.”

If you plan on conducting Standardbred races during your fair this year, and if you plan on completing repairs to buildings and grounds 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:

- NY County Fair Racing Program Application (Form #101)
- Repair Project Justification (Form #102)
- Repair Project Information (Form #103)
- Cost Estimates for Repairs (Forms #104-A and #104-B), *must be signed*

(OVER)

County Fairs are eligible for up to \$6,000 of repair costs, of which 25% must be related to the improvement of harness racing facilities. The Fairs are also eligible for up to \$2,000 in administrative costs related to race day. Administrative costs may include expenses for an

ambulance for the racing program, insurance for the racing or U.S. Trotting Association license fees. The Fund will reduce the total reimbursement amount by the horsemen's fees paid directly to the Fair on race day. Please remember that all repairs should be completed prior to your Fair's opening day.

The safety of horsemen and horses is critical so you must also provide assurance that an ambulance and emergency care will be available while your races are conducted. In addition, a quality racing surface must be established well before the race day(s) as well as providing adequate means of watering and grooming the track. This is to protect the safety of the human and equine athletes. Furthermore, the County Fair is expected to abide by the rules of racing as established by the Agriculture & NYS Horse Breeding Development Fund and the U.S. Trotting Association, as provided for in the County Fair racing conditions. Please ensure that you are hiring a currently licensed Presiding Judge.

The actual reimbursement forms will be emailed to you later in the season and will be due by November 3, 2023. 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 info@nysirestakes.com
- Fax: 518-463-8656
- Mail: Agriculture & NYS Horse Breeding Development Fund, 230 Washington Ave Extension Suite 101 Albany NY 12203
- We have also included information and an application for the USTA's Matching Funds Grant Program if you are interested in enhancing promotion of harness racing at your fair. If you have any questions, please call Ralph Scunziano 518-388-3651

Sincerely,

Ralph Scunziano
Executive Director



**Agriculture & NYS
Horse Breeding
Development Fund**

Form #101

2023 NEW YORK COUNTY FAIR RACING PROGRAM APPLICATION

To be completed by any County Fair that wishes to participate in the 2023 New York County Fair Sire Stakes Program by hosting harness racing for two- and three-year-old New York bred with purses estimated at \$30,000.

DEADLINE: The deadline to return your 2023 New York County Fair Racing Program Application and Repair Program Forms is April 30, 2023 See cover letter for methods of return.

Questions: Call Ralph Scunziano 518-388-3651

Name of County Fair/Society: _____

Mailing Address of Fair: _____

Authorized Fair Representative: _____ Title: _____

Phone: _____ Email: _____

Reimbursement Contact (i.e.: Treasurer): _____ Title: _____

Phone: _____ Email: _____

Racing Date(s) in 2022: _____

Will you agree to:

- | | | |
|---|-----------|----------|
| a. Provide an adequate number of stalls?
(tents with portable stalls are acceptable) | YES _____ | NO _____ |
| b. Use a starting gate for all events? | YES _____ | NO _____ |
| c. Use a presiding judge licensed by USTA? | YES _____ | NO _____ |
| d. Provide an adequate means of watering the track? | YES _____ | NO _____ |
| e. Obtain liability insurance for race day? | YES _____ | NO _____ |

Are you receiving a Capital Funds Grant from the NYS Department of Agriculture and Markets? YES _____ NO _____

ADDITIONAL INFORMATION: _____

This application is hereby made for reimbursement of funds to be expended for necessary and actual repairs to the applicant's buildings and/or grounds, pursuant to Section 332, subdivision 2, paragraph A, of the NYS Consolidated Racing, Pari-Mutuel Wagering and Breeding Law, to cover proposed expenditures outlined on Forms 102, 103, 104-A and 104-B (if necessary) attached to this application. All applicants may be required to enter into a Memorandum of Understanding with the Agriculture & New York State Horse Breeding Development Fund.

The total amount requested in this application is \$_____.

(over)

Agriculture & New York State Horse Breeding Development Fund
230 Washington Ave Extension Suite 101 Albany NY 12203
Tel: 518-694-5002 E-mail: info@nysirestakes.com
www.nysirestakes.com



**Agriculture & NYS
Horse Breeding
Development Fund**

Form #101

Name of Authorized Officer (print): _____

Title of Authorized Officer (print): _____

Signature: _____

Dated this _____ day of _____, 2023.



REPAIR PROJECT JUSTIFICATION

Year: _____

[illegible]



REPAIR PROJECT INFORMATION

Year: _____

[illegible]



COST ESTIMATES FOR REPAIRS

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 #104-B.

Amount Requested on this Form #104-A
Additional Amount Requested on Form #104-B
TOTAL AMOUNT REQUESTED

Print Name

Date

Signature

Title



ADDITIONAL ITEMS FOR COST ESTIMATES FOR REPAIRS

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 #104-A, and attach this form to Form #104-A

COUNTY FAIR EMPLOYEE LABOR WORKSHEET



NAME: _____

DATE: _____

PROJECT #	DESCRIPTION OF WORK COMPLETED	TOTAL HOURS ON PROJECT	RATE OF PAY	TOTAL AMOUNT	PAYROLL DATES

Please include payroll records for the corresponding periods (and canceled checks if applicable).

COUNTY FAIR EMPLOYEE LABOR WORKSHEET



NAME: _____

DATE: _____

PROJECT #	DESCRIPTION OF WORK COMPLETED	TOTAL HOURS ON PROJECT	RATE OF PAY	TOTAL AMOUNT	PAYROLL DATES

Please include payroll records for the corresponding periods (and canceled checks if applicable).



USTA Matching Funds Grant

Overview Page for County Fair Tracks/Horsemen's Organizations

Overview

The USTA's Matching Funds Grant Program, started in 2006, assists individual county fairs, horsemen's associations and colt circuits. There is \$20,000 in total funding available through two programs within the Matching Funds Grant initiative:

1. **Promotional Item Reimbursement** - up to \$1,000 to be used for grandstand give-a-ways (mugs, bags, etc) that have a harness horse on it.
2. **Matching Funds Grant** - up to \$1,000 to each selected group to support a marketing/advertising campaign that promotes harness racing at the county fair level. Applicants awarded funding will receive one half approximately one month after applications are due. The second half of the funding will be mailed once a satisfactory final report is received.

Requirements for Promotional Item Reimbursement

Reimbursement is done on a first come, first served basis. The items listed below must be included to receive reimbursement:

- 1) The Promotional Item Reimbursement Cover Sheet
- 2) Copy of paid invoice
- 3) Photo of item with a harness horse on it

Requirements for Matching Funds Grant

The items listed below must be included for your Matching Funds Grant Application to be considered complete. Incomplete applications will not be evaluated. *Application examples are available at fairs.ustrotting.com/funds.cfm.*

- 1) The Matching Funds Grant Application Cover Sheet
- 2) A typed marketing plan, between 250-1,000 words; should include your entire marketing plan for harness racing at the fair and touch on your target market, your advertising/promotional plan, and how you plan on measuring success.
- 3) A typed budget should include your **total** applicable expenses for the Matching Funds Grant *and how much you are requesting from the USTA.*
- 4) Copies of quotes from companies you are working with for ad buys/printing.
- 5) Proposed copy of radio/tv script or draft of billboard, bus or newspaper advertisement, etc.

Matching Funds Grant Application Advertising Guidelines

In order for advertisements to be considered as a marketing expense, 75% of the ad must reflect harness racing. Some applicable expenses include: billboards, radio, tv, newspaper, bus, social media advertising, door hang tags, posters, banners, road signs, etc. With your application, you **must** include draft verbiage or a print mock-up of the ad or printed material.

Matching Funds Grant Application Ineligible Expenses

The following are examples of ineligible expenses for this application. Inclusion of these may result in your application being voided.

Grandstand give-a-ways, either ordered from the USTA or another company (*see Promotional Item Reimbursement information*)

Racing expenses, such as purses, licenses, insurance, racing officials, blankets or other trophies given to race winners, programs, etc.

Track maintenance and capital improvements to barns and other buildings on the grounds

Personnel costs, including reimbursement for time, travel, lodging and meal expenses

Matching Funds Grant Application Deadline

Applications must be postmarked, emailed or faxed by midnight on May 5, 2023. Late submissions will not be considered.

USTA Matching Funds Grant

6130 S. Sunbury Rd

Westerville, OH 43081

Once the application is received, an email confirmation will be sent to the MFG Contact Person listed on the Application Cover Sheet. If you have not received an email confirmation, we have not received the submission and you must re-submit before the deadline.

Matching Funds Grant Application Final Report

A final report is due back to the USTA within 30 days of the last day of racing at your fair, at which time the second half of your funds will be distributed. The report must be sent in along with supporting materials such as written copy given to radio station, a link or DVD of the tv ad that was run, newspaper/magazine clipping, photos of billboard, bus ad, lawn sign, etc. and a full marketing plan evaluation.

If the report is postmarked after November 30, 2023, your organization may not be eligible to receive the second half of funding that was originally awarded to you and may result in the applicant's disqualification from the Matching Funds Grant program in subsequent years.



U.S. Trotting Association

6130 S. Sunbury Rd., Westerville, OH 43081-9309
www.ustrotting.com

Phone (toll free U.S. & Canada): 877.800.USTA (8782)

Phone: 614.224.2291 • jessica.schroeder@ustrotting.com

Fax (toll free U.S. & Canada): 844.229.1338

MFG APP 2023



Matching Funds Grant

Application Cover Sheet

A. ORGANIZATION INFORMATION

Name of Organization/Fair: _____

Races to be held at (city, state): _____

Date(s) of races: _____

Speed Superintendent: _____

Phone/Email: _____

Publicity Contact: _____

Phone/Email: _____

B. MFG CONTACT PERSON *(where checks will be sent)*

Name: _____

Street Address: _____

City, State, Zip: _____

Phone: _____ Email: _____

C. AMOUNT REQUESTED & REQUIRED SUPPORTING DOCUMENTS - ALL DUE BY MAY 5, 2023

Total Promotional/Advertising Budget for Harness Racing : _____

Amount Requested from USTA (50% of budget, up to \$1,000 max): _____

Below is a list of the *required* supporting documents that *must be included* with this cover sheet in order for the application to be considered complete:

- 1) typed marketing plan (250-1,000 words)
- 2) typed budget breakdown
- 3) copies of advertising quotes
- 4) proposed advertising copy

D. SIGNATURE

I have read the Matching Funds Grant overview page and have submitted all the necessary documents to the best of my knowledge. I hereby certify that this marketing plan and the associated expenses are to promote harness racing at the county fair level. I acknowledge that I am responsible for ensuring the checks sent to me are presented to the correct Treasury and that I will submit the Final Report within 30 days of the last day of racing at the fair.

MFG Contact Person Signature

Date



U.S. Trotting Association
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Fax (toll free U.S. & Canada): 844.229.1338

MFG APP 2023



Matching Funds Grant

Promotional Item Reimbursement

A. ORGANIZATION INFORMATION

Name of Organization/Fair: _____

Races to be held at (city, state): _____

Date(s) of races: _____

B. CONTACT PERSON *(where checks will be sent)*

Name: _____

Street Address: _____

City, State, Zip: _____

Phone: _____ Email: _____

Check Payable to (organization or person): _____

C. AMOUNT REQUESTED & SUPPORTING DOCUMENTS NEEDED

Total Promotional Item Spend for Harness Racing : _____

Amount Requested from USTA (50% of spend, up to \$1,000 max): _____

Below is the *required* supporting documents that *must be included* with this cover sheet for reimbursement:

- 1) copy of paid invoice
- 2) photo of item with harness horse on it

Please Note:

*Money is awarded and distributed on a first come, first served basis.
There is no specific deadline, as long as money is still available.*



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MFG APP 2023