March 6, 2024

Dear County Fair Representative:

Enclosed please find information on the 2024 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, 2024, but given current conditions, if you need a little additional time, please let our office know so we can plan and support you.

2024 County Fair Racing Schedule Booklet

To assist you in updating your County Fair information for the 2024 schedule that will be published and distributed, we have enclosed your County Fair information from the 2024 schedule. Please review the information listed and update it for 2024, 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.

2024 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
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 4, 2024. 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
- 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
Form #101

2024 NEW YORK COUNTY FAIR RACING PROGRAM APPLICATION

To be completed by any County Fair that wishes to participate in the 2024 New York County Fair Sire Stakes Program by hosting harness racing for two- and three-year-old New York breds with purses estimated at $30,000.

DEADLINE: The deadline to return your 2024 New York County Fair Racing Program Application and Repair Program Forms is April 30, 2024. 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? YES ___ NO ___
   (tents with portable stalls are acceptable)

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 $_____________________.

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
Form #101

Name of Authorized Officer (print): ________________________________

Title of Authorized Officer (print): ________________________________

Signature: ________________________________

Dated this ___________ day of __________, 2024.
# REPAIR PROJECT JUSTIFICATION

Name of County Fair/Society: 

Year: 

<table>
<thead>
<tr>
<th>Project Number</th>
<th>DESCRIBE FULLY THE NECESSITY FOR REPAIRS OF BUILDINGS AND/OR GROUNDS</th>
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</table>
## REPAIR PROJECT INFORMATION

Name of County Fair/Society: ________________________________

Year: ________________________________

<table>
<thead>
<tr>
<th>Project Number</th>
<th>Who Prepared the Estimate?</th>
<th>Date of Estimate</th>
<th>By Contract</th>
<th>By Fair Employees</th>
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</table>
# 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.*

<table>
<thead>
<tr>
<th>Project Number</th>
<th>Item of Work</th>
<th>Quantity</th>
<th>Unit Price</th>
<th>Labor Cost</th>
<th>Cost of Materials, Equip., etc.</th>
<th>TOTAL</th>
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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.

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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

<table>
<thead>
<tr>
<th>PROJECT #</th>
<th>DESCRIPTION OF WORK COMPLETED</th>
<th>TOTAL HOURS ON PROJECT</th>
<th>RATE OF PAY</th>
<th>TOTAL AMOUNT</th>
<th>PAYROLL DATES</th>
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</thead>
</table>

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

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

*Each program has its own application. MFG applications that have promotional item reimbursements included will be invalid.*

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 3, 2024. 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, photo of billboard, bus ad, lawn sign, etc. and a full marketing plan evaluation.

If the report is postmarked after November 30, 2024, 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.
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 3, 2024

Total Promotion/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 ________________________________
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.