



AgriMissouri Scholarship Application

Introduction

The Missouri Department of Agriculture's, AgriMissouri program has established a scholarship program to assist AgriMissouri members in attending in-state and out-of-state conferences, seminars and educational tours, to gain first-hand information regarding best practices around the region and the country, and to develop professional, educational, and marketing relationships within the industry nationwide. There is \$15,000 available for the program this fiscal year.

Conference Attendance

AgriMissouri will reimburse scholarship awardees for registration costs associated with educational tours, conferences, workshops, seminars, sessions, registration, and one year's annual organizational dues related to attendance at an approved food, agritourism, tourism, or agricultural direct marketing conference, up to a total of \$1,500 per application. To qualify for AgriMissouri scholarship funds each application must:

- be an AgriMissouri member in good standing
- consist of one (1) or more representatives from the Missouri business who is/are directly involved in the operations, marketing, and development of the business
- attend the approved conference

AgriMissouri funds may not be used for travel, lodging, or incidental expenses, which remain the responsibility of the applicants. Funded conference attendance must take place by June 1, 2010.

Application requirements

All applicant businesses must be AgriMissouri members in good standing.

Applications will be accepted until May 1, 2010 or until funds are expended. Awards will be announced within one month of receipt of application. Reimbursement of all registration fees and/or dues will take place after the applicants have actually attended the approved conference and submitted the final report and paid invoices.

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:**

Missouri Department of Agriculture
AgriMissouri
PO Box 630
Jefferson City, MO 65102
573-751-2868 (fax)
573-522-9213 (phone)
Sarah.Gehring@mda.mo.gov

**AgriMissouri Scholarship Application
Cover Sheet**

Contact Person: _____ Title: _____

Company: _____

Address: _____ Telephone: _____

City: _____ State: _____ Zip Code: _____

E-mail: _____ Fax: _____

Web Address: _____

FEIN* or Social Security Number: _____

Scholarship funds will be used for:

____ Conference Attendance

____ Educational Tours

Conference/Seminar/Workshop you plan to attend: _____

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

Names of attendees: _____

*Federal Tax ID Number

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REQUIRED ATTACHMENTS/SUBMISSIONS

The following information is needed from applicants to assist AgriMissouri 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

_____ Project budget sheet (see attached form)

\$ _____ AgriMissouri Requested funds

\$ _____ Applicant investment

_____ Vendor Input Form (attached form)

Explanation/comments for any item listed above that is not attached:

Reporting Requirements and Scholarship Agreement Conference Attendance

We, _____ and _____ agree that by accepting the AgriMissouri Scholarship, we will abide by the following terms and conditions for the reimbursement of costs for attendance at a food, agritourism, tourism, or agricultural direct marketing conference approved by the Missouri Department of Agriculture.

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

We understand that we are responsible for all costs associated with travel, meals, lodging and any and all incidental expenses associated to attend the conference and that the Missouri Department of Agriculture 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 60 days of the conclusion of the conference to submit to AgriMissouri the attendance affidavit and the answers to the below listed questions. We understand that the information reported on our attendance may be used on www.agrimissouri.com.

We understand that if we do not submit the answers to the questions as required within 60 days of the conclusion of the conference we forfeit our scholarship.

Questions to Answer in Final Report:

1. How many people participated in the conference?
2. Was the attendance primarily food manufacturers, 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?
4. What are the lessons learned at the conference and what lessons will be applied to the recipients operation?
5. What lessons learned could be shared with other local businesses or economic development agencies in the recipients region?
6. What were the shortcomings of the conference/educational trip in the areas of content and information?
7. Was there sufficient time to interact and network with other participants?
8. Were there economic development agencies, universities and/or private sector companies with booths providing information?
9. Would you attend this conference again or recommend it to others?
10. Given what you have learned from your ongoing business and what was learned at the conference, what specific areas can be addressed by AgriMissouri in the areas of programs, education or funding? Be specific.

* Please note that the answers shall be submitted in a typed format. We understand that if we do not submit the answers to the questions as required within 60 days of the conclusion of the conference that we forfeit our scholarship.

We agree to hold the Missouri Department of Agriculture from any and all liability for any injuries, loss, or damage of any kind arising from or in connection with the attendance at a food, agritourism, tourism or agricultural direct marketing conference.

Signed: _____
Scholarship recipient (1)

Date: _____

Signed: _____
Scholarship recipient (2)

| Date: _____

Signed: _____
Sarah Gehring, AgriMissouri Membership Coordinator

Date: _____



BUDGET SHEET

	Applicant's Funds	AgriMissouri Scholarship Funds
Event		
Registration Fee		
Membership Dues		
Educational Tour		
Workshop Fee		
Other: (Please Specify)		
TOTAL		
Travel		
TOTAL		
Meals		
TOTAL		
Lodging		
TOTAL		
Other		
TOTAL		
TOTALS		

**Missouri Department of Agriculture
Attendance Affidavit
Conference & Educational Trips**

The Missouri Department of Agriculture requires this form in order to be reimbursed for the conference or educational trip you participate in. This form should be submitted within 60 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.

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

Signed before me this _____ day of _____, _____.

Name: _____

Company: _____

Position: _____

Address: _____

Phone Number: _____