



## Agriculture & NYS Horse Breeding Development Fund

### AGRICULTURE AND NEW YORK STATE HORSE BREEDING DEVELOPMENT FUND GRANTS POLICY

**Purpose and Authority:** The purpose of this policy statement on grant administration is to establish policies for the administration of grants made by the Agriculture and New York State Horse Breeding Development Fund (“Fund”). Section 331 of the Racing, Pari-Mutuel Wagering and Breeding Law (“Racing Law”) authorizes the Fund to “make by-laws for the management and regulation of its affairs.” These policies and procedures do not supersede the laws governing the Fund.

**Persons and Areas Affected:** This is a policy statement affecting all members and employees of the Fund that review and administer grants. Additionally, the memo serves to provide guidance to those entities that are interested in applying for a grant with the Fund.

**Policy and Procedure for Grant Consideration/Approval:** The Fund was created in order to promote the breeding of Standardbred horses and the conduct of equine research in this state on its own responsibility and under its own business management. The policy, good faith and interest of the state are concerned with the management and development of the Fund and are committed to the promotion of Standardbred horse breeding and equine research in this state in active cooperation with the Fund. The Fund is authorized to dispose of and distribute monies received by it pursuant to the provisions of Racing Law for purposes delineated in such law and no others. The annual grant budget shall be approved by the Fund Board but shall not exceed \$150,000 annually.

**Coordination of Grant Policy and Grant Operations:** The Fund must be able to monitor and manage all stages of the grant process from funding request to project closeout. Therefore, the Executive Director (or person acting in such capacity) is authorized to and responsible for:

Reviewing individual grant requests and those that meet the regulatory and statutory qualifications and forwarding those requests to the Trustees for consideration at a publicly held Board of Trustees meeting;

Developing, revising and distributing to the public the official grants policy and procedures of the Fund;

Coordinating the review of grant applications, awards approved by the Trustees of the Fund and major project management decisions associated with awarded grants;

Assisting with the interpretation and application of the grant policy;

Assisting with and resolving disputes of or determinations of financial conflicts of interest; and

Assisting with the resolution of disputes between the Fund and grant applicants and/or recipients.

**Acceptance of Grant Requests:** The Executive Director shall, at the Trustees' direction, carry out the administrative process from notification, review, and monitoring of grants to recipients. To ensure grant applications are appropriately reviewed and administered by the Fund, the following shall be observed:

All grants must be approved by a majority of the members present at a scheduled public meeting of the Board of Trustees;

Grant acceptances shall be accomplished through procedures announced at a Board of Trustees meeting;

No grant may be initiated or approved after the fiscal year to which it was provided; and

No project budget amendments which authorize increases in total project budget will be considered after the current fiscal year in which the grant was provided has concluded.

**Grants Guidelines:** Each grant recipient must adhere to the following guidelines:

Eligible grant recipients must be certified 501(c) (3) not for profit organizations or recognized by the United States Internal Revenue Service as a non-profit organization that is also tax exempt;

The recipient of the grant must have an office located within the State of New York;

Grant funding will only be provided to those entities that propose programs whose purposes qualify under Section 331 of the Racing, Pari-Mutuel Wagering and Breeding Law;

In cases where a match is required by the requestor, the requestor shall specify the source of funding by account name, project code, title or other identifying characteristics;

Grant applications must clearly state the total amount of funding requested, explain the need for the grant, explain in detail the manner in which the funds will be used, provide the project timeline and state the applicant's mission and how it relates to the mission of the fund;

The applicant must also provide a budget for the project for which the funds are requested. In cases where the total project budget exceeds the grant monies being requested, the applicant must provide the total budget along with a listing of other funding sources;

No project ending date will be extended without the approval of the Executive Director of the Fund. Request for project extension must be received by the Fund no later than 30 calendar days prior to ending date of the project;

Deadlines for submission of expenditure reports and claims for those programs which are "funded" will be enforced. If reports are not received by the Fund by the stated deadline, the grant recipient will not receive final payment;

All required expenditure reports for approved grant must be submitted by the due date as required by the Fund in its award letter. Failure to submit the report by the due date will result in scheduled payments being withheld until the required reporting is provided;

A completion report is due 30 days after the project ending date. If a completion report was filed with outstanding obligations, a final expenditure report must be submitted no later than 90 days after the project ending date. Failure to submit the required report with 90 days will result in current and subsequent years' project funding being withheld until the report is received; and

Funds for approved grant projects must either be spent or obligated prior to the end date of the project as stated in the application. If final expenditures are less than total disbursement, the overpayment must be returned to the Fund unless permission is approved due to extenuating circumstances. Grant recipients will have 45 days to return unspent funds. Failure to return such funds will result in current and subsequent year's funding being withheld until such funds are received.