

**BE SURE TO APPLY FOR
GOAT & SHEEP
CHECKOFF FUNDING BY
RETURNING THE
QUESTIONNAIRE
NO LATER THAN
JANUARY 1ST, 2018.**



ALABAMA
MEAT GOAT & SHEEP PRODUCERS
A DIVISION OF ALABAMA FARMERS FEDERATION

TO: Goat and Sheep Event Managers

FROM: Nate Jaeger, Director
Alabama Meat Goat & Sheep Producers

DATE: November 14, 2017

RE: Request for Proposals

The Alabama Meat Goat & Sheep Producers are inviting you to submit proposals for events and functions that support education, research or product promotion for the upcoming year.

The division has successfully utilized funds through the Alabama Sheep and Goat Checkoff to sponsor educational and promotional events along with youth sheep and goat events over the last 10 years. Youth show sponsorships have been concentrated to include only statewide shows that have an Alabama Born & Bred Division. We strive to ensure each function or event receives a fair and proportional level of sponsorship.

For 2018, approved proposals will be eligible to receive up to \$500 per event. As in previous years, these events and functions are only reimbursed for preapproved expenses *after* their successful completion. **In order to budget for anticipated expenses, we are requiring the enclosed questionnaire(s) be returned no later than January 1, 2018 to:**

Alabama Meat Goat & Sheep Producers
PO Box 11000
Montgomery, AL 36191

OR

Email to njaeger@alfafarmers.org

All funding for 2018 will be based on the level of participation at the event, and payment will be issued following submission, review and approval of the Final Report Form enclosed with this memo. No payments will be issued in advance. **The questionnaire must be completed and returned by the deadline above in order for your function or event to be eligible for funding in 2018.**

We appreciate your continued efforts in promoting the sheep and goat industries in the state, and we will continue to do our best to provide checkoff funds to make your event or function a success. If you have any questions, please feel free to contact me at (334) 613-4221.



Alabama Sheep and Goat Checkoff Program 2018 Event Questionnaire

Name of the Event: _____

Approximate Date of Event: _____

Level of Funding Requested (\$500 maximum): _____

**In order to qualify for funding the event must be educational or promotional in nature. Activities must be related to sheep and/or goat production, marketing, or promotion. The use of checkoff funds will be limited to the following: speaker costs including travel, refreshments, printed educational materials, or other legitimate expenses necessary to facilitate the educational or promotional event. All requests will be evaluated on a case-by-case basis by the State Committee of the Alabama Meat Goat & Sheep Producers. You will be notified as soon as possible as to whether your request for funding has been tentatively approved. If approved, funds from the Alabama Sheep & Goat Checkoff Program will be issued following the event and receipt of a satisfactory Final Report Form. Where applicable, the Alabama Sheep & Goat Checkoff Banner must be displayed during the event to qualify for funding. Alternatively, other means of recognition of sponsorship may be approved by the Director of the Alabama Meat Goat & Sheep Producers prior to the date of the event. This application must be received no later than January 1st, 2018.*

Event Manager: _____

Mailing Address: _____

Phone: _____ Fax: _____

Email: _____

Expected number of participants: _____ Previous year (if annual event): _____

Brief description of all activities scheduled to take place at the event: _____

Signed: _____ Date _____
(Event Manager)

Please return form to
Nate Jaeger, Director
Alabama Meat Goat & Sheep Producers
P.O. Box 11000
Montgomery, AL 36191

For questions please contact
Nate Jaeger, Director
Alabama Meat Goat & Sheep Producers
(334) 613-4221
njaeger@alfafarmers.org



2018 FINAL EVENT REPORT FORM

Name of the Event: _____

Date of the Event: _____

Location of the Event: _____

Event Manager: _____
(Please Print)

Total number of participants at this event: _____

The following items must also be attached to complete the Final Report to be eligible for funding:

1. A printed program or agenda from the event.
2. An overall budget showing which qualifying expenses will be paid from the Alabama Sheep & Goat Checkoff Program fund requested.
3. A photo taken during the event. Digital photos may also be e-mailed to njaeger@alfafarmers.org.

By signing below, the event manager certifies the following as it relates to this particular event:

- The sheep and/or goat related event was conducted on the date listed above and was educational or promotional in nature.
- The Checkoff Advertisement Banner was displayed, or another previously approved means of advertisement was displayed or announced during the event.
- This Final Report is being submitted within thirty (30) days of the date of the event.

Event Manager: _____ Date: _____
(Signature)

Please return forms and attachments to
Nate Jaeger, Director
Alabama Meat Goat & Sheep Producers
P.O. Box 11000
Montgomery, AL 36191

For questions please contact
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(334) 613-4221
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