



# WASHINGTON STATE CROP IMPROVEMENT ASSOCIATION

2575 NE Hopkins Court  
Pullman, WA 99163

509-334-0461 FAX: 509-334-6809  
[www.washingtoncrop.com](http://www.washingtoncrop.com)

## WSCIA Promotion & Education Committee Funding Request Protocols

This publication is to be used as a guideline for person or entity requesting funds from the WSCIA Promotion & Education Committee. This guideline does not include County Crop Improvement Funds already dedicated and allocated by existing rules. Requests for Promotion & Education Committee funds will be ***reviewed and allocated twice each year***. The first review and allocation will be completed by **April 30** with the second review and allocation completed by **September 30**. Unfunded requests will not be held over from one review to the next, a new request must be submitted if the applicant so desires.

**Youth Education** – All requests shall be addressed to the P & E Committee and must meet the following criteria before the request will be considered:

- 1) A letter must be written by the group or individual requesting the funding – a teacher or advisor writing for the group is not acceptable.
- 2) The request must clearly explain why the funds are being requested and how the funds are to be used.
- 3) Priority will be given to Production Agriculture type projects with other associated agricultural taking a lesser priority.
- 4) A live presentation and request may be requested from the person or group asking for funding. This is not a requirement but will be given very strong consideration if the P & E Committee feels it is warranted.
- 5) Request for funds will be accepted any time during the year but must be submitted a minimum of 90 days before date of actual need. The committee does not meet on a regular basis and therefore the more in advance the request is made the better.

**Field Day & Other Sponsorships** – All requests shall be addressed to the P & E Committee and must meet the following criteria before the request will be considered:

- 1) Letter or e-mail from the appropriate group or party requesting financial support to sponsor such programs or events as field days, workshops, and grower meetings. This is not limited to these three items and each request will be judged on its own merit.
- 2) Requests less than \$250 dollars will be left to the discretion of the WSCIA Manager. Requests above the \$250 will be presented to the P & E Committee for consideration and a vote.