

**MCW GUIDELINES FOR APPLYING & RECEIVING
BEEF COUNCIL PROJECT FUNDING**

1. Locals desiring project funding must have their applications in no later than July 15,
2. Locals must submit these to the MCW Secretary, , who will then send them to the Steering Committee. Project funding approval will be given in two weeks.
3. Written reports, the activity report and all receipts for product or services must be submitted when this event is completed. Reports should include pictures, the number of participants as well as the number of people reached. They should be presented in a professional manner, preferably typed or clearly written and encased in plastic sheets so that they can be presented to the Beef Council in a manner that reflects well on our organization when requesting future funding.
4. A limit of \$500 is allowed per local per event. After all reports are received, funding will be dispersed for receipted expenditures only. NO funds can be dispersed until all final reports are received, including receipts.
5. All reports for project funding must be in by July 15th. This will enable the Steering Committee to assemble and plan for the Project Funding Applications for the next year.
6. For any event staged after July 15th, which has already been awarded Project Funding, the report should be sent in no later than September 15th.
7. The President of the Steering Committee can be contacted for advice on these rules.
8. Project funding can be used to pay for Precooked Beef Products, or fresh beef (hamburger, fresh or smoked cuts).
9. All beef used – whether purchased or donated – needs to be processed at an USDA inspected packing plant.
10. Project funding can be used for some advertising, printing, pamphlets, or recipes in conjunction with the project. Radio and T.V. spots are allowed if they are about beef.
11. Project funding cannot be used for door prizes or other giveaways unless it is a beef or a beef-related product.
12. When applying for Project funding, locals should match funds that are being applied for with in-kind donations of time, mileage, phone, postage, prizes, rent etc.
13. The Steering Committee will carefully review each Project funding application. They reserve the right to adjust the requested amounts to be funded depending on the number of people being reached by the project and the type of project.
14. Project funding requests can be used to help with rental fees for booth space but it is preferred that the locals cover this expense if at all possible.
15. Project funding requests may only be approved if the local applying for the funding has paid up (current) MCW affiliation dues and membership.
16. A Beef Check-Off sign **MUST** be displayed at **ALL** CattleWomen Project Funding events.
17. If Check-Off funding is to be used to pay for a meal, an educational beef presentation must be included – having a table with info is **NOT** sufficient.
18. Reimbursement will be made by one check, made payable to the local requesting the funding.
19. Events must fall under one of these Beef Council Priorities:
 - >Consumer Marketing
 - >Retail Programs
 - >Producer Communication
 - >Foodservice
 - >Youth Ed
 - >Health and Nutrition Ed

REMEMBER THE PURPOSE OF MCW PROJECT FUNDING IS TO PROMOTE AND EDUCATE ALL AGES OF CONSUMERS.

The mission of the Montana Beef Council is to protect and increase demand for beef and beef products and projects seeking funding should align with this mission.