

KDA Specialty Crop Growers Reimbursement Application

The Kansas Department of Agriculture has funds available for reimbursement to Kansas specialty crop growers who attend the Great Lakes Expo, held **December 4-6, 2018** in Grand Rapids, Michigan. The Expo will provide Kansas specialty crop growers an opportunity to learn and discover valuable tools and resources that will help them be more competitive and discover new opportunities.

KDA will reimburse each awarded specialty crop grower up to \$100 for conference registration and up to an additional \$750 stipend to offset the eligible costs of mileage/flights, hotel, meals, etc. Recipients will be required to attend the conference and complete surveys before, immediately after, and 6 months following participation in the Great Lakes Expo.

Details required to apply for and receive reimbursement include:

- This form/application completed, signed and dated by **October 30th at 5pm**
- W-9 form (Available at www.irs.gov)
- Submit receipts after conference including proof of conference registration and related, eligible expenses for reimbursement up to the limits by March 2019
- Completion of before and after-conference surveys by May 2019
- Provide quote/interview about the experience

Upon receipt of the above listed, required documentation, KDA will confirm the applicant's attendance to the conference. KDA will send reimbursement to the mailing address listed on this form only after completion of all pre- and post-conference surveys, the latest of which is six months post-conference. The mailing address must match the address listed on the W-9 form. Please note that incomplete forms may delay your reimbursement.

Based on the receipt of the completed application packet by KDA, reimbursements will be on a first-come, first-served basis until the limited program funds are exhausted. Print clearly or type the KDA Specialty Crop Growers Reimbursement Application. Questions should be directed to Lexi Wright, From the Land of Kansas Program Coordinator, at 785-564-6755 or lexi.wright@ks.gov.

Conference Attendee Name (for each person desiring to attend, a separate application must be completed):

Business/Farm Name:

Business/Farm Address:

City/State/Zip/County:

Mailing Address:

City/State/Zip/County:

Phone/Fax:

Email:

Have you previously attended:

Great Lakes Expo yes no

Great Plains Growers' Conference yes no

Requesting reimbursement for:

Conference Registration:

Stipend:

Total Reimbursement Request: \$

I certify that the above information is accurate and that no part of my expenses has or will be reimbursed from other sources.

Conference attendee signature:

Date: