

# **YUKON AGRICULTURAL ASSOCIATION**

## **ADVANCING CANADIAN AGRICULTURE AND AGRI-FOOD (ACAAF) PROGRAM**

### **PILLAR I APPLICATION FORM**

#### **PILLAR I – INDUSTRY-LED SOLUTIONS TO EMERGING ISSUES**

**Pillar I projects will position the Yukon’s agriculture and agri-food sector to seize new opportunities. Projects that will be considered are: regional projects that test new ideas and approaches and that address emerging issues which could set the direction for future government policy and; projects that will advance progress towards goals or objectives of one or more of the following APF elements (Food Safety and Food Quality, Science and Innovation, Environment and Renewal). For additional information on the APF Outcome Goals, please refer to Appendix A or go to the following website: [http://www.agr.gc.ca/cb/apf/index\\_e.php](http://www.agr.gc.ca/cb/apf/index_e.php).**

#### **HOW TO APPLY**

**Please mail, fax or e-mail a completed and signed ACAAf Pillar I Application Form to:**

**Rose Drury, Executive Director  
YAA ACAAf Council  
#203 – 302 Steele Street  
Whitehorse, Yukon Y1A 2C5  
Tel: (867) 668-6864  
Fax: (867) 393-3566  
E-mail: [info@yukonag.ca](mailto:info@yukonag.ca)**

For internal use only	
Date received by ACAAF:	
Application #:	

APPLICANT INFORMATION			
1	Name of Applicant/Organization		GST or Canada Revenue Agency Number
2	Mailing Address		
3	Phone & Facsimile	Tel:	Fax:
4	E-mail & Web Address	E-mail:	Website:
5	Contact Person	Name:	Title: E-mail:
6	<p><b>Provide a brief profile and history of yourself or your organization</b></p> <p>If applicable, please provide the following:</p> <ul style="list-style-type: none"> <li>- date organization formed</li> <li>- number of employees</li> <li>- mandate</li> <li>- accomplishments</li> <li>- membership</li> <li>- type of business/sector</li> </ul> <p>Refer to page 17 for supporting documentation requirements</p>		
7	<p><b>If an organization, what type of organization do you represent?</b></p> <p style="text-align: right;">A)</p> <p style="text-align: right;">B)</p> <p><b>Please mark only one "X" in area A) and at least one in area B).</b></p>	<p><b>Applicant must submit copies of legal documents such as a letter of incorporation</b></p> <p>___ Canadian For Profit                      ___ Canadian Not for Profit                      ___ Individual</p> <p>___ Processor      ___ Producer      ___ Community Group      ___ Consultant      ___ Cooperative      ___ Sole Proprietor</p> <p>___ Marketing Board      ___ Industry Association/Group      ___ Educational Institution      ___ Other (please identify)</p>	

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PROJECT INFORMATION			
8	Project title		
9	Anticipated Start Date		Anticipated Completion Date
10	Describe the project ( <i>its main activities, deliverables, when and where it will take place</i> )		
11	Describe the project objectives ( <i>why is this project needed, outline the challenges and opportunities the sector faces, how this project will help address them and demonstrate what the benefits will be for the industry sector</i> )		
12	Demonstrate how your partners and the industry are involved or support the project. ( <i>Attach any copies of endorsement letters from industry with rationale for support</i> )		
13	Describe your or your organization's capacity and ability to undertake this project ( <i>i.e. previous experience in similar activities, financial management experience, knowledge of industry, product, network contacts, technical, financial and human resources, etc.</i> ).		
14	Describe your project team and any committees, their responsibilities and how they will be accountable.		

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15	<b>ACAAF is not to provide ongoing support but is intended to provide short-term assistance in initiating action. If applicable, explain your longer-term funding strategy independent of government funding.</b>	
16	<b>Describe any challenges or risks that may influence the successful completion of the proposed project. Describe any strategy to mitigate these risks or challenges.</b>	
17	<b>In light of the Yukon Environmental and Socio-economic Assessment Act, describe any potential positive or negative environmental and socio-economic implications of the proposed project.</b>	
18	<b>Describe how your project addresses a new or emerging issue for your sector.</b>	
19	<b>Describe how your project complements the objectives of one or more of these APF elements? <i>(Food Safety and Food Quality, Science and Innovation, Environment and Renewal)</i></b>	
20	<b>If you are a for profit organization, please identify the number of full time equivalent positions.</b>	

21. INTENDED IMMEDIATE OUTCOMES: Intended Immediate Outcomes are defined as the impact(s) you expect during and / or at the end of your project.		
Section 1: Select (X) up to three Intended Immediate Outcome(s) from the options below. Please include information on other Intended Immediate Outcomes.	X	Section 2: Please elaborate on your project's Intended Immediate Outcomes.
• Idea / approach is tested;	<input type="checkbox"/>	
• Partnerships and alliances are fostered; and / or	<input type="checkbox"/>	
• Information is disseminated to the main targets / beneficiaries.	<input type="checkbox"/>	
<b>Other Intended Immediate Outcomes:</b>	<input type="checkbox"/>	

PERFORMANCE MANAGEMENT FRAMEWORK		
22	<b>Main Targets / Beneficiaries</b> (a) Who are the main targets / beneficiaries of your project? (b) How many of these main targets / beneficiaries do you expect to reach?	
23	<b>Communication Methods</b> How will the main targets / beneficiaries be informed of the project? Please list all of the methods you will use to inform them, including newsletters, reports, websites, etc.	
24	<b>Project Delivery Partners</b> Please identify your project delivery partners and how you expect them to participate in the delivery of the project.	
25	<b>Intended Benefits</b> What benefits do you expect will be achieved from the completion of the project for the Yukon agriculture and agri-food sector?	

Project WorkPlan			
Activities	Anticipated Activity Start Date	Anticipated Activity Completion Date	Deliverables/Outputs
Describe each activity and any sub-activities.			For each activity listed, show what will be produced (eg: a best practice, product, technology, information, or an organizational form such as a strategic alliance, etc.)
1			
2			
3			
4			
5			
6			

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Resources				Status of Funding		
Sources of Funding		Cash	In-kind	Date Confirmed	Pending (Expected Date)	
<p>Indicate all sources of funding requested or to be requested, and indicate whether the funding is confirmed or pending.</p> <p>Indicate the source of funding, if the funding is in cash or in-kind and if the funding is confirmed or pending a decision.</p> <p>In-kind: means contributions other than monetary which defray the total cost of the initiative or project including the provision of labour or services, or equipment required in the planning, conducting or managing a project.</p> <p>Applicants will be required to provide proof of in-kind contributions.</p>	<b>Applicant's Funding</b>		\$	\$		
	<b>ACAAF Funding requested</b>		\$			
	<b>Other Sources</b>	<b>Name of Funding Source</b>				
	<b>Industry-led Councils</b>		\$	\$		
	<b>Other Partners *</b>		\$	\$		
			\$	\$		
			\$	\$		
			\$	\$		
	<b>Provincial/Territorial or Municipal Government Funding</b>		\$	\$		
			\$	\$		
	<b>Other Federal Gov't Funding (excluding ACAAF)</b>		\$	\$		
			\$	\$		
<b>Total Project Funding</b>		\$	\$			

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<b>BUDGET</b>						
<i>Only eligible costs directly related to the project can be funded and will be considered. A definition of in-kind contributions is provided on the previous page.</i>						
<i>Activities</i> <i>Costs such as labour, consultants, contracts, travel, telecommunications, materials and supplies, translation, interpreter services, etc, should be listed and costed for each activity as described in the work plan.</i>	<i>ACAAF</i>	<i>Industry Cash</i>	<i>Industry In-Kind</i>	<i>Other Government Cash</i>	<i>Other Government In-Kind</i>	<i>Total Activity Cost</i>
#1						
#2						
#3						
#4						
#5						
#6						
Financial Management						
Progress and Final Reports						
<b>Total</b>						

**Eligible Costs**

Costs for: contracted goods and services; materials and supplies; rental or lease of facilities, equipment or machinery, labour or salaried services, and related employment costs; Federal and Provincial taxes, including the non refundable portion of GST; reporting as required by the Yukon ACAAF Program; and other costs having the prior approval of the Yukon ACAAF Council. Costs incurred prior to project approval will not be eligible.

**NOTE:** for multi-year projects, please copy the Budget table above and provide additional pages for each year of funding requested.

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**Before signing the Declaration of the Applicant, please answer the following:**

**Unpaid debts to Canada**

It is a requirement of the Treasury Board Policy on Transfer Payments that recipients of funds declare any amounts owing to the federal government.

Do you or does your organization have any outstanding debts with the Government of Canada? If so, please indicate the amount owing and under what program/legislation.

Amount of unpaid debt: \_\_\_\_\_

Program/Legislation: \_\_\_\_\_

**Conflict of interest disclosure**

Applicants must comply with the Values and Ethics Code of the Public Service related to Measures on Conflict of Interest and Post-Employment.

Provide the names of anyone involved with this project who has in the past year been employed with, or held public office with the federal government. Indicate their former positions and the nature of their involvement in your organization or the project itself.

Names: \_\_\_\_\_

Former position: \_\_\_\_\_

Nature of involvement: \_\_\_\_\_

**Declaration of the Applicant**

I/We confirm that I/We have read and understood the objectives, principles and criteria of the Advancing Canadian Agriculture and Agri-Food (ACAAF) Program, and it is understood that I/We must meet the following conditions in order to be eligible for funding:

- The individual or organization must demonstrate to AAFC that it has adequate human resources, experience and skills required to carry out its responsibilities;
- The individual or organization agrees to comply with ACAAF's objectives, principles and criteria and understands that failure to meet these may result in non-payment and/or reimbursement of payments made;
- The individual or organization agrees to carry out financial functions in accordance with generally accepted accounting principles;
- The individual or organization agrees to provide appropriate recognition for the federal government's financial assistance in both official languages;
- The individual or organization agrees to develop and implement a performance management framework and reporting system to measure the performance of its projects and provide reports summarizing project reach, results achieved and resources expended;

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- **Should your project be approved for funding, the individual or organization agrees that, unless authorized, costs incurred before the official project approval date are not eligible for reimbursement;**
- **The individual or organization is in compliance with federal, provincial/territorial and/or municipal environmental requirements; and**

**I/We agree and understand that:**

- **Information provided on this application form will be collected and used by the YAA ACAAF Council to determine eligibility of the applicant for funding under the Yukon Advancing Canadian Agriculture and Agri-Food (ACAAF) Program;**
- **Any financial, commercial, scientific or technical information provided in this application will be treated in confidence;**
- **Information provided about the project may be posted on the ACAAF website in the event that the project is approved for funding;**
- **Information provided may be disclosed to third parties for purposes of assessing the proposal for funding; and**
- **This application form creates no obligation on the part of YAA ACAAF Council to provide funding.**

**I/We declare that the information given in this application is to the best of the applicant's knowledge, complete, true and correct. The applicant will be required to enter into an agreement in the event that this application is accepted.**

**SIGNATURE:**

\_\_\_\_\_  
**Authorized Representative**

\_\_\_\_\_  
**Title**

\_\_\_\_\_  
**Date**

**for**

\_\_\_\_\_  
**Name of Organization**

## **Supporting Documentation Checklist**

**Please attach the following documents to your application:**

**Mandatory:**

- signed Declaration of the Applicant**
- copies of letters of support from partners and industry with rationale for support**

**Optional:**

- business plan**
- strategic plan**
- annual reports**
- brochures / pamphlets**

**Lexicon of terms**

- Adaptive research:** Transfer and an adaptation of pre-existing research results to provide the basis for a potential market opportunity
- Applied research:** Research aimed at gaining knowledge or understanding to determine the means by which a specific, recognized need may be met
- Basic research:** Research aimed strictly for the advancement of knowledge

**Agricultural Policy Framework Outcome Goals**

The Agricultural Policy Framework (APF) sets out the following common outcome goals under food safety and food quality, environment, renewal and science and innovation elements.

Food Safety and Food Quality

Signatories to the APF agree to work with industry and consumers to:

- \$ protect human health by reducing exposure to hazards;
- \$ increase consumer confidence in the safety and quality of food produced in Canada;
- \$ increase industry's ability to meet or to exceed market requirements for food safety and food quality; and
- \$ provide value-added opportunities through the adoption of food safety and food quality systems.

Environment

Signatories to the APF agree to achieve, in collaboration with the agriculture sector and other stakeholders, the following common environmental outcome goals:

- \$ reduce agricultural risks and provide benefits to the health and supply of water, with key priority areas being nutrients, pathogens, pesticides and water conservation;
- \$ reduce agricultural risks and provide benefits to the health of soils, with key priority areas being soil organic matter and soil erosion caused by water, wind or tillage;
- \$ reduce agricultural risks and provide benefits to the health of air and the atmosphere, with key priority areas being particulate emissions, odours, and emissions of gases that contribute to global warming; and
- \$ ensure compatibility between biodiversity and agriculture, with key priority areas being habitat availability, species at risk, and economic damage to agriculture from wildlife.

Renewal

Signatories to the APF agree on the following renewal outcome goals for farmers:

- \$ to increase their profitability;
- \$ to enable them to make choices about sources of income;

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- § to help them meet market and consumer demands respecting food safety and food quality and environmentally-responsible production; and
- § to help capture opportunities from science and innovation.

### Science and Innovation

Signatories to the APF agree on the following common goals in the development of science and innovation programs:

#### *Realigning Public Science Resources*

- § realign and increase investments to support science and innovation in the priority areas, as well as in biomass, bio-product and bio-process research;
- § increase the level of investment in innovation in agricultural and bio-products from non-agricultural sources within Canada and elsewhere;

#### *Co-ordinating along the Whole Value Chain*

- § expand and strengthen linkages between the agriculture and agri-food sector and the science and innovation community both within Canada and internationally;
- § improve technology transfer, coordination, communication and collaboration across market, policy and scientific disciplines, research organizations and throughout the value chain;

#### *Creating an Innovation Climate*

- § accelerate the development and adoption of innovations in the agriculture and agri-food sector while maintaining an effective science-based and transparent agriculture and agri-food regulatory system;
- § ensure that the human resources and infrastructure needed for science and innovation in the agriculture and agri-food sector are available in Canada;
- § foster a supportive climate for investment, technology transfer and commercialization in Canada; and
- § better utilize intellectual property from publicly supported research to enhance the growth of the agriculture and agri-food sector.

Signatories to the APF also agree to take into account social and ethical considerations when making decisions in respect of the Common Goals for Science and Innovation.