

YUKON AGRICULTURAL ASSOCIATION

ADVANCING CANADIAN AGRICULTURE AND AGRI-FOOD (ACAAF) PROGRAM

PILLAR III APPLICATION FORM

PILLAR III – SHARING INFORMATION TO ADVANCE THE SECTOR

Pillar III projects will focus on helping to ensure that the agriculture sector is contributing to future agriculture and agri-food policy directions. These objectives will be achieved through information gathering, analysis and sharing, and projects or programs that help facilitate these activities. New ideas and information on best practices, for example, can be communicated widely for the benefit of all and new market opportunities can be realized. The focus will be on supporting projects that are identified as information needs by the sector, are not considered ongoing activities, and are not covered under existing efforts.

HOW TO APPLY

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

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

YAA ACAAF Pillar III Application Form

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>Provide a brief profile and history of yourself or your organization</p> <p>If applicable, please provide the following:</p> <ul style="list-style-type: none"> - date organization formed - number of employees - mandate - accomplishments - membership - type of business/sector <p>Refer to page 17 for supporting documentation requirements</p>		
7	<p>If an organization, what type of organization do you represent?</p> <p style="text-align: right;">A)</p> <p style="text-align: right;">B)</p> <p>Please mark only one "X" in area A) and at least one in area B).</p>	<p>Applicant must submit copies of legal documents such as a letter of incorporation</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.		
15	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.		
16	Describe any challenges or risks that may influence the successful completion of the proposed project. Describe any strategy to mitigate these risks or challenges.		

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17	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.	
18	What policy issue is your area of the sector facing and how will you address it?	
19	What is the information need that your project will address?	
20	How does this project advance the dissemination of information to the sector?	
21	What methods of dissemination are being used?	
22	If applicable, through your proposed project, will you be engaging other parts of the value-chain and or sectors (e.g. health, environment, transportation, etc.)? If yes, please provide details of why, who and how.	
23	If you are a for profit organization, please identify the number of full time equivalent positions.	

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24. 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.
<p>Note: Choose either the first or second option</p> <ul style="list-style-type: none"> • Information on a policy issue or sector need is gathered, analyzed, and shared for the purpose of advancing the policy dialogue; OR • Information, such as market and trends studies, is analysed and disseminated for the purpose of seizing new opportunities; 		
<ul style="list-style-type: none"> • Other parts of the value chain are engaged; 		
<ul style="list-style-type: none"> • Other sectors (health, environment, transportation, etc.) are engaged; 		
<ul style="list-style-type: none"> • Partnerships and alliances are fostered; and / or 		
<ul style="list-style-type: none"> • Information is disseminated to the main targets / beneficiaries. 		
<p><u>Other Intended Immediate Outcomes:</u></p>		

PERFORMANCE MANAGEMENT FRAMEWORK		
25	<p>Main Targets / Beneficiaries (a) Who are the main targets / beneficiaries of your project? (b) How many of these main targets / beneficiaries do you expect to reach?</p>	
26	<p>Communication Methods 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.</p>	
27	<p>Project Delivery Partners Please identify your project delivery partners and how you expect them to participate in the delivery of the project.</p>	
28	<p>Intended Benefits What benefits do you expect will be achieved from the completion of the project for the Yukon agriculture and agri-food sector?</p>	

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>	Applicant's Funding		\$	\$		
	ACAAF Funding requested		\$			
	Other Sources	Name of Funding Source				
	Industry-led Councils		\$	\$		
	Other Partners *		\$	\$		
			\$	\$		
			\$	\$		
			\$	\$		
	Provincial/Territorial or Municipal Government Funding		\$	\$		
			\$	\$		
	Other Federal Gov't Funding (excluding ACAAF)		\$	\$		
			\$	\$		
Total Project Funding		\$	\$			

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BUDGET						
<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						
Total						

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