

# Livestock Waste Tissue Initiative

## Guide To Applicants

### General Program Information

The mandate of the Investment Agriculture Foundation of British Columbia is to help the agriculture and agri-food industry adapt, diversify and grow. The Livestock Waste Tissue Initiative assists the Foundation in achieving its overall objectives. The Initiative has two key objectives:

- > To assist British Columbia livestock producers, slaughter facility operators and renderers in their pursuit of sustainable waste tissue management methods by facilitating, supporting and coordinating: research, feasibility studies, pilot and demonstration projects, infrastructure development and transitional waste handling through strategic partnerships, education and awareness.
- > To have emergency management plans for the disposal of all livestock carcasses generated because of or during the management of an emergency situation in British Columbia. Emergency management disposal plans are able to be implemented in a timely fashion and are to integrate local, regional, provincial, and federal government responsibilities through strategic partnerships, education and awareness.

### Initiative Guiding Principles:

- a) The projects the Management Committee recommends for approval will be consistent with international protocols to enable normal trade patterns.
- b) The effect a project may have on the marketplace will be considered and only projects that do not unduly affect the marketplace will be considered for funding.
- c) Environmental sustainability is a requirement.
- d) Preference will be given to projects that have industry or community support where applicable.
- e) Projects that propose funding of capital items which result in significant public good will be considered more favourably.
- f) Cost sharing partnerships will be sought where possible for all components.
- g) There will be a fair opportunity for participation of all applicants.
- h) The mix of strategies within each of the desired outcomes will be influenced by the ultimate CFIA decision regarding Specified Risk Material, and ruminant waste.
- i) Strategic partnerships will be sought out where possible.
- j) Adequate flexibility must be maintained to reallocate funding among the goals, strategies and actions to achieve the desired outcomes.
- k) Conflict of interest situations will be acknowledged and dealt with.
- l) Research funding will be for projects focussed on information gaps and concern situations unique to British Columbia.
- m) As appropriate, provide support to and communicate with other initiatives that are addressing related industry issues.

To obtain assistance and guidance in completing an application please visit [www.iafbc.ca](http://www.iafbc.ca) or contact us by phone at (604) 556-3145 or Fax at (604)-556-3099. The Foundation is industry-led and is proud of its commitment to the continued success of the BC agriculture and agri-food industry. For more detailed information about the Foundation, please visit [www.iafbc.ca](http://www.iafbc.ca) or contact us by phone at (250) 356-1662 or Fax at (250)-953-5162.

## **General Program Information** (continued)

In accepting an application, the Foundation undertakes to consider the application for approval but assumes no other obligation.

Unless otherwise specifically agreed to between the Applicant and the Foundation, all applications and supporting material will be used by the Foundation solely for the purpose of evaluating the application and may be disclosed, in the strictest of confidence, to Foundation advisors as part of the approval process.

### **Application Process**

#### **Eligible Applicants**

Commercial and non-profit organizations are eligible to apply for funding. This includes corporations, co-operatives, marketing boards and commissions, partnerships, sole proprietorships and industry associations. The applicant is the lead organization for the project. In the case of private firms, a syndicate of firms cooperating on a project is preferred over a single private applicant.

#### **Letter of Intent**

The Management Committee will not respond to Letters of Intent. Applicants with project proposals are to work with the Initiatives Coordinator, to develop an application suitable for the Management Committee to review.

#### **Application Review Process**

The Management Committee will recommend to the Foundation which projects proposals should receive funding under this initiative, in accordance with the Strategic Plan. The application process will be administered as follows:

1. Interested parties should contact the Livestock Waste Tissue Initiative Coordinator for guidance before submitting a project proposal.
2. Interested parties will submit project proposals to the Management Committee.
3. The Livestock Waste Tissue Initiative Coordinator will pre-qualify the proposals for: project completeness, fit with Strategic Plan, and fit with financial requirements.
4. The Management Committee will convene meetings on a scheduled basis (initially four times a year) and may request that specific individuals submit comments or speak to a specific project.
5. Management Committee members will complete an evaluation of the project.
6. The Management Committee will decide whether or not to recommend a project for funding as well as the actual amount of the funding through a majority vote.
7. If the project is recommended for funding, the Management Committee will notify the applicant and the Foundation of the project funding decision within 10 working days of the decision.
8. Upon recommendation for approval of specific projects by the Management Committee and approved by IAF, a Conditional Grant Agreement or a Contract will be produced by IAF to be signed by the proponent and the signing officer of the IAF.

The Foundation may reconsider a declined application if there are major changes to the proposal that address Foundation concerns and the reasons for a funding decline.

## **Application Process** (continued)

### **Project Support**

The Foundation may provide funding of eligible project cash costs.

The funding provided by the Foundation is dependent upon a number of factors, including:

- > Project cost and benefits.
- > Expected long-term industry economic benefit.
- > Extent to which benefits are shared with others in industry and rural communities.
- > Degree of risk in achieving the intended results.

The Foundation will establish project funding levels on a case-by-case basis.

### **Guide for Completing the Funding Application Form**

*This section of the Guide to Applicants follows the order of the individual headings in the Application Form and provides general guidance for completing the application form. It is recommended that it be at hand while completing the application form.*

### **Project Title**

Clear, short title for the project proposal.

### ***APPLICANT DESCRIPTION***

#### **Applicant Name**

The organization fully accountable for the project including project management, reporting, financial control and communications. The applicant must be a business or an association with the ability to enter into legal contractual agreements with the Foundation. Include name of the organization, mailing address, telephone and fax numbers, Web site address and business or association number.

#### **Designated Officer**

The person who is authorized to submit the application and sign agreements with the Foundation on behalf of the organization. Include designated officer's name, title, mailing address, telephone and fax numbers.

#### **Project Contact Person**

The person who has actively participated in the development of this application and may be contacted by the Foundation for further information. This person will work directly with the Foundation on project reporting. Include the contact person's name, title, mailing address, telephone and fax numbers and email address.

#### **Background Information**

Include a synopsis of the applicant organization indicating the size of the membership and constituency of a non-profit organization or the size and nature of the commercial entity. Provide a listing of the current directors and executive officer.

*A copy of the applicant's most recent financial statements included with the application is preferred.*

## Guide for Completing the Funding Application Form (continued)

### ***PROJECT DESCRIPTION***

#### **Project Timing**

Indicate the planned start and completion dates.

Identify if there are any major challenges to delivering the project within the planned timelines and explain how they would be addressed.

#### **Concept / Goal**

Indicate what the project will accomplish and what the result will be.

*For example: - Provide essential operating conditions and determine air emissions information to slaughter plant operators so that they can adapt their waste management approach and comply with federal and provincial waste management criteria.*

#### **Objectives**

List specific project objectives in clear, concise terms. Objectives are what you aim to achieve in the short term on the way to accomplishing your goal. Objectives must be stated in a way that clearly communicates what is to be achieved, measured or assessed.

*For example: -Develop ideal operating conditions for incinerators when handling slaughter wastes  
-Determine air emissions from an incinerator when operated under various operating conditions*

#### **Context**

Explain the specific problem, opportunity or challenge the project intends to address and why it is important that it be addressed for the development of your industry or rural community. Include an indication of financial and economic implications.

Briefly explain the background and current situation of the project. Explain links to an overall strategic plan for the sector (where applicable), related initiatives or other previous work. Identify the extent of industry support. Include letters of support where appropriate.

#### **Project Description**

Provide a brief description of the project explaining what you are going to do and how you will carry it out. This needs to provide sufficient detail in order to determine the likelihood of success of the project.

Include an overview of the key project components, identifying the major activities to be carried out for each phase, identify who will carry out the activities and explain how the various project components interrelate to achieve the project objectives.

#### **Human Resources**

Briefly outline how the project will be managed and implemented. Identify participating organizations to be involved in the project and what their roles will be.

If consultants are to be engaged in the project, identify the firm and the principal consultants who will work on the project.

## **Guide for Completing the Funding Application Form** (continued)

### **Benefits**

Provide an overview of the sector or community benefiting from the project. Explain the importance of the project to the long-term development of the industry as a whole.

Identify the groups benefiting from the project and estimate the number of those benefiting. You can approximate your numbers, but they need to be reasonably accurate estimates. This estimate is intended to define the reach of the project proposal.

*For example: - 10 BC slaughter facilities will expand annual capacity by approximately 15%  
- Slaughter facilities will be able to comply with both federal and provincial regulations regarding slaughter waste management.*

### **Performance Reporting**

Describe how you intend to measure and report success in achieving stated project objectives. For some projects, collection of baseline data may need to be included as a component of the project proposal to provide a reference point from which to measure project success.

*For example: - Number of slaughter facilities that install an incinerator to dispose of their wastes*

### **Communications**

Identify who are the intended target audiences and describe how and at what frequency you will communicate project results. For large projects, a Communications Plan may be required which you may attach as an appendix.

### **Other Funding Applications**

If you have applied for project funding from other sources not identified in the Project Funding Plan, please identify these sources, the amount requested and for which parts of the project the funds are intended.

### **Conflict of Interest**

A project proponent who feels there may be a conflict of interest with one or more Management Committee members should identify those members.

## **Guide for Completing the Project and Expenditures Plan Table**

Applicants have several options for providing project plan and expenditure information. A template is available on our Web site as an MS Excel spreadsheet. Details for use of the template follow. To further assist you in completing this section we have supplied an example of a completed table with the template. We have also developed some basic tips on working in MS Excel spreadsheets.

This section of the application includes essential information for the evaluation of your proposal. Please complete it accurately and carefully. The Project and Expenditures Plan will be used by the Foundation to identify the timing of funds to be advanced through the contribution agreement. This detail is covered in the Project Outputs portion of the table. The project plan will also be used as the basis on which applicants report project progress. The Expenditure Area portion of the table breaks down the budget into expenditure types so that the Foundation can judge on the eligibility of the types of expenditures you propose to claim.

Applicants may choose to use their own detailed Project and Expenditures Plan if they wish, particularly for multi-year projects.

## Guide for Completing the Project and Expenditures Plan Table (continued)

### **TIPS FOR USING APPLICATION TEMPLATES ON THE WEBSITE**

**To add a row in Excel**, select a row by placing your cursor immediately to the left of a row and click the mouse. The row should then be highlighted. Go to insert on the menu bar and click on rows.

**To delete a row in Excel**, select the row you want to delete by placing your cursor immediately to the left of a row and click on your mouse. The row should then be highlighted. Go to edit on the menu bar and click on delete.

**To total columns in Excel**, place your cursor in the cell where you want your total to appear and click on the auto sum key. Or, in the formula bar type in =SUM(COLUMN#ROW#:COLUMN#ROW#) e.g., =sum(E7:E16).

*If you are having difficulty with these formulas look at the example Excel spreadsheet. Place your cursor in a cell that has a total and refer to the formula used in the formula bar.*

### **PROJECT AND EXPENDITURES PLAN TABLE**

#### **Project Outputs**

Identify what will be the actual things, products, events etc that will be produced by the project. These need to be specific as it will be the delivery of these items as evidence of accomplishments that will trigger IAF payments.

*For example: -A feasibility study report*

#### **Start and Finish**

Target dates for starting and accomplishing the outputs listed as mm/yy, i.e. 02/06 for February 2006.

#### **Cash Cost**

The anticipated cash cost expected to be expended to accomplish each output. These estimates will be used by IAF to anticipate your requirements for cash payments as the project unfolds. Of course payments will be made based on actual documented expenditures. The total here should be the same as the total for cash expenditures in the Expenditure Area section of the table.

#### **Expenditure Areas**

Description of the specific types of expenditures, services, fees, materials, etc. being purchased to carry out the project.

*For example: -Contractor/consultant fees*

*-Materials, supplies, rentals and service charges*

*-Incremental administration costs to the organization managing the project*

#### **Cash**

The cash costs to pay for the project services, materials etc. identified in the Expenditure Areas that are supportable by invoices. These are specific, incremental costs for expenses that would not be incurred if the project were not undertaken. Project expenditures incurred prior to the formal acceptance date of the application by the Foundation are not eligible for program funding.

## **Guide for Completing the Project and Expenditures Plan Table** (continued)

### **In-kind**

This is non-cash support provided by project participants. Provide brief detail in Expenditure Area.

*For example: -Participating organization staff time  
-Materials and product provided by producers*

### **Total**

The sum of cash costs and in-kind support. The total here for cash costs should be the same as that showing in the Project Outputs section of the table.

## **Guide for Completing the Project Funding Plan Table**

A template is available on our Web site as an Excel spreadsheet. To further assist you in completing this section we have supplied an example of a completed table with the template.

### **Industry Sources**

These include funds provided to the project by industry organizations, firms and through revenue generated at events or from the sale of project outputs, corporate advertising or sponsorships, and from industry funds held by industry organizations.

### **Government Sources**

These include sources of funding from programs of public institutions such as government, universities and colleges and other organizations that receive designated funding from government for assisting industry. Identify the name of the specific funding program being accessed and the Agency managing the program.

### **Other Sources**

These include funds provided by others at arms length from the industry benefiting such as non-profit organizations like Ducks Unlimited.

### **Investment Agriculture Foundation Request**

The level of funding requested from the Foundation.

### **Confirmed**

For each funding source listed, use a "Y" to indicate an authorized person has confirmed funding in writing. Use an "N" if funds are not yet formally confirmed.

### **In-kind Support**

This is non-cash support provided by project participants. In-kind support is not included in the Foundation's Contribution Agreements, as we do not cost share in-kind support. You may choose to document in kind support in order to give the Management Committee a more complete picture of the resources going into this project.

Include a brief notation of the type of in-kind support with Contribution Source.

### **Total Project Support**

The sum of total cash costs and in-kind support.