Project Application Form

Thank you for choosing to start a project application to request funding from the Investment Agriculture Foundation. We are excited to partner in projects that help British Columbia's agriculture industry adapt, diversify and grow!

Before you start the application process, may we suggest the following?

- Review our application writing webinar online (**www.iafbc.ca**) for tips on preparing a successful application.

- Discuss your project idea with us to see if it fits with our available funding programs and strategic priorities.

- Gather together all the information you will need to complete the application in one place.

Let's begin!

Investment Agriculture Foundation of British Columbia
Project Application Form

IAFBC internal Use Only:	Project Number		IAFBC Funding Request	
	Appln Received		Revision Date	

SECTION 1 - APPLICANT INFORMATION

Applicant:

Applicant Name:	
Street Address or PO Box:	
Town, Village or City	
Province	
Postal Code	
Telephone Number	
Facsimile Number	
Website	
Business or Association Number:	

Designated Officer *(Signing Authority on behalf of Applicant)*

Officer's Name & Title:	
Street Address or PO Box	
Town, Village or City	
Province	
Postal Code	
Telephone Number	
Facsimile Number	
Email	

Lead Contact *(If other than Designated Officer)*

Name & Title:	
Street Address or PO Box	
Town, Village or City	
Province	
Postal Code	
Telephone Number	
Facsimile Number	
Email	

SECTION 2 - DECLARATIONS

TERMS AND CONDITIONS:

I/We confirm that I/we understand that the following conditions must be met for funding eligibility:

• The organization confirms that this application has been vetted by the Organization's Board of Directors and the Authorized Representative named below is that of the CEO / Chairperson / President or the Senior Financial Officer / Treasurer;

• The individual/organization must demonstrate to IAF that the individual/organization has adequate human resources, experience and financial resources required to carry out their responsibilities;

• The individual/organization must be in compliance with federal, provincial and/or municipal environmental requirements with respect to this project;

• The individual/organization agrees that this application form creates no obligation on the part of IAF to provide funding;

• The individual/organization agrees that information provided on this application form will be collected and used by IAF to determine eligibility of the applicant and the proposal for funding;

• The individual/organization agrees that information provided may be disclosed to third parties for purposes of assessing the project proposal for funding;

• The individual/organization agrees that any financial, commercial, scientific or technical information provided in this application will be treated in accordance with federal and provincial legislation which governs the management of information;

• The individual/organization confirms that there is no conflict of interest.

If this application is approved:
• The individual/organization agrees that, if this application is approved, the individual/ organization will be required to enter into a contribution agreement that sets out terms and conditions for funding;

• The individual/organization agrees that costs incurred before the date of approval are not eligible for reimbursement;

• The individual/organization understands that failure to deliver the project as described in the application may result in non-payment and/or reimbursement of payments made;

• The individual/organization agrees to notify IAF in advance if changes to the project are required or delays in the project time line are anticipated (note: substantive changes to the project need to be approved in advance);

• The individual/organization agrees to carry out financial functions in accordance with Generally Accepted Accounting Principles;

• The individual/organization agrees to provide progress reports on a regular basis and a final performance report summarizing project reach, results achieved and resources expended;

• The individual/organization agrees to provide IAF with a copy of its annual report, upon request, and grants IAF or its designated representatives the right to conduct an audit on the project described in this application;

• The individual/organization agrees to provide appropriate recognition for the financial assistance provided by IAF and its funding partners;
• The individual/organization will make available to IAF any communication vehicle developed under this project and agrees that IAF and its funding partners may use such vehicles for communications purposes;

• The individual/organization agrees that, if approved, information provided about the project or the results of this project may be posted on the IAF website and/or used in other communications activities by IAF or its funding partners;

• The individual/organization agrees that IAF, Canada and the Province of British Columbia will not be liable for any claims for damage and will indemnify IAF, Canada and the Province of British Columbia from any claims for damage by the individual/organization or third parties related to the activities carried out for the project by the individual/organization or on its behalf;

• The individual/organization agrees to ensure that IAF funding will not be used to pay government employees or to reimburse costs incurred by them collaborating on a project (i.e., to attend a meeting or conference, deliver a presentation, act as an expert, or collaborate in research).

I/WE DECLARE that the information given in this application is to the best of my/our knowledge, complete, true and correct. I/WE CERTIFY that meeting the program eligibility criteria does not confer a right to financial assistance.

I, _____
(Enter Officer's Name)

○ Agree to the terms and conditions

○ Do not agree to the terms and conditions

SECTION 3 - APPLICANT BACKGROUND

Tip: *Tell us about your organization or business. Introduce yourself to us. What is your mandate or purpose? Who are your clients or members? Is your scope or mandate international, national, provincial or regional? Describe the capacity of your organization to manage this project.*

(Max. 3500 Characters)

Organization Type	Sector Group

*Tip: Select the most appropriate applicant type as it **applies to the Client/Applicant.***

*Tip: Select the most appropriate sector from the list as it **applies to your project.***

SECTION 4 - PROJECT DESCRIPTION

Project Timing

Proposed Start Date:

Proposed Completion Date:

Note: IAF cannot fund project activities undertaken before the date of Approval.

Project Title

Tip: Your titles should capture the essence of your project in 10 words or less.

(Maximum 200 Characters)

Executive Summary

Tip: Briefly describe your project in about 150 words. Identify what specific issue or opportunity your project addresses (the why of your project). Also include the "who, what, where and when" of your project. You may find it easier to write this section after you have completed the rest of the application form.

(Maximum 2400 Characters)

SECTION 4 - PROJECT DESCRIPTION

Problem or Opportunity:

Why is it important and why should it be considered a priority at this time? Does your project help industry take advantage of an opportunity? Are you responding to a new or emerging issue? Do you want to pilot or test an idea or approach to see if it's effective in addressing an issue your sector is facing? Do you want to look at different options to address an issue that will help prepare your sector to face the future and remain competitive? What are the benefits of your project and who will benefit directly?

*Please indicated what the **reach** of the project is; what is the scope of the project and who will be impacted by it.*

(Maximum 4500 Characters)

Objectives:

Your objectives set out what it is you intend to accomplish, what difference your project will make and what results you anticipate. Consider objectives that can be accomplished during the life of the project (short term or immediate objectives) as well as those that will happen after the project has been completed as a result of the activities undertaken during the life of the project (intermediate and long-term objectives). You don't need to include a long list of objectives. One to three well-crafted objectives are preferred. Be careful that you do not include "activities" as objectives. For example, holding a field day is an activity, whereas increasing grower knowledge about best practices and increasing grower adoption of best practices are objectives.

(Maximum 4000 Characters)

SECTION 5 - PROJECT ACTIVITIES

Activities:
Describe the steps and tasks you'll undertake to achieve the objectives you've developed for your project. Be as thorough as possible and organize your activities in a logical sequence, whether by objectives, by stages or milestone, or by type of activity. Being thorough will help when it comes time to develop your project budget.

(Maximum 5000 Characters)

SECTION 6 - PROJECT RESULTS

Outline the activities you will undertake for project communication and performance evaluation.

Communication Plan:

Tip: Outline your target audiences. Describe how you will get people engaged in your project. Describe how you will share project information and results. Include costs associated with communications activities in your project budget.

(Maximum 2000 Characters)

Performance Plan:

Tip: How will you know if your project made a difference? Describe how you intend to measure success in achieving your project objectives. Include costs associated with performance measures in your project budget.

(Maximum 2000 Characters)

Project Deliverables :

Deliverables (or outputs) are the products and services arising out of your project activities, such as publications or other materials, a presentation or event, a media release, a website or a service delivered to a target group. Describe the deliverables that will be generated as a result of your project. Be as specific and detailed as possible. Include costs associated with deliverables in your project budget.

(Maximum 4000 Characters)

Tip: The performance and success of a project is often partially evaluated through the timeliness, quality and effectiveness of the deliverables produced. When describing your project deliverables be specific and as detailed as possible.

	Project Activites/Deliverables	Completion Date	Salary	Equipment & Supplies	Travel	Consultant	Misc.	Admin.	Sub-Total	In-Kind	Total
1											
1.1											1.1
1.2											
1.3											
1.4											
1.5											
1.6											
	Subtotal										
2											
2.1											2.1
2.2											
2.3											
2.4											
2.5											
2.6											
	Subtotal										
3											
3.1											3.1
3.2											
3.3											
3.4											
3.5											
3.6											
	Subtotal										
4											
4.1											4.1
4.2											
4.3											
4.4											
4.5											
4.6											
	Subtotal										
5											
5.1											5.1
5.2											
5.3											
5.4											
5.5											
5.6											
	Subtotal										
Project Grand Total											

SECTION 8 - PROJECT FUNDING

Industry Contribution Sources	Confirmation	Cash	In-kind	Total
Sub-total Industry Contributions				■■■■

Government Contribution Sources	Confirmation	Cash	In-kind	Total
Sub-total Government Contributions				■■■■

Other Contribution Sources	Confirmation	Cash	In-kind	Total
Sub-total Other Contributions				■■■■

Contribution Totals without IAF Funding			

Amount of Funding Requested from Investment Agriculture Foundation

Contribution Totals including IAF Funding			
Investment Agriculture Foundation Funding Ratios			

Do your budgets Match?
Below are the totals from your Project Expenses Budget. These values should be the same as the total funding sources above.

Project Expenses Total from Section # 7			

Once you have completed your application please review it to make sure that your haven't forgotten any information. Once submitted to the Foundation, one of our Program Managers will be in contact with you to discuss your application in more detail. You may also be advised to provide supporting documentation for your project such as:

- Letters of Support
- Your Research Methodology (for applied or adaptive research projects)
- A list of your Project Partners and Team members and the skills each brings to the project
- If this is part of a multi-stage project, submit a completion plan outlining the next stages and how they will be funded.
- Other pertinent information to support your application.

Once your application is deemed ready, it will be forwarded for decision. Find out more about this and what to expect should your application be approved in our application writing webinar, available on our website: www.iafbc.ca

NOTE: Should your project be approved for funding, you will be required to report on project progress with respect to activities, deliverables and communications, as well as results and overall success of the project. The information you supply in this application will be used to evaluate the progress of your project. Therefore, it is important to communicate any changes in your project plans to IAF as early as possible.

SUBMITTING YOUR APPLICATION

You can submit your completed application to the Investment Agriculture Foundation of BC in one of four ways:

To submit your application via e-mail:

If this is your first time applying to the Foundation send an e-mail to **funding@iafbc.ca** with your name, organization and contact information with your completed application attached.

If you have worked with the Foundation previously you can e-mail your application directly to the Project Manager you worked with previously.

To submit your application via Canada Post, please send your completed application to:

Investment Agriculture Foundation of BC
PO Box 8248
Victoria, BC
V8W 3R9

To submit your application via courier, please send your completed application to:

Investment Agriculture Foundation of BC
3rd Floor
808 Douglas Street
Victoria, BC
V8W 2Z7

To submit your application via facsmilie:

Transmit your application to the Foundation at **(250) 953-5162.**

Thank you for considering IAF as a partner in your project.