

1. General Program Information

The Small Projects Program was developed to expedite the approval process for small-scale projects. The program has been so successful that the project funding cap was doubled to \$10,000 in April 2006. The funding cap and expedited approval process are the primary distinctions between our regular funding application stream and the Small Projects Program.

Refer to the Small Project Program flyer (available on our website) for information about:

- Eligible Projects and Applicants
- Application Deadlines
- Application Review Process
- Project Approvals

2. Completing the Funding Application Form

This section follows the order of individual headings in the Application Form and provides guidance for completing the form. It is recommended that it be at hand while completing the Application Form. Information included in applications is held in confidence by the Foundation.

Project Title

Clear, short title for the project proposal.

APPLICANT DESCRIPTION

Applicant *(Name of Person and Organization)*

The person and organization fully accountable for the project including project management, reporting and communications. The applicant must have the ability to enter into a legal contractual agreement with the Foundation. Include the name of the applicant, mailing and email address, telephone and fax numbers.

For example, BC Blueberry Council or B. Smith, Oceanview Farms Ltd.

Project Contact Person *(Only if other than the Applicant)*

The person who will work with the Foundation on project reporting. Include the contact person's name, title, mailing and email address, telephone and fax numbers.

Applicant Background Information

Briefly include information on the applicant, indicating size of the membership of a non-profit organization or the size and nature of a commercial entity.

Funding provided by:

PROJECT DESCRIPTION

Project Timing

Indicate the planned start and completion dates.

Objectives

What is the project intended to achieve? For example, to field test effectiveness of a new systemic insecticide product for control of aphids or to modify and prototype improvements to harvesting equipment.

Context/ Background

Why is it important that the project be undertaken? What industry problems or opportunities will the project address? Describe the potential economic importance of the project.

If you are applying as an individual, provide letters of endorsement from an appropriate industry organization.

Project Activities

Include an overview of the activities to be carried out.

Human Resources

Briefly outline who will manage and work on the project.

Results

What are the visible results of this project? Describe how the project will develop and improve the industry.

For example: BC growers will have improved access to a new form of bio-control for a pest.

Deliverables

What “products” will the project generate?

For example: Workshops, field days, research reports, educational materials.

Performance Reporting

How can the project’s success in achieving objectives be measured?

For example: Results of evaluations collected from participants taking part in workshops or field-days

Communications

Describe how you will communicate the things learned in this project. Project results are expected to be broadly communicated to those that might benefit in your sector. The Foundation may also make available human resources to assist the applicant prepare project communications materials to help communicate project results to the sector.

3. Completing the Small Projects Budget Table

A template is available on our website as MX Excel © spreadsheet. To further assist you in completing this section we have supplied an example of a completed table with the template. This section of the application includes essential information for the evaluation of your proposal. Please complete it accurately and carefully.

Contribution Sources *(Where the Funds Will Come From)*

These include funds provided to the project by organizations, firms or individuals and through revenue generated at events or from the sale of project outputs, corporate advertising or sponsorships. Identify each source in the budget.

Include also 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. Government contributions are not considered eligible for cost sharing.

Investment Agriculture Foundation Request

The amount of funding requested from the Foundation.

Confirmed

For each funding source listed, use a “Y” for yes to indicate an authorized person has confirmed funding. Before Foundation funding can be advanced to applicants, all sources of funding must be confirmed in writing by letter or by email.

Cash

Contributions made in the form of cash or cheques.

In-kind Support

This is incremental non-cash support provided by project participants using fair and reasonable valuations. Include a brief notation of the type of in-kind support and its source. For example, fertilizer and seed provided by producers or site maintenance by existing staff. In-kind contributions are not considered eligible as matching, but are considered by the Adjudication Committee when determining the funding level for the project.

Total Project Support

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

Expenditure Areas *(Where Funds Will Be Spent)*

List the specific types of project costs such as services, fees, materials etc. being purchased and provided to carry out the project.

Cash

Actual costs to pay for the project services, materials etc. identified in the Expenditure Areas that are supportable by invoices or documentation, if requested during an audit.

In- Kind

This is non cash costs provided by project participants or supporters. Provide brief detail in the expenditures area.

For example: - Equipment and fuel provided by the applicant or time spent preparing seed bed.

Total

The sum of cash costs and in-kind support. The totals in each vertical column should match the corresponding totals of the Contribution Sources table.