

Guide to Applicants

Please complete the following information on the application template forms available for download at www.iafbc.ca/iafi/applicants/applicants.htm.

Guide for Completing the 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 Information

Principal Applicant

The organization that is 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 Investment Agriculture Foundation of BC (IAFBC) who administers the IAFI fund. Include name of the organization, mailing address, telephone and fax numbers, website address and business or association number.

Designated Officer

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

Project Primary Contact Person

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

Co-applicants (Partners)

List the names and affiliation of co-applicants (partners) if applicable.

Applicant 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.

Funding provided by:



PROJECT DESCRIPTION

Project Timing

Indicate the planned start and completion dates. Projects that are already in progress cannot be funded. Identify if there are any major challenges to delivering the project within the planned timelines and explain how they would be addressed.

Objectives

Indicate what the project's overall goal is. List the specific objectives that you aim to achieve in the short term in order to accomplish this goal.

Outline the purpose of the project and how it is related to the goals and objectives of the Islands Agri-Food Initiative. Identify the Initiative's strategic goal areas your project addresses. If your project addresses more than one of the four strategic goals, please indicate the percentage of each.

Project Description

Provide a brief description of the project that includes an overview of the key project components. Identify the major activities to be carried out, a timeline describing when these activities will be completed, and who will carry out the activities. Explain how the various project components interrelate to achieve the project objectives.

Human Resources

Identify who will manage and implement the project. If consultants are to be engaged in the project, identify the firm and the principle consultants who will work on the project.

Involvement of Co-applicants (Partners)

Identify the co-applicants or partners in the proposal, what their roles will be, the amounts that they would be contributing, and their main objectives if different from those of yours. Include their letters of support or endorsement.

Expected Results

Describe the measurable changes or specific results you expect to accomplish with the implementation of your project.

Identify the groups (by geography and sector) that will benefit from the project and provide an estimate of the number of people that will participate directly in the project and/or will be affected by the project results.

Communicating Results

Describe how the results of the project will be communicated to other operators or producers.

Project Performance Reporting

Describe how the overall outcomes of the project will be measured and reported back to the IAFI Advisory Committee.

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.

Please note that funding directly from other provincial or federal government sources cannot be used to lever Initiative funds.

Guide for Completing the Project and Expenditures Plan Table

Templates are available on our website as a MS Excel © spreadsheet. Details for use of this template follow. To further assist you in completing this section, we have supplied an example of a completed table with the templates.

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 administrator 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 Advisory Committee can judge on the eligibility of the types of expenditures you propose to claim. The total **cash costs** in the upper portion of the form should be the same as the total for **cash** in the bottom portion.

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 the administrator to make payments.

For example:

- Five consultation meetings
- A web page in operation
- Various reports distributed to stakeholders

Start and Finish

Target dates for starting and accomplishing the outputs listed.

Cash Cost

The anticipated cash cost expected to be expended to accomplish each output. These estimates will be used by the administrator to anticipate your requirements for cash payments as the project unfolds. Of course payments will be made based on actual documented expenditures.

Expenditure Areas

Description of the specific types of expenditures, services, fees, materials, etc. being purchased to carry out 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 Initiative are not eligible for program funding.

In-kind

This is non-cash support provided by project participants. Applicants are expected to use fair market value for claimed contributions and will need to maintain records of the actual contributions made over the life of the project, just as they will for cash contributions

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.

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Contribution Sources

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 that are arms length from the industry benefiting such as non-profit organizations such as Ducks Unlimited.

Islands Agri-Food Initiative Request

The level of funding requested from the Initiative.

Contributions

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. Applicants are expected to use fair market value for claimed contributions and will need to maintain records of the actual contributions made over the life of the project, just as they will for cash contributions. 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.

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.

For more information and application forms visit:

www.iafbc.ca/iafi/