

## **PROJECT WORKPLAN /SOURCES OF FUNDING /BUDGET EXAMPLE**

The following example is provided to assist in completing pages 7, 8 & 9 of the CAAP application.

The application scenario is, as follows:

A for-profit company wishes to examine the feasibility and approximate cost of undertaking an alternative method for processing of Saskatchewan-grown rhubarb, as well as the approximate cost of constructing a facility for the process in question. The company has the support of the provincial rhubarb producers, who have provided a cash contribution of \$10,500 to the cost of undertaking the project. The applicant has chosen to devote this funding to the travel that they will incur while accompanying their consultant in some project activities. The applicant also estimates an approximate in-kind contribution of \$7,750 toward the undertaking of this project's activities. As a for-profit, the applicant is unable to claim this in-kind contribution as eligible under CAAP, but as it is considered to be a cost of undertaking the project, it is included as part of the total project cost.

The applicant is requesting \$45,750 from CAAP over two years which is 50% of the eligible costs including third party fees and costs for study development and the purchase of some marketing development materials.

The above scenario is captured in the sample Project Workplan, (page 7), Sources of Funding (page 8) and Budget (page 9) of the CAAP application.

## PROJECT WORKPLAN

Provide an outline of project categories, their timelines, total category cost and outputs, as well as the activities to be undertaken within each category, who will complete each activity, and the estimated or known cost of each activity.

Project Categories & Related Activities (list in point form)	Start Date (YYYY/MM/DD)	End Date (YYYY/MM/DD)	Outputs (what will be produced)
Category I – Feasibility Study - \$25,000 -Consultant Third Party Fees and Costs - \$15,000 -Applicant Travel - \$8,000 -In-kind - \$2,000	2009/12/01	2010/03/31	Completion of a feasibility study that examines the viability of constructing a facility for the alternative processing of rhubarb. Will demonstrate a “go”/”no go” to next phase of business and engineering plan development
Category II – Business & Engineering Plan Development - \$63,000 -Business Plan Development Consultant Third Party Fees and Costs - \$30,000 -Engineering Plan Development Consultant Third Party Fees and Costs - \$25,000 -Applicant Travel - \$5,000 -In-kind - \$3,000	2010/04/01	2010/07/30	Completion of a business and associated engineering plan for the construction of a facility dedicated to an alternative method of processing rhubarb. Based on a “go” by feasibility study, this study will further demonstrate the economic and logistical viability of alternative rhubarb processing
Category III – Marketing Study Development - \$32,250 -Marketing Study Development Consultant Third Party Fees and Costs - \$15,000.00 -Purchase of marketing development materials - \$6,500 -Applicant Travel - \$8,000 -In-kind - \$2,750	2010/08/01	2010/12/30	Completion of a study to discover the potential markets for alternatively processed rhubarb

## SOURCES OF FUNDING

The following is provided as an example

Sources of Funding <small>(indicate all sources of funding requested, and indicate whether the funding is confirmed or pending)</small>		Cash	In-kind* <small>(see notes)</small>	Status of Funding	
<b>Applicant's Contribution</b>		\$56,250	\$7,750		
<b>CAAP Funding Requested</b> <small>(minimum request \$2,500)</small>		\$45,750			
Other Sources <small>(partners)</small>	Funding Source	Cash		Confirmed <small>(date confirmed)</small>	Pending <small>(expected date)</small>
Rhubarb Farmers of Saskatchewan		\$10,500		09/15/2009	
		\$			
Provincial/Territorial or Municipal Government Funding <small>(provide initiative name)</small>		\$0			
		\$			
Other federal Government Funding (excluding CAAP) <small>(provide initiative name)</small>		\$0			
		\$			
		Cash	In-kind		
<b>TOTAL PROJECT FUNDING</b>		<b>\$112,500</b>	<b>\$7,750</b>		

**Notes:**

\*in-kind means contribution other than monetary which defray a portion of the projects eligible costs – partner in-kind is not eligible

\*\*for-profit applicants are not eligible for in-kind contributions

\*\*\*if your partners are receiving funding from the federal, provincial, territorial or municipal government, please provide details, including the amount



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## BUDGET

Eligible Expense (by category)	Activity Costs	Sources of Funding				
		Funds from CAAP	Applicant Contribution		Other Gov't Contribution	Other Partner Contribution
			Cash	In-kind*	Cash	Cash
<b><i>The following is provided as an example</i></b>						
Feasibility Study - \$25,000						
- Third Party Fees and Costs	\$17,000	\$7,500	\$7,500	\$2,000		
- Applicant Travel	\$8,000	\$0	\$4,000			Rhubarb Farmers of Saskatchewan - \$4,000
Business and Engineering Plan Development - \$63,000						
- Third Party Fees and Costs (Business Plan)	\$32,000	\$15,000	\$15,000	\$2,000		
- Third Party Fees and Costs (Engineering Plan)	\$26,000	\$12,500	\$12,500	\$1,000		
- Applicant Travel	\$5,000	\$0	\$2,500			Rhubarb Farmers of Saskatchewan - \$2,500

Marketing Study Development - \$32,250 - Third Party Fees and Costs	\$17,000	\$7,500	\$7,500	2,000		
- Purchase of Marketing Intelligence and Surveys	\$7,250	\$3,250	\$3,250	\$750		
- Applicant Travel	\$8,000	\$0	\$4,000			Rhubarb Farmers of Saskatchewan - \$4,000
<b>Total Project Cost</b>	<b>\$120,250</b>	<b>\$45,750</b>	<b>\$56,250</b>	<b>\$7,750</b>	<b>\$0</b>	<b>\$10,500</b>
<b>CAAP Requested funding by fiscal year</b>		<b>2009-2010</b>	<b>2010-2011</b>	<b>2011-2012</b>	<b>2012-2013</b>	<b>2013-2014</b>
		<b>\$7,500</b>	<b>\$38,250</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>

\*not-for-profit applicants only

\*\*estimates based on supporting documentation should be available upon request