

# CANADIAN AGRICULTURAL ADAPTATION PROGRAM (CAAP)

## AGRICULTURE COUNCIL OF SASKATCHEWAN INC. (ACS)

### APPLICATION FORM

**Thoroughly review this application form before completion**

Please contact us if you require assistance

Phone: (306) 975-6847  
Toll-free 1-800-641-8256  
Fax: (306) 975-6850  
Email: [info@agcouncil.ca](mailto:info@agcouncil.ca)  
Website: [www.agcouncil.ca](http://www.agcouncil.ca)

Location Address:  
104-411 Downey Road  
Saskatoon SK S7N 4L8

Mailing Address:  
P.O. Box 21038  
Saskatoon SK S7H 5N9

***Funding for the Canadian Agricultural Adaptation Program (CAAP) is provided by Agriculture and Agri-Food Canada (AAFC). The CAAP program is delivered in Saskatchewan by the Agriculture Council of Saskatchewan Inc. (ACS)***

**PLEASE NOTE the following:**

1. All projects must be completed by December 31, 2013.
2. Minimum requested amount must be no less than \$2,500.
3. Under Federal stacking guidelines the maximum level of total government funding (federal, provincial, territorial, and municipal) for projects under CAAP will not generally exceed 85%.
4. **Not-for-profit applicants** may apply for up to 85% of eligible project costs. The project may receive up to a maximum of \$500,000. The 15% industry contribution to the project must be comprised of a minimum of 10% cash from the applicant or project partners, with the balance of in-kind contributed by the applicant only.
5. **For-profit applicants** may apply for up to 50% of eligible project costs. The project may receive up to a maximum of \$500,000. CAAP support to for-profit applicants for projects \$100,000 or more are considered repayable contributions. Applicant in-kind contributions are **not eligible** for approval and reimbursement.
6. ACS may request financial statements from applicants as part of the due diligence process.
7. If your project is approved, please be advised that project costs incurred prior to your application receipt date will not be considered eligible for reimbursement.
8. A description of eligible expenditures can be found at:  
<http://www.agcouncil.ca/pdf/CAAP%20Eligible%20Expenditures.pdf>
9. A description of ineligible expenditures can be found at:  
<http://www.agcouncil.ca/pdf/CAAP%20Ineligible%20Expenditures.pdf>
10. For help completing pages 7, 8 & 9 of the application please go to  
<http://www.agcouncil.ca/pdf/CAAP%20Example.pdf>

# CANADIAN AGRICULTURAL ADAPTATION PROGRAM (CAAP)

## FOR OFFICE USE ONLY

Application June 2011

Date Received	AAFC File #	Client #	CAAP File #
Review Date	Amount Requested		

## APPLICANT INFORMATION

Business/Organization Name	Language of Correspondence <input type="radio"/> ENGLISH <input type="radio"/> FRENCH
Mailing Address	City, Prov. Postal Code
Telephone	Fax
Email	Website
Contact Name & Title	

## BUSINESS / ORGANIZATION INFORMATION

<b>Legal Status</b> <input type="radio"/> For-Profit Corp. <input type="radio"/> Not-for-Profit Corp. <input type="radio"/> Partnership <input type="radio"/> Incorporated Co-operative <input type="radio"/> Individual <input type="radio"/> Other	<b>Organization Type</b> <input type="radio"/> Community Group <input type="radio"/> Cooperative <input type="radio"/> Marketing Board <input type="radio"/> Industry Association <input type="radio"/> Other
<b>Value Chain</b> <input type="radio"/> Producer <input type="radio"/> Processor <input type="radio"/> Wholesaler <input type="radio"/> Retailer <input type="radio"/> Consumer <input type="radio"/> Other _____	<b>Primary Commodity (please indicate)</b> <input type="radio"/> _____
<b>Incorporation Number (please indicate)</b> <input type="radio"/> _____	<b>Corporate Seal</b> <input type="radio"/> Yes <input type="radio"/> No
<b>Does your organization receive a federal GST rebate?</b> <input type="radio"/> Yes <input type="radio"/> No   If Yes, what percentage?   %	

## **CAAP'S Objective**

To facilitate the agricultural sector's ability to seize opportunities, to respond to new and emerging issues, and to path find and pilot solutions to new and ongoing issues in order to help it adapt and remain competitive.

## **PROJECT INFORMATION**

### **1. Project Title**

### **2. Project Timelines**

- Anticipated start date:
- Anticipated completion date:

### **3. Project Rationale**

- Explain briefly why this project is needed and what specific issue/problem/challenge or opportunity is being addressed.
- Explain why undertaking the project will help the sector at this time.

### **4. Project Description**

- Provide a general overview of your project, the activities that will be undertaken, deliverables, when and where the project will take place.

### **5. Project Objectives**

- What are the objectives? (in two or three sentences describe what your project intends to accomplish)
- How does this project meet CAAP objectives?
- Who will immediately benefit from the successful undertaking of your project objectives?

### **6. Provide a brief profile and history of your organization.**

### **7. To your knowledge does this project duplicate similar or related work already completed or underway?**

**8. Is this project directly related to any other approved CAAP project(s)?**

Yes  No If yes, provide details of the related project.

**9. Is an Environmental Assessment needed for this project?**

Yes  No If yes, has this EA been completed?  Yes  No

**10. Identify and demonstrate your efforts/results in obtaining cash from project partners and how your partners will support the project.**

- If you are utilizing third party assistance in undertaking any of the project activities for which you are requesting CAAP funding, please provide your rationale for selecting these partners or, if you have not chosen these partners at the time of application, the selection criteria that you will implement when doing so.
- Provide copies of the endorsement letters from project partners describing the nature of support they will provide and the rationale for their support.

**11. Describe any challenges or risks that may influence the successful completion of the proposed project. Describe strategy planned to mitigate these risks or challenges.**

**12. Primary Targets/Beneficiaries**

- Please indicate who the primary targets/beneficiaries are **and** quantify your anticipated reach \_\_\_\_\_.

- |                                   |   |                                       |
|-----------------------------------|---|---------------------------------------|
| <input type="radio"/> Aboriginals | <input type="radio"/> Agriculture Producers | <input type="radio"/> Consumers       |
| <input type="radio"/> Educators   | <input type="radio"/> Farm Families         | <input type="radio"/> Processors      |
| <input type="radio"/> Women       | <input type="radio"/> Research Community    | <input type="radio"/> Rural Canadians |
| <input type="radio"/> Youth       | <input type="radio"/> Other _____           |                                       |

**13. Communications**

- How do you intend to communicate the project results?

**14. Short Term Outcomes**

Which **one** of the following describes the potential short-term benefits from your project?

- Improving knowledge of potential innovative products, processes or technologies
- Improved knowledge of solutions/strategies analyzed/tested to address issues/opportunities

- What are the expected impacts/outcomes from this project?

- What benefits do you expect to achieve for the Canadian agriculture, agri-food and agri-based sectors, and Canadians by completing the project?
- How are the results going to be used?
- What are the next steps?

### **15. Long Term Outcomes**

- Which of the following describes the potential long-term benefits from your project? (select as many as relevant)
  - reduced production and/or processing costs
  - improved product quality
  - improved market share
  - preserving market share
  - other (please specify)

### **16. How are you going to financially support the post project activities?**

### **17. If the proposed project includes applied or adaptive research activities please answer the following questions.**

- Describe how your research activities are beyond basic research and submit a copy of the detailed methodology.
- List most relevant papers (up to 5) published by members of your team related to the proposed research project.

### **18. Collective Outcomes**

Please answer the following questions if your project includes collaboration with stakeholders in other Provinces or Territories.

- Identify the stakeholders in other Provinces/Territories with whom you will collaborate and identify how they will be expected to participate in the project.
- Will the outcome of the project be national, multi-regional, provincial or territorial in scope? Based on the outcome(s) indicate which province(s) will be impacted the greatest and provide quantifiable rationale. (e.g. number of sheep producers in each of SK, BC, AB, MB)



## SOURCES OF FUNDING

Sources of Funding <small>(indicate all sources of funding requested, and indicate whether the funding is confirmed or pending)</small>		Cash	In-kind* <small>(not-for-profits only)</small>	Status of Funding	
<b>Applicant's Contribution</b>		\$	\$		
<b>CAAP Funding Requested</b> (minimum request \$2,500)		\$			
<b>Other Sources</b> (partners)	<b>Funding Source</b>	<b>Cash</b>			
		\$			
		\$			
Provincial/Territorial or Municipal Government Funding (provide initiative name)		\$			
		\$			
Other federal Government Funding (excluding CAAP) (provide initiative name)		\$			
		\$			
		<b>Cash</b>	<b>In-kind</b>		
<b>TOTAL PROJECT FUNDING</b>		\$	\$		

Notes:

\*in-kind means contribution other than monetary which defray a portion of the projects eligible costs

\*\*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

## BUDGET

		Sources of Funding				
Eligible Expense (by category)	Activity Costs	Funds from CAAP	Applicant Contribution		Other Gov't Contribution	Other Partner Contribution
			Cash	In-kind*	Cash	Cash
	\$	\$	\$	\$	\$	\$
<b>Total Project Cost</b>	\$	\$	\$	\$	\$	\$
<b>CAAP</b>			<b>2010-2011</b>	<b>2011-2012</b>	<b>2012-2013</b>	<b>2013-2014</b>
<b>Requested funding by fiscal year</b>			\$	\$	\$	\$

\*not-for-profit applicants only

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

## **ADDITIONAL INFORMATION**

Please attach **COPIES** of any additional information which would assist ACS in evaluating your application. This may include, but is not limited to, the following:

- market assessments, feasibility studies, business/marketing plans, strategic plans
- brochures
- consultant/subcontractor quotes

Please note: by written request, additional information may be returned to the Applicant once ACS has deliberated upon the application.

### **Please ensure that....**

- your application form is signed and complete
- your application is on single-sided 8½ x 11 plain paper

Applications may be mailed, faxed or e-mailed, if e-mailed please forward your signed page (last page) by fax as electronic signatures cannot be accepted.

**Applications must be received at the ACS office by 5pm on the deadline date**

### **Agriculture Council of Saskatchewan Inc. (ACS)**

104-411 Downey Road  
Saskatoon SK S7N 4L8

Telephone: (306) 975-6847

Fax: (306) 975-6850

Toll Free (SK only) 1-800-641-8256

Website: [www.agcouncil.ca](http://www.agcouncil.ca)

Email: [info@agcouncil.ca](mailto:info@agcouncil.ca)

## ACKNOWLEDGEMENT

By submitting this application, the Applicant acknowledges and agrees that:

- a) ACS may return or keep the documentation of any Applicant;
- b) Successful Applicants consent to having their names, funding amounts and short summaries of their Projects and results made available to the public;
- c) The Applicant is free to refuse to provide Information to ACS. The failure or refusal to provide Information, however, may affect the services or results that ACS can provide to the Applicant.
- d) ACS is subject to provincial and federal legislation which governs the management of information. Such legislation may take priority over the Privacy Policy and may affect the collection, use and disclosure of Information.
- e) Information may be subject to access to information requests which may take priority over the Privacy Policy.

## PRIVACY AND CONFIDENTIALITY – CONSENT

ACS requires information from and about the Applicant in order to process this application.

Unless specifically noted otherwise, the collection, use and disclosure of the Information shall be governed the ACS Privacy Policy (the “Privacy Policy”), a copy of which is available at [www.agcouncil.ca](http://www.agcouncil.ca) or from the Privacy Officer at the address shown below.

- I. (a) The Applicant **understands** that the Minister of Agriculture and Agri-food Canada (the “Minister”) is entitled to access to all records, information, databases, audit and evaluation reports, and other documentation relating to:
  - (i) this application,
  - (ii) any subsequent agreement between ACS and the Applicant relating to the project proposed in this application, and
  - (iii) the project that may follow from this application if it is approved, all for the purpose of audit and evaluation of activities described in this application and for the verification of invoices with respect to payments made towards the project if the proposed project is approved.
- (b) The Applicant **consents** to ACS releasing to the Minister any and all of the information and records listed in (a) above if so requested by the Minister.
- (c) The Applicant **agrees** to provide directly to the Minister all of the information and records listed in (a) above if so requested by the Minister, directly or through ACS.
- (d) The Applicant **consents** to ACS releasing to any other third party, in addition to the Minister, any and all of the information and records listed in (a) above if it is necessary in order to assess and verify the information in this application or the Applicant’s eligibility for funding and its credit-worthiness.

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2. Unless specifically noted otherwise, the collection, use and disclosure of the Information shall be governed the ACS Privacy Policy (the “Privacy Policy”), a copy of which is available at [www.agcouncil.ca](http://www.agcouncil.ca) or from the Privacy Officer at the address shown in section 3 below.
3. Any questions or concerns regarding the collection, use and disclosure of the Information, can be directed to:

Agriculture Council of Saskatchewan Inc.  
Box 21038  
Saskatoon, SK S7H 5N9  
Attention: Privacy Officer  
1-800-641-8256 or 306-975-6847  
[info@agcouncil.ca](mailto:info@agcouncil.ca)

## DECLARATION

Persons signing this application must be an authorized signatory of the organization/company submitting this application.

I CERTIFY that all the information provided in this and any attached documents is true and correct. I UNDERSTAND that information from other government agencies may be provided to the Agriculture Council of Saskatchewan Inc. in the analysis of my project for Canadian Agricultural Adaptation Program (CAAP) funding purposes. I ACKNOWLEDGE that meeting the program eligibility criteria does not confer a right to financial assistance.

## SIGNATURE

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Authorized Representative

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Title

for

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Name of Organization/Business