

**CANADIAN AGRICULTURAL ADAPTATION PROGRAM (CAAP)  
APPLICATION FORM**

**Newfoundland and Labrador**

**2009-2014**

For Internal Use Only	
Date Received:	
Project Number:	

***Review this application form, including the Declaration and the corresponding Application Guide, available at [www.agr.gc.ca/caap](http://www.agr.gc.ca/caap).***

***If you require assistance completing the application form, contact us.***

Agri-Adapt Council Inc  
PO Box 1045  
308 Brookfield Rd., St. John's, NL  
A1N 3C9

Ph. (709) 747-4874  
Fax (709) 747-8827

[www.nlfa.ca/aaci.php](http://www.nlfa.ca/aaci.php)

**Note: If your project proposal includes applied or adaptive research, ensure that your project cannot be funded by the Growing Canadian Agri-Innovations Program at [www.agr.gc.ca/agri-innovations](http://www.agr.gc.ca/agri-innovations).**

**Yes \_\_\_\_\_ No \_\_\_\_\_**

NOTE: The information you provide on this document is collected by Agri-Adapt Council Inc. (AACI) for the purpose of assessing your project proposal under the Canadian Agricultural Adaptation Program.

Where possible, applicants should provide business contact information only. Personal information that is provided will be protected under the provisions of the *Privacy Act*.

## PART 1 – APPLICANT INFORMATION

<b>1 Applicant Information</b>					
Are you applying for this program as an individual? <input type="radio"/> Yes ▶ Please proceed to section 2. <input type="radio"/> No ▶ Please complete the remainder of this section.					
Corporation Type <input type="radio"/> For-Profit Corporation <input type="radio"/> Partnership <input type="radio"/> Incorporated Co-operative <input type="radio"/> Non-Profit Corporation <input type="radio"/> Other					
Legal Organization Name				Operating Name	
<b>2 Contact Information / Owner</b>					
Legal Family Name		Legal Given Name		Primary Telephone No.	
Email		Fax No.		Secondary Telephone No.	
Language of Correspondence <input type="radio"/> English <input type="radio"/> French					
<b>3 Address - Canada</b>					
P.O. Box	Street		Municipality (City, Town, etc.)		
Building	Unit		Province		Postal Code
<b>4 HST or Canada Revenue Agency Number</b>				<b>5 Website Address</b>	
<b>6 Name of Signing Official</b>	Name			Title	
<b>7</b>	<b>Provide a brief profile and history of your organization.</b> <i>Mission/mandate/goals</i> <i>Date organization formed</i>				

## PART 2 - PROJECT INFORMATION

<b>CAAP's objective</b>		<i>To facilitate the agricultural sector's ability to seize opportunities, to respond to new and emerging issues, and to pathfind and pilot solutions to new and ongoing issues in order to help it adapt and remain competitive.</i>	
8	Project title		
9	Anticipated start date	10	Anticipated completion date
11	Provide the reasons for doing the project.	<i>Describe the rationale for this project.</i>	
12	Describe the project.	<i>Describe the project in summary: <b>What</b> is (are) the objective(s)? <b>Who</b> is (are) the beneficiary (ies)?</i>	
13	Describe the project's activities.	<i>Provide a brief overview on <b>how</b> you are going to accomplish this project.</i>	
14	Have you applied for Growing Forward Funding? Yes or No. If yes, has the project been approved?		
15	Describe the intended benefits of the project. How will it help the sector to adapt or remain competitive?	<i>What outcomes and 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?</i>	
16	Is this a Multi-Phase project? If so, how are you going to financially support these activities?		
17	Identify and demonstrate your efforts/results in obtaining cash from industry. How are your partners going to be involved in supporting the project?	<i>Provide the information as requested. If applicable, attach copies of any endorsement letters from industry describing the nature of support being provided and the rationale for their support.</i>	

18	<p><b>Describe your project team, and its capacity and ability to undertake the project.</b></p> <p>( Financial ,Technical, and Managerial experience)</p> <p>Consultants, educational or research institutions</p>	<p><i>Describe how your project team will administer the project. How it will report on the progress and deliverables internally and to the Agri-Adapt Council Inc.? Demonstrate how your project team has the capacity to deliver the project and achieve the expected outcomes, for example:</i></p>
19	<p><b>Describe any challenges or risks that may influence the successful completion of the proposed project. Describe how you plan to mitigate these risks or challenges.</b></p>	
20	<p><b>Communications: How will project results be communicated to your target audience?</b></p>	
21	<p><b>Describe any potential environmental impact of the proposed project. Is there any physical construction or development activities?</b></p>	

**If the proposed project includes applied or adaptive research activities, answer the following questions.**

22	<p><b>Describe how your research activities are beyond basic research.</b></p>	<p><i>Submit a copy of the detailed research methodology, if applicable.</i></p>
23	<p><b>Are you partnering with other stakeholders in this area of research?</b></p> <p>List the partners and include profiles, CVs or previous works.</p>	
24	<p><b>List most relevant papers (up to 5) published by members of your team, preferably related to the proposed research project.</b></p>	

## PART 3 - PROJECT WORKPLAN

Activities	Start Date	End Date	Outputs
List each activity/sub-activity in chronological order.	YYYY/MM/DD	YYYY/MM/DD	For each activity listed, indicate what will be produced, where applicable.
Activity 1:			
Activity 2:			
Activity 3:			
Activity 4:			
Activity 5:			

## PART 4 - TOTAL SOURCES OF FUNDING

Resources				Status of Funding	
Sources of Funding (Indicate all sources of funding requested, in cash or in-kind, and whether the funding is confirmed or pending)		Cash	In-kind *	Date Confirmed	Pending (Expected Date)
Applicant's Contribution		\$	\$		
CAAP Funding Requested		\$			
Other Sources	Name of Funding Source				
Partners**		\$			
		\$			
		\$			
Provincial/Territorial or Municipal Government Funding <i>(provide initiative name)</i>		\$			
		\$			
Other Federal Gov't Funding <i>(excluding CAAP) (provide initiative name)</i>		\$			
		\$			
<b>Total Project Funding</b>		\$	\$		
<b>Percentage</b>		%	%		

\* In-kind means contributions other than monetary which defray a portion of the project's eligible costs.

\*\* If your partners are receiving funding from the federal, provincial, territorial or municipal government, provide details of which government funding is provided and the amounts.

NOTE: The CAAP administration may request additional details and documentation related to the sources of funding.

## PART 5 - BUDGET

Source of Funding						
For each activity, list eligible expenses by cost category	Activity Costs	Funds from CAAP	Recipient Contribution		Other Government Contribution	Other Contribution (e.g. Partners)
			Cash	In-kind	Cash	Cash
<b>Activity 1</b>						
Sub-Total:	\$ -		\$ -	\$ -	\$ -	\$ -
<b>Activity 2</b>						
Sub-Total:	\$ -		\$ -	\$ -	\$ -	\$ -
<b>Activity 3</b>						
Sub-Total:	\$ -		\$ -	\$ -	\$ -	\$ -
<b>Activity 4</b>						
Sub-Total:	\$ -		\$ -	\$ -	\$ -	\$ -
<b>Capital Costs</b>						
Sub-Total:	\$ -		\$ -	\$ -	\$ -	\$ -
<b>Reporting Costs</b>						
Project Monitoring						
Financial Management						
Performance Measurement						
Sub-Total:	\$ -		\$ -	\$ -	\$ -	\$ -
<b>Total Cost Project</b>	\$ -		\$ -	\$ -	\$ -	\$ -
<b>Percentage</b>		%	%	%	%	%

CAAP requested funding by fiscal year	2009-2010	2010-2011	2011-2012	2012-2013	2013-2014

The maximum level of total government funding (federal, provincial, territorial, and municipal funding) for projects under CAAP will not generally exceed 85% of the total project costs.

**Before signing the Declaration, answer the following questions:**

**Unpaid debts to Canada**

It is a requirement of the Treasury Board *Policy on Transfer Payments* that recipients of funds declare any amounts owing to the federal government and to recognize that amounts payable to the recipient may be set off against amounts owing by the recipient to the government.

Does your organization have any outstanding debts with the Government of Canada? If yes, please indicate the amount owing and under what initiative/legislation.

Amount of unpaid debt: \_\_\_\_\_ Initiative/Legislation: \_\_\_\_\_

**Conflict of interest disclosure**

Applicants who are current or former public servants or public office holders or who are organizations that employ such persons must comply or ensure compliance with the *Values and Ethics Code for the Public Service*, the *Conflict of Interest and Post-Employment Code for Public Office Holders*, and the *Conflict of Interest Act*.

Provide the names of any persons involved with the project that have in the past year been employed, or held public office, with the federal government. Indicate their former positions and the nature of their involvement in your organization or the project itself.

Name: \_\_\_\_\_ Former position: \_\_\_\_\_ Nature of involvement \_\_\_\_\_

Name: \_\_\_\_\_ Former position: \_\_\_\_\_ Nature of involvement \_\_\_\_\_

**Lobbying Act**

It is a requirement of the Treasury Board *Policy on Transfer Payments* that the recipient or public office holders and any person lobbying on behalf of the recipient to obtain funding is in compliance with the *Lobbying Act*. For more information, go to the Office of Commissioner of Lobbying of Canada's website at [www.ocl-cal.gc.ca](http://www.ocl-cal.gc.ca).

\_\_\_\_\_ In compliance

\_\_\_\_\_ Not in compliance

\_\_\_\_\_ Not applicable

## DECLARATION

I/We confirm that I/we have read and understood the objective, principles and criteria of the Canadian Agricultural Adaptation Program (CAAP), and 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 signature below is that of the CEO / Chairperson / President or the Senior Financial Officer / Treasurer;
- The individual/organization must demonstrate to AACI that it has adequate human resources, experience and financial resources required to carry out its responsibilities;
- The individual/organization must be in compliance with federal, provincial/ territorial 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 AACI/AAFC to provide funding;
- The individual/organization agrees that information provided on this application form will be collected and used by AACI to determine eligibility of the applicant and the proposal for funding under the CAAP;
- 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 the *Access to Information Act*;
- The individual/organization confirms that there are no conflict of interest situations relative to the CAAP;

### **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 in accordance with Treasury Board's Policy on Transfer Payments;
- The individual/organization agrees that costs incurred before the signing of a contribution agreement, unless authorized by CAAP, are not eligible for reimbursement;
- The individual/organization agrees to comply with the CAAP's objective, principles and criteria and understands that failure to meet these may result in non-payment and/or reimbursement of payments made;
- The individual/organization agrees to carry out financial functions in accordance with Generally Accepted Accounting Principles;
- The individual/organization agrees to develop and implement a performance management framework and reporting system to measure the performance of the project, provide progress reports on a regular basis and a performance report summarizing project reach, results achieved and resources expended;
- The individual/organization agrees to provide the Minister of Agriculture and Agri-Food Canada with a copy of its annual report, upon request, and grants the Minister the right to conduct an audit on the project described in this application;
- The individual/organization agrees to provide appropriate recognition for the federal government's financial assistance;
- The individual/organization will make available to the Minister of Agriculture and Agri-Food any communication vehicle developed under this Program and agrees that the Minister may use such vehicles for communications purposes;
- The individual/organization agrees that, if approved, information provided about the project may be posted on the

