



Canadian Young Farmers' Forum

La Table pancanadienne de la relève agricole

Box 24, Middle Lake, Sask. S0K 2X0 Phone: 1-888-416-2965 or 1-306-367-4628 E-mail: info@cyff.ca

2011/12 PROJECT APPLICATION FORM

There are four parts to the application, please read and complete all four sections.

Applications must be submitted to the CYFF office prior to August 31, 2011. If your organization requires an extension on the deadline, please provide notice to the office prior to the application submission closing date.

PART 1 – ORGANIZATION INFORMATION

Name of Organization: _____ Website Address: _____

Number of Members: _____

Contact Name: _____ Title: _____

Email: _____ Phone: _____

Preferred times & days to be contacted by phone: _____

Fax: _____ Mailing Address: _____

City/Town: _____ Prov: _____ Postal Code: _____

OPTIONAL - Cellular: _____

Preferred method of communication: _____

(If your organization has already provided the information requested below, please continue to Part 2.)

List of Current Board of Directors:

Name	Position	Mailing Address	Email	Phone Number

Please provide a list of events planned for your organization and any high profile agriculture events that will be taking place in your province over the next 12 months...

1) How can someone become a member of your organization? _____

2) Regular Board of Directors Meetings: _____

3) AGM dates: _____ Location: _____

Details: _____

Other Major Events for your organization (please provide the dates and details):

Event: _____ Dates: _____

Details: _____

Event: _____ Dates: _____

Details: _____

4) High Profile Agriculture Trade Shows and Events in your province:

Event: _____ Dates: _____

Details: _____

Event: _____ Dates: _____

Details: _____

5) Popular, Major Agriculture Publications: (please list any publications that you feel producers rely on for the most current agriculture news):

PART 3 – FUNDING REQUEST

As one of the prerequisites for funding, the CYFF has requested that each provincial organization must make a request of their respective provincial government for at least 40% matching contribution. Approval of funding is not contingent on provincial approval, but the request must be made and documentation must be provided. In addition, each project must have a 50% matching in-kind contribution.

Project activities must fall under the category of membership recruitment or networking. Membership recruitment includes such activities as advertising, planning, pamphlets and promotional material. Networking could include such items as speakers, travel costs, meals, accommodations, websites and press releases. Attending meetings and designing programs that highlight leadership and business training are also supported components. Up to \$10,000.00 will be allocated for each provincial organization.

* In-kind information must be provided before the final payment of the application will be approved.

Total Amount requested: _____

Briefly describe your Project: (Attach documents, estimates, etc., that support the project.)

Who are your partners and how are they involved?

How will this project match up with the goals of membership recruitment or networking?

Project costs:

List the major items and provide copies of documents to support these costs. GST expenses are eligible.

Project funding:

Local cash available: _____

Expected money from fundraising: _____

Value of volunteer labour: _____

X Rate per hour _____ = _____

Value of donated equipment: _____

Value of donated materials: _____

Government grants received:

Name of Grant: _____ Amount \$ _____

Name of Grant: _____ Amount \$ _____

Other grants or Donations:

Name of Grant or Donor: _____ Amount \$ _____

Name of Grant or Donor: _____ Amount \$ _____

Sponsors:

Name of Grant or Donor: _____ Amount \$ _____

Name of Grant or Donor: _____ Amount \$ _____

CYFF grant request: \$ _____

Total: \$ _____

Request for advance payment

Depending on whether or not the project is approved, an applicant may request an advance of up to \$8,000.00 of the total CYFF contribution. Please indicate if an advance request will be made:

() Yes, I will require an advance of \$ _____

() No, I will not require an advance

Declaration:

I declare that the information contained in this application is true and accurate. I am a duly authorized representative and agree to provide a report which outlines how both the contribution funds and matching funds were spent on this project, and which indicates that we complied with all the conditions of the contribution. I also declare that if a contribution is awarded we will use it solely for the purposes outlined in this application. In addition, I agree to complete a project evaluation form and return it to the CYFF office upon completion of the project.

Two officers/representatives must sign.

_____ Signature	_____ Print name
_____ Title	_____ Date
_____ Signature	_____ Print name
_____ Title	_____ Date

Return applications to:

Guenette Bautz
General Manager
Canadian Young Farmers' Forum
Box 24, Middle Lake, Sask. S0K 2X0
E-mail: info@cyff.ca
Facsimile: 306-367-2403
Phone: 1-888-416-2965 or 306-367-4628

PART 4 - Approval of project funding is conditional upon the following:

Applicants must agree to the following conditions to be eligible to receive any approved funding.

1. The applicant shall not alter the scope of the project without approval from the CYFF. Changes to the content and duration must be requested in writing by the applicant to the CYFF office. Failure to do so may terminate the project funding.
2. Invoices must be submitted for the project costs incurred, supported by proof of payment in the form of cancelled cheques and original signed receipts. In-kind expenses must be detailed and signed by the donor.
3. The applicant shall preserve and keep available to the Minister for audit, the books, accounts and records of the costs of the project for 6 years after the completion of the project. Any overpayment, unexpended balances, and disallowed costs to the project shall be repaid to the CYFF, and until repaid constitute a debt to the Crown.
4. The applicant shall submit two copies of the final project report detailing the objectives, results and scope of the project, two copies of any products produced, two copies of the evaluation form and two copies of the letter requesting provincial government support.
5. The applicant shall ensure that the contribution of AAFC and the CYFF are recognized in the promotion of the project and associated public activities. The signatures of AAFC and the CYFF are visible in all promotional materials as well as final products.

6. The applicant consents to the Minister of AAFC and/or the CYFF publicizing data and/or information obtained from project activities and furthermore, agrees that the Minister has a right of access to the recipients' documents and premises including a copy of all signed agreements between the CYFF and the recipient.
7. Any intellectual property rights developed under this project shall be jointly owned by the CYFF, the applicant and any other partners in a proportional level of contribution towards the project. AAFC shall have royalty-free access/license to all intellectual property resulting from the project.
8. The applicant shall indemnify and hold harmless the CYFF and AAFC, their agents, representatives and employees from and against all claims, demands, actions and causes of action of third parties that may arise out of this project.
9. It shall be the sole responsibility of the applicant to comply with all federal, provincial and municipal legislation which may have application to the work being performed under this agreement.
10. The applicant agrees that any misrepresentation of project information or fraud may result in the forfeiting of all benefits under this agreement. It is further understood that the CYFF will seek appropriate civil remedies including but not limited to injunctive relief and damages.
11. Claims for reimbursement must be submitted to the CYFF office within one month of the project completion or by April 30, 2012 whichever comes first. No expenses incurred prior to April 1, 2011 will be accepted.
12. The applicant must indicate if there is any money owing the federal government under legislation or contribution agreements and if so, the applicant's grant request may be off-set against amounts owing to the government.
13. The applicant agrees that funding may be decreased or cancelled in the event that departmental levels are changed in Parliament.
14. The applicant agrees to represent and promote the CYFF in a positive and professional manner.
15. All correspondence with respect to involvement in this Agreement is to be forwarded to:

Guenette Bautz
 General Manager
 Canadian Young Farmers' Forum
 Box 24, Middle Lake, Sask. S0K 2X0
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Declaration
 I have read the above terms and conditions and do agree to abide by them.

Signed _____ Print _____

Witnessed _____ Print _____

Dated _____

FOR OFFICE USE ONLY	
APPLICATION STATUS	
AUTHORIZATION:	DATE: