

**Approval of project funding is conditional upon the following:**

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 preformed 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 with one month of the project completion or by April 30, 2011 whichever comes first. No expenses incurred prior to April 1, 2010 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. All correspondence with respect to involvement in this Agreement is to be forwarded to:

Rod Scarlett  
General Manager  
Canadian Young Farmers' Forum  
#102, 115 Portage Close  
Sherwood Park, Alberta  
T8H 2R5

**Declaration**

**I have read the above terms and conditions and do agree to abide by them.**

**Signed** \_\_\_\_\_ **Print** \_\_\_\_\_

**Witnessed** \_\_\_\_\_ **Print** \_\_\_\_\_

**Dated** \_\_\_\_\_