

**Organization:** *[Click here and type your organization's name]*

**Project:** *[Click here and type the project title]*

**AGRICULTURAL FLEXIBILITY FUND  
(AgriFlexibility)  
INDUSTRY PROPOSAL FORM**

***Ensure you thoroughly review this proposal form, including the declaration and the corresponding Proposal Guide prior to beginning work on your proposal.***

***Please contact us if you require assistance.***

*Website: [www.agr.gc.ca/agriflexibility](http://www.agr.gc.ca/agriflexibility)*

*By email: [agriflex@agr.gc.ca](mailto:agriflex@agr.gc.ca)*

*By telephone: (877) 290-2188*

*By fax: (613) 773-1922*

*By teletypewriter: (613) 759-7470*

*Mailing Address:*

*Agriculture and Agri-Food Canada*

*Agricultural Flexibility Fund*

*AgriFlexibility Administration*

*1341 Baseline Road*

*Tower 7, 8<sup>th</sup> Floor, Room 242*

*Ottawa, Ontario, K1A 0C5*

**NOTE:** Agriculture and Agri-Food Canada (AAFC) reserves the right to assess this proposal against the need to respect regional balance with regard to overall spending of AgriFlexibility funds.

NOTE: The information you provide on this document is collected by Agriculture & Agri-Food Canada for the purpose of assessing your project proposal under the Agricultural Flexibility Fund.

Where possible, applicants should provide business contact information only. Personal information that is provided will be protected under the provisions of the *Privacy Act* and will be stored in Personal Information Bank AAFC/PPU 630.



## PART 2 – PROPOSAL INFORMATION

<b>The objective of AgriFlexibility is:</b>		<b>To facilitate the implementation of new initiatives, both federally and in partnership with provinces, territories and industry, that improve the sector’s competitiveness and help the sector adapt to pressures through non-business risk-management measures that will reduce costs of production, improve environmental sustainability, promote innovation and respond to market challenges.</b>		
7	<b>What role will you play in delivery?</b>	<ul style="list-style-type: none"> <li>○ Direct deliverer of project initiatives</li> <li>○ Redistribution of funds (i.e., program administrator)</li> </ul>		
8	<b>Is this proposal national or regional in scope?</b>			
9	<b>Under which AgriFlexibility element(s) is funding being sought?</b>	<ul style="list-style-type: none"> <li>○ Help reduce production costs or improve environmental sustainability for the sector</li> <li>○ Support value-chain innovation or sectoral adaptation</li> <li>○ Address emerging opportunities and challenges for the sector</li> </ul>		
10	<b>Proposal title</b>	<i>Proponent Guide: The title that will appear on the contribution agreement if the proposal is approved.</i>		
11	<b>Anticipated start date</b>	YYYY/MM/DD	12	<b>Anticipated completion date</b>
				YYYY/MM/DD
13	<b>What is the objective of the proposal, who will be the beneficiaries and how will the sector benefit?</b>	<i>Proponent Guide: Describe the proposal in summary:</i> <ul style="list-style-type: none"> <li>• <b>What</b> is (are) the objective(s)?</li> <li>• <b>Who</b> is (are) the beneficiary(ies)?</li> </ul>		
14	<b>Describe the activities that will achieve the objective of the proposal.</b>	<i>Proponent Guide: Provide a brief overview on <b>how</b> you will accomplish the objectives.</i>		
15	<b>Describe the intended benefits of the proposal, including how it will help to improve the sector’s competitiveness?</b>	<i>Proponent Guide:</i> <ul style="list-style-type: none"> <li>• <b>What</b> will your proposal accomplish?</li> <li>• <b>What</b> benefits do you expect to achieve for the Canadian agriculture, agri-food and agri-based sectors, and Canadians by completing the proposal?</li> <li>• <b>How</b> will the sector benefit?</li> <li>• <b>How</b> will it improve competitiveness</li> <li>• <b>How</b> are the results going to be used?</li> </ul>		
16	<b>Are post-proposal activities required? If so, how are you going to financially support these activities?</b>	<i>Proponent Guide: Explain how benefits to the sector will be maintained after the proposal is complete and no longer receiving support from AgriFlexibility</i>		
17	<b>Describe your organization’s proposal team and its capacity and ability to participate in this proposal.</b>	<i>Proponent Guide: Describe how your proposal team will participate in the proposal and how it will report on progress and deliverables.</i>  <i>Demonstrate the organization’s capacity to deliver the proposal and achieve the expected outcomes, for example:</i> <ul style="list-style-type: none"> <li>• Financial management experience</li> <li>• Participation of consulting firms</li> </ul>		

	<p><b>Describe the role of any partners and their capacity to participate in the proposal. Provide detailed contact information for partner organizations.</b></p> <p><b>If you are an individual, describe your capacity and ability to undertake the proposal.</b></p>	<ul style="list-style-type: none"> <li>• <i>Previous experience in similar activities</i></li> <li>• <i>Contacts</i></li> <li>• <i>Project management experience</i></li> <li>• <i>Resources (financial, technical, human, etc.)</i></li> <li>• <i>Participation of industry experts and their role.</i></li> </ul> <p><i>All other information that could help demonstrate your organization's ability to deliver the proposal successfully.</i></p>
18	<p><b>Describe any challenges or risks that may influence the successful achievement of the proposal's objectives or the completion of any of the proposal's activities. Describe your strategy to mitigate these risks or challenges.</b></p>	
19	<p><b>Communications: How will you inform the beneficiaries and others of this proposal and its results?</b></p>	<p><i>Proponent Guide: Describe your communications strategy.</i></p>
20	<p><b>Describe any potential environmental impacts that may occur as a result of the proposal being undertaken.</b></p>	
21	<p><b>Will anything in this proposal provide income assistance or other direct income support payments?</b></p>	
22	<p><b>Are the goals of this proposal complementary to one or more of Growing Forward's strategic outcomes?</b></p> <p><b>Identify which Growing Forward outcomes apply and then describe how the proposal contributes</b></p>	<p><i>Growing Forward's strategic outcomes are:</i></p> <ul style="list-style-type: none"> <li>○ A competitive and innovative sector</li> <li>○ A sector that contributes to society's priorities</li> <li>○ A sector proactive in managing risks</li> </ul> <p><i>Proponent Guide: Consult the Growing Forward website for more information: <a href="http://www.agr.gc.ca/growingforward">www.agr.gc.ca/growingforward</a></i></p>

	to these outcomes.	
23	Is a new technology being employed that will in any way contribute to the achievement of this proposal's goals? If yes, please provide information about how the technology has been proven and how the proposal has, will develop or acquire the capacity to use it.	
24	Have you applied to and/or have you received funding from another government source, including AAFC, for any of the proposal activities?	
<p><i>AgriFlexibility is not designed to duplicate Growing Forward or any other AAFC or provincial or territorial programming. Your proposal will be reviewed to ensure there is no duplication. For guidance, you may want to consult the listing and details of AAFC programming that is available on our website (<a href="http://www.agr.gc.ca">www.agr.gc.ca</a>) to determine if your proposal could be funded through another program.</i></p>		

## PART 3 - PROPOSAL WORKPLAN

Activities	Anticipated Start Date	Anticipated End Date	Outputs
List each activity in chronological order *.	YYYY/MM/DD	YYYY/MM/DD	For each activity listed, where applicable, indicate what will be produced.
Activity 1:			
Activity 2:			
Activity 3:			
Activity 4:			
Activity 5:			
Activity 6:			
Activity 7:			

\* Mandatory activities such as: project monitoring and reporting; financial management and reporting; and, performance measurement and reporting do not need to be included in the Proposal Workplan.

## PART 4 - IDENTIFICATION OF SOURCES OF FUNDING

Sources of Funding		Type of Funding		Status 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)
<b>Proponent's Contribution **</b>		\$	\$		
<b>AgriFlexibility Funding Requested</b>		\$			
Other Sources	Name of Funding Source				
<b>Partners</b>		\$			
		\$			
		\$			
<b>Provincial/Territorial or Municipal Gov't Funding</b> <i>(provide Initiative name)</i>		\$			
		\$			
<b>Other Federal Gov't Funding</b> (non-AAFC) <i>(provide Initiative name)</i>		\$			
		\$			
<b>Total Proposal Funding</b>		\$			

\* The proponent submitting the proposal may include in-kind contributions in their budget and their value can count towards the proponent's contribution to eligible project costs. In kind support means contributions, other than monetary, which defray a portion of the project's eligible costs.

In-kind contributions from project partners other than the proponent may also be considered, taking into account factors such as the ratio of in-kind to monetary support, the ability to verify the value of the in-kind contributions, and the public good benefits of the proposal.

\*\* AgriFlexibility is designed to encourage collaboration between the federal government and the provinces, territories and industry. To ensure benefits across the value chain, preference will be given to proposals that demonstrate a collaborative approach. While an industry contribution of 50 percent of total eligible proposal costs is targeted, preference will be given to proposals with industry contributions of 25 percent or more.

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

## PART 5 - BUDGET

List each Eligible Expense by Activity and their related cost item *	Total Activity Costs	Funds from AgriFlexibility	Source of Funding (Overall by activity)				
			Proponent Contribution		Other Government Contribution (all levels)	Other Contribution (e.g. Partners)	
			Cash	In-kind	Cash	Cash	In-kind
<b>Activity 1</b>							
<i>Enter the cost item *</i>							
<i>Enter the cost item *</i>							
Sub-Total:							
<b>Activity 2</b>							
Sub-Total:							
<b>Activity 3</b>							
Sub-Total:							
<b>Administrative Costs</b>							
Total Administrative Costs **							
Sub-Total:							
<b>Total</b>							

AgriFlexibility requested funding by Fiscal Year	Fiscal Year 2009-2010	Fiscal Year 2010-2011	Fiscal Year 2011-2012	Fiscal Year 2012-2013	Fiscal Year 2013-2014
\$					

Estimates should be documented and this documentation kept on file, and made available if requested by the AgriFlexibility Administration.

\* Cost items include the eligible expenses that are required to complete the activity. For example, printing, translation, fees, travel, capital, etc.

\*\* Total administrative costs must also include those incurred for the following mandatory activities: project monitoring and quarterly reporting; financial management and reporting; performance measurement and reporting.



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

If you are submitting the Declaration separately, please provide:

- The lead contact name and title, address, phone number, fax number and email address
- Proposal Title

**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 so, 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 those involved with the proposal who have in the past year been employed with, or held public office, with the federal government. Indicate their former positions and the nature of their involvement in your organization or the proposal itself.

Name: \_\_\_\_\_

Current or Former position: \_\_\_\_\_

Nature of involvement: \_\_\_\_\_

Name: \_\_\_\_\_

Current or 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, please 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 objectives, principles and criteria of the Agricultural Flexibility Fund (AgriFlexibility), and I/We understand that the following conditions must be met for funding eligibility:

- If the proponent is an organization, this proposal has been vetted by the Organization's Board of Directors (if applicable) and that the signature below is that of the CEO / Chairperson / President or Senior Financial Officer / Treasurer;
- The individual/organization must demonstrate to AAFC 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 proposal;
- The individual/organization agrees that this proposal form creates no obligation on the part of AAFC to provide funding;
- The individual/organization agrees that the information provided on this proposal form will be collected and used by AAFC or may be disclosed to third parties for purposes of assessing the proposal for funding under AgriFlexibility;
- The individual/organization agrees that any financial, commercial, scientific or technical information provided in this proposal will be treated in accordance with the *Access to Information Act*;
- The individual/organization consents to the use or disclosure by AAFC of the information provided in this proposal for the purposes of audit, analysis and evaluation of this or any other federal support program and for the purpose of designing new programs or to determine eligibility for other federal or provincial programs from which the individual/organization might benefit;
- The individual/organization confirms that there are no conflict of interest situations within the organization relative to AgriFlexibility;

**If this proposal is approved:**

- The individual/organization agrees that, if this proposal is accepted, the 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 AgriFlexibility, are not eligible for reimbursement;
- The individual/organization agrees to comply with AgriFlexibility's objectives, 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 proposal, provide progress reports on a regular basis and a performance report summarizing the proposal reach, results achieved and resources expended;
- The individual/organization agrees to provide AAFC with a copy of its annual report, upon request (if available), and grants AAFC the right to conduct an audit on the approved activities;
- The individual/organization agrees to provide appropriate recognition for the federal government's financial assistance;
- The individual/organization will make available to the AAFC any communication vehicle developed under the approved activities and agrees that AAFC may use such vehicles for communications purposes;
- The individual/organization agrees that, if approved, information provided about the proposal may be posted on the AgriFlexibility website;
- The individual/organization agrees that Canada will not be liable for any claims for damage and will indemnify Canada from any claims for damage by the organization or third parties related to the activities carried out for the proposal by the organization or on its behalf;
- The individual/organization agrees to ensure that AgriFlexibility funding will not be used to pay federal employees or to reimburse costs incurred by them collaborating on a proposal (i.e., to attend a meeting or conference, deliver a presentation, act as an expert, or collaborate in research).

I/We declare that the information given in this proposal is to the best of my/our knowledge, complete, true and correct.

**SIGNATURE:**

Individual or Signing Official / Authorized Representative	Title	Date
for		
Name of Organization (if applicable)		

Proponents should submit an electronic version of the proposal form to [agriflex@agr.gc.ca](mailto:agriflex@agr.gc.ca) and mail or fax a signed copy of the Declaration with the appropriate documentation to:

*Agriculture and Agri-Food Canada  
 Agricultural Flexibility Fund  
 AgriFlexibility Administration  
 1341 Baseline Road  
 Tower 7, 8<sup>th</sup> Floor, Room 242  
 Ottawa, Ontario, K1A 0C5*

*Fax: (613) 773-1922*

AgriFlexibility Industry Proposal Form



## SUPPORTING DOCUMENTATION CHECKLIST

Please submit a copy of the following documents to complete your proposal:

### Mandatory

- if applicable, incorporation documents such as a letter of incorporation
- if applicable, last two years of audited financial statements
- signed Declaration
- Part 3 – Proposal Workplan
- Part 4 – Identification of Sources of Funding
- Part 5 – Budget
- if applicable, confirmation of support letters for the proposal from industry with nature of support provided and the rationale for support

### May be requested by AgriFlexibility administration:

- business plan
- strategic plan
- annual reports
- brochures/pamphlets
- further details and documentation related to government funding

Email these documents to [agriflex@agr.gc.ca](mailto:agriflex@agr.gc.ca) if the information is in an electronic format. Otherwise mail or fax the documents to:

*Agriculture and Agri-Food Canada  
Agricultural Flexibility Fund  
AgriFlexibility Fund  
1341 Baseline Road  
Tower 7, 8<sup>th</sup> Floor, Room 242  
Ottawa, Ontario, K1A 0C5*

*Fax: (613) 773-1922*