



Abbotsford Community Foundation 2017 Agricultural Enhancement Grants Program Guidelines

Introduction

The City of Abbotsford established the Agricultural Enhancement Grants Program Fund with the Abbotsford Community Foundation (ACF) for the purpose of supporting the agricultural industry in Abbotsford. As determined by the terms of reference of the fund, a Foundation committee composed of representatives from the agriculture industry and chaired by a member of the Board of Directors of the Foundation was struck and tasked with implementing this grants program.

The overall purpose of the program is to:

- Encourage agricultural innovation
- Increase agricultural productivity
- Build capacity in the agriculture sector
- Promote sustainable agricultural practices

2017 Grant Criteria

The committee has chosen to focus on innovation again this year but specifically on supporting new technology in agriculture with an environmental and sustainability focus.

The committee has a particular interest in projects that involve:

Specifically we invite projects that involve marketing or research. Projects that promote this new technology or projects that will help develop this technology further through research.

- Marketing or promoting a new technology that addresses an environmental challenge to processors or producers in a specific sector of agriculture
- Developing and testing a new technology where the resulting research can be shared in one or more agriculture sectors

Eligibility

1. The applicant is not required to be a registered charity. It could be a non profit or any other organization that does not have charitable status or an individual or group whose project fits the grant criteria and is acceptable as an applicant to the committee.
2. The project must benefit the community of Abbotsford.
3. The applicant must operate without discrimination because of race, colour, creed, religion, gender, age, marital status, or ability.
4. We invite applications for projects from all sectors of agriculture industry.



Grant Guidelines

Grants of up to \$50,000 will be awarded for up to half of a project's cost.

The project must:

- provide tangible benefits to the Agriculture sector in Abbotsford
- be new or represent a significant enhancement of an existing project
- have clearly defined goals that can be measured with emphasis on what “new thing” will exist now that didn't exist before the project was undertaken
- be completed within two years from its start date

Preference will be given to projects or programs which will:

1. Provide positive economic, social and/or environmental outcomes *as a result of the grant*.
2. Have the potential to be sustained over time
3. Involve the collaboration of two or more organizations in Abbotsford
4. Build capacity in the agriculture industry in Abbotsford
5. Demonstrate that consideration has been given to the project's effect on the environment.

Grants are not available for:

- Paying down mortgages or reducing deficits;
- Retroactive funds for completed or partially completed projects;
- Office equipment and furniture

Letters of Intent

Applicants will be required to complete a simple **Letter of Intent** which will be used to determine the eligibility of both the applicant and the project before extensive time has been invested in completing the full application form.

Letter of Intent Guidelines

A Letter of Intent enables you to obtain an initial reaction to a proposed concept or project idea. This program will fund a maximum of 50% of a project up to \$50,000.00. For example, if the total cost of a project is \$125,000 the grant will provide a maximum of \$50,000. If the project's total cost is \$80,000 the grant will provide a maximum of \$40,000.

What to Include:

Letters of Intent will be 1-2 pages in length and include:

Applicant Information:



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- applicant's name
- contact information (address, phone, fax, email)
- name of partners
- partners contact information
- lead contact person

Project Information:

- project title and brief description
- project objectives
- brief description of the project approach and activities to be undertaken
- importance of the project to Agriculture in Abbotsford and the expected benefits to industry

Funding Source:

- funding sources / project partners
- cost of total project
- amount from other sources
- amount of ask from ACF

Deadlines

Letters of Intent will be accepted no later than Friday March 17, 2017. The deadline for full applications is Friday April 7. Letters of Intent will be reviewed by the Executive Director of the Abbotsford Community Foundation. The Executive Director will provide feedback and may contact you for clarification or additional information.

Only those applicants whose Letters of Intent are accepted will be invited to complete the full application which will be provided by Foundation staff.

Application Requirements

Applicants submitting applications will be required to include:

1. A project budget that clearly identifies sources and/or potential sources of funding, for the other 50 per cent or more of the total project costs. Up to a maximum of 75 per cent of this can be in-kind support, and the remaining must be cash.
2. Two letters of support from other community leaders and/or organizations (Directors or employees may not provide references for their own organizations).
3. A list of the current Board of Directors of the organization, if applicable, and a list of management staff.



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4. Most recent year-end financial statements (preferably audited) including income statement and balance sheet of the organization. If your year-end financial statements are more than six months old, please also provide interim statements.

Note: Grants may be approved pending the commitment of the other 50 per cent of funding for up to 6 months. If the commitment is not provided by Oct. 7, 2017 the allocated funds will be withdrawn. This money will be used in the next granting cycle.

Requirements for Successful Applicants

If successful, we request that your organization:

- Circulate a press release to media (photo preferred), sharing news of the grant award
- Submit an ACF evaluation form upon completion of the project

How to Apply:

Submit your letter of intent by mail to: Susan McAlevy, Executive Director, Abbotsford Community Foundation Ste. 201 – 2890 Garden St., Abbotsford, BC V2T 4W7 or email it to smcalevy@abbotsfordcf.org. For more information, call 604-850-3755 or visit www.abbotsfordcf.org.