



CanAdvance Program

Application Form

CHECKLIST

Before submitting the application, please check to ensure you have included:

- A signed confidentiality agreement (*Part II of the application*)
- Milestone performance and budget (*Part V, VI & VII in the Excel document*)
- The applicable schedules (A, B, C) for your project as per page 6.
- An application submitted in an electronic version to info@adaptcouncil.org
- A cheque for \$100.00 payable to the Agricultural Adaptation Council
- A letter from your Chairperson (*if applicable*)
- A copy of your most recent financial statements/ annual report
- Letters of support

Funded by:



Agriculture and
Agri-Food Canada

Agriculture et
Agroalimentaire Canada



Date Received Stamp



For AAC Use Only
Project Number: _____

CanAdvance Program Application

PART I - APPLICANT INFORMATION

Name of Applicant: _____

Contact Name: _____

Position: _____ Email: _____

Address: _____

City: _____ Postal Code: _____ County: _____

Phone: _____ Fax: _____

Web Address: _____

List ALL project partners / contributors and level of support:

Organization Name	Contact Information: Address, phone, e-mail	\$ Cash	\$ In-Kind (Only allowed for not-for-profit organizations)
1.			
2.			
3.			
4.			
5.			

Please complete below: (Please mark with an "X")

Please indicate your organization's legal status	<input type="checkbox"/> Canadian for-profit	<input type="checkbox"/> Government (<input type="checkbox"/> provincial <input type="checkbox"/> municipal)
	<input type="checkbox"/> Canadian Not-for-profit	<input type="checkbox"/> Individual
Please indicate what best describes your organization's function	<input type="checkbox"/> Agricultural Producer	<input type="checkbox"/> Processor
	<input type="checkbox"/> Industry Association/Group	<input type="checkbox"/> Distributor
	<input type="checkbox"/> Community Group	<input type="checkbox"/> Retailer
	<input type="checkbox"/> Cooperative	<input type="checkbox"/> Service Provider (identify): _____
	<input type="checkbox"/> Educational Institution	<input type="checkbox"/> Food Service Provider

**Please provide a brief profile of your organization
(i.e. history, board/membership, number of employees, mandate, etc.)**

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PART II - PRIVACY AND CONFIDENTIALITY

Unless otherwise specifically agreed between the Applicant and Agricultural Adaptation Council (AAC) in writing, the Applicant hereby irrevocably authorizes and consents to the collection, use and disclosure of personal, business and commercial information about the Applicant and the Project (the "Information") from and by such third parties as AAC shall determine, including any credit agency or other financial or lending institution, for the purpose of verifying the Applicant's and the Project's eligibility for funding and the creditworthiness of the Applicant. The Applicant hereby irrevocably consents to the disclosure of the Information by any third party contacted by AAC.

Applicant acknowledges that Information held by OMAFRA and/or AAFC may be required to be disclosed to third parties pursuant to the provisions of the Freedom of Information and Protection of Privacy Act. Questions and concerns regarding such collection, use and disclosure by OMAFRA should be directed to: Legal Services Branch, Ministry of Agriculture, Food and Rural Affairs, 5th Floor, 1 Stone Road West, Guelph, Ontario N1G 4Y2 and by AAFC should be directed to: Agriculture and Agri-Food Canada, Coordinator Access to Information and Privacy, 930 Carling Ave., Ottawa, ON, K1A 0C5 or Phone: (613) 759-7083 / Fax: (613) 759-6643.

To obtain a copy of AAC's Privacy Policy or to pose questions or concerns regarding privacy issues contact the AAC, Attn: Privacy Compliance Officer, Suite 103, 100 Stone Road West, Guelph, ON, N1G 5L3 or Phone: (519) 822-7554 / Fax: (519) 822-6248

Acknowledgement:

By submitting this application and paying the non-refundable application fee to AAC, the Applicant acknowledges and agrees that:

- (a) AAC may reject any application for any reason it considers proper or may impose terms and conditions to its approval;
- (b) the decision of AAC is final and binding on the Applicant without any right of appeal;
- (c) AAC may return or keep the documentation of any unsuccessful Applicant;
- (d) AAC, in accepting the application, undertakes to consider the application for approval but assumes no other obligation or risk;
- (e) the Applicant has disclosed all other sources of funding applied for and/or confirmed for the project.;
- (f) the Applicant has no cause of action against AAC or any third party as a result of the rejection or the denial of an application;
- (g) the Applicant shall enter into a detailed project agreement with AAC incorporating any terms and conditions imposed by AAC as part of its approval and to be signed prior to any advance of funds to the Applicant by AAC; and,
- (h) the successful Applicants, their principals and partners, consent to having their names, funding amounts and short summaries of their Projects and results made available to the public.

Certification:

The Applicant hereby certifies to AAC that the application and supporting documentation are true and complete in all respects and that the person signing on behalf of the Applicant has read and understood the Privacy and Confidentiality, Acknowledgement and Certification clauses.

Signature: _____ Name (print): _____

Organization: _____

Position: _____ Date: _____ I have authority to bind the Applicant.

PART III - PROJECT SUMMARY

Project Title:			
Project Start Date:		Project End Date:	
Project Summary (1-2 short paragraphs):			
Type of funding requested: (mark with an X) <input type="checkbox"/> Grant <input type="checkbox"/> Loan <input type="checkbox"/> Loan Guarantee			
CanAdvance Funding Requested:		\$	

Applicant contribution	Cash: \$
	*In-Kind: \$
Total Partner / Contributors:	Cash: \$
	*In-Kind: \$
Total Project Cost:	\$

*** In-Kind contributions are only allowed for not-for-profit organizations**

PART IV - PROJECT DESCRIPTION	
1.	Describe the project:
2.	List the project objectives: i.e. Disseminate new research information to Ontario dairy farmers.
3.	List the activities that will help achieve the project objectives i.e. Compile existing data into a summary report.
4.	Benefit/Public Good:
	a) Describe the need to undertake the project and explain why it is a priority for the sector
	b) Does the project have potential benefits to other provinces or at a national level? <u>If so</u> , explain how the project will impact beyond Ontario.
	c) Have you contacted other provincial/territorial sectoral groups? If so, please provide the contact name
5.	List the short-and long-term results (outcomes) expected from this project:
	a) Short-term results:
	b) Long-term results:
6.	Audience:
	a) Who and how many do you expect the project to reach? (quantify your response) i.e. # of farmers in Ontario

7. Performance:

How should the success of the project be measured for the duration of CanAdvance support? i.e. # of farm producers adopting best environmental practices

8. Acknowledgement: What ways will the project acknowledge the Agricultural Adaptation Council (AAC) and Agriculture and Agri-Food Canada (AAFC)'s investment of the project? i.e. newsletters, annual reports, scientific journals, etc.

9. Have you applied to other funding programs or organizations for this project? Please identify the program(s) and amount(s) requested.

10. Is this a new or enhanced project? Please explain.

11. Environmental Assessment (EA):

a) Is an EA needed for your project?
 (Does your project involve undertaking "physical work" such as construction, operation, modification, decommissioning or abandonment, or "physical activities" such as low-level flying, pesticide spraying by air in national parks or dredging?)

Yes* No

b) Has this EA been completed for the project? Yes No*

** If yes, you need to provide a proof of satisfactory completion of an EA. Projects where an EA is required, may not be approved until it is completed.*

PLEASE NOTE – The below documents are available in a separate Excel document and must be completed and submitted with the full application.

- PART V - PERFORMANCE MILESTONES
- PART VI - MILESTONE BUDGET
- PART VII - BUDGET BY CATEGORY

SCHEDULES	
Please complete <u>only one</u> of the 3 Schedules for the particular Pillar your project best fits under:	
Schedule A	Pillar 1 "Industry Led Solution to Emerging Issues" <i>Projects testing and/or developing a new idea to deal with a current or emerging issue</i>
Schedule B	Pillar 2 "Capturing Market Opportunities by Advancing Research Results" <i>Projects that aim to advance the transfer of research results to market opportunities</i>
Schedule C	Pillar 3 "Sharing Information to Advance the Sector" <i>Projects gathering, analyzing and sharing information that can advance <u>policy dialogue</u></i>

SCHEDULE A

PILLAR 1 –INDUSTRY LED SOLUTIONS TO EMERGING ISSUES

1. What current or emerging issue does this project address?

2. What is the solution being proposed to address this issue?

3. Does the project complement the Agricultural Policy Framework (APF)? If so, please indicate which category:

Food Safety and Food Quality

Science and Innovation

Environment

Renewal

SCHEDULE B

PILLAR 2 – CAPTURING MARKET OPPORTUNITIES BY ADVANCING RESEARCH RESULTS

(CanAdvance cannot fund applied research or commercialization expenses)

1. Background Information:
- a) Provide a brief summary of the research and results that form the basis of the project. (Please also include copies of publications that support your project).

b) Who conducted the research and when? (Please include qualifications of researcher(s))?

2. Is the project focused on:
- Leading Edge Products, or
 - Leading Edge Processes, or
 - Leading Edge Technologies

3. Who owns the Intellectual Property rights of this research?

4. Which pre-commercialization activity is the project looking to support? (mark with an "X" all that apply)

<input type="radio"/> Adaptive Research	<input type="radio"/> Technical Analysis
<input type="radio"/> Market Assessment and Venture Assessment	<input type="radio"/> Technical Feasibility
<input type="radio"/> Market Study	<input type="radio"/> Economic Feasibility
<input type="radio"/> Engineering Prototypes	<input type="radio"/> Strategic Market and Business Plans
<input type="radio"/> Production Prototypes	<input type="radio"/> Demo Product Features
<input type="radio"/> Other	

5. What specific market opportunity is the project trying to capture?

This pillar is focused on small to medium enterprises (defined as 500 full-time equivalent positions or less)

SCHEDULE C

PILLAR 3 – SHARING INFORMATION TO ADVANCE THE SECTOR

(Please note CanAdvance cannot fund ongoing or normal meeting expenses)

1. What information will be gathered and analyzed? How will it be disseminated?
2. Explain how this information will advance policy dialogue.
3. Will the project engage other parts of the agriculture and agri-food chain (i.e. Retailer, Food Service) or other sectors (i.e. Health, Environment, Transportation, etc)? Please provide details.