



# Request for Proposal

## Aboriginal Agriculture Initiative (AAI)

### For Office Use Only

Project Number:  
Project Title:  
Date Proposal Received:  
Date of Revision:

### PROPONENT DETAILS

#### A. Proponent Information

Organization Type

- |   |  |
|---|--|
| <input type="checkbox"/> Aboriginal community                       | <input type="checkbox"/> Aboriginal Corporation  |
| <input type="checkbox"/> Tribal Council                             | <input type="checkbox"/> Aboriginal Partnership  |
| <input type="checkbox"/> Government of self –governing First Nation | <input type="checkbox"/> Aboriginal Co-operative |
| <input type="checkbox"/> Local government of Inuit community        | <input type="checkbox"/> Other: _____            |

Legal Organization Name

"Operating as" Name (If Applicable)

#### B. Proponent Contact Information

Legal Family Name

Legal Given Name

Title (Position in Organization)

E-mail

Primary Tel. No. Ext.

Fax No.

Secondary Tel. No. Ext.

Language of Correspondence

- English  French

#### C. Proponent Mailing Address - Canada

Unit/Suite	Street Number	Number Suffix	Street Name	Street Type
Street Direction	PO Box or Route Number	City	Province	Postal Code

#### D. Signing Authority Contact Information (if different than Section B)

Legal Family Name

Legal Given Name

Title (Position in Organization)

E-mail

Primary Tel. No. Ext.



Fax No.	Secondary Tel. No. <span style="float: right;">Ext.</span>

Language of Correspondence

English

French

**E. Signing Authority Mailing Address – Canada (if different than Section C)**

Unit/Suite	Street Number	Number Suffix	Street Name	Street Type
Street Direction	PO Box or Route Number	City	Province	Postal Code

**F. Proponents Capacity to Deliver**

Provide information that demonstrates the ability to successfully complete the project (e.g. past experience in completing similar projects, financial situation, internal capacity).

Indicate the technical advisors and collaborators and their respective roles in the proposal.

Provide relevant qualifications, including a brief profile and history; date the organization was formed; mandate; number of employees/volunteers; memberships and Web site.

Provide details on the human resources identified in the budget and work plan, including the names and duties of the project coordinator, volunteers, consultants, technical experts, etc., and their roles/qualifications.

Provide information outlining any challenges that may threaten the successful completion of the project and how you plan to mitigate these challenges.

**PROJECT AND FUNDING SUMMARY**

**G. Project Summary**

Project Title

Project Location

Project Expected Start and End Dates

Provide a summary description of the project, including the overall goals of the project.



<b>H. Funding Summary</b>	
Amount Requested From the Aboriginal Agriculture Initiative	\$ _____
Amount to be provided from your Organization	+ \$ _____
Amount to be provided from other sources (cash and in-kind)	+ \$ _____
Total Project Cost	= \$ _____
Identify if your organization is a new or returning applicant/recipient of Aboriginal Agriculture Initiative funding. <input type="checkbox"/> First time applying for funding <input type="checkbox"/> Past recipient of funding	
Related Project Numbers(s)	Amount(s) Received
Summary of Activities Funded	
Briefly describe how this project is different from similar project(s) previously funded by the Aboriginal Agriculture Initiative.	
<b>PARTNERING DETAILS</b>	
<b>I. Information on Partners and their Support (support includes cash or in-kind contributions identified in the budget)</b>	
Describe how communities/regions will support your project.	
Describe how governments (federal, provincial/territorial and/or municipal) will support your project.	
Describe how stakeholders (e.g. non-profit organizations, associations, educational institutions, co-operatives and non-government organizations) will support your project.	
<b>J. Partner Contact Information (If more space is needed for partner contacts, please attach to application)</b>	
Legal Organization Name	"Operating As" Name (If Applicable)
Organization Type <input type="checkbox"/> Government <input type="checkbox"/> Non-government	
Contact (Legal Family Name)	Contact (Legal Given Name)
Title (Position in Organization)	
E-mail	Primary Tel. No. <span style="float: right;">Ext.</span>



Language of Correspondence		
<input type="checkbox"/> English		<input type="checkbox"/> French
Legal Organization Name		"Operating As" Name (If Applicable)
Organization Type		
<input type="checkbox"/> Government		<input type="checkbox"/> Non-government
Contact (Legal Family Name)		Contact (Legal Given Name)
Title (Position in Organization)		
E-mail		Primary Tel. No. <span style="float: right;">Ext.</span>
Language of Correspondence		
<input type="checkbox"/> English		<input type="checkbox"/> French
<b>PROJECT DETAILS</b>		
<b>K. Need for Project</b>		
Identify which of the Aboriginal Agriculture Initiative – AAFC Program priorities the project will primarily address by selecting one of the following. If more than one priority is addressed please rank them:		
<input type="checkbox"/> Supporting Innovation and Competitiveness <input type="checkbox"/> Developing Capacity <input type="checkbox"/> Engaging and Developing Aboriginal Youth		
Provide a concise objective that states what the proposal will accomplish, and how the proposal contributes to the program priorities.		
Provide a description of the proposal highlighting the specific need for the work, the gaps it will address and how it will move aboriginal agriculture economic development forward. (Include any appropriate letters of support.)		
Provide a description of the anticipated results or end products, how they contribute to objectives of AAI and the anticipated long term economic benefits of the project. For capacity building, identify how capacity will be retained and shared over the long term.		
State the expected short and long term benefits of the project.		
Describe how this project will benefit agricultural producers. Be clear on size and scope of benefit to producers.		
Describe how this project will benefit other stakeholders (e.g. processors.)		



If applicable, describe any other benefits that this project may have (e.g. employment, environment, etc.)
Provide a description of the current situation of the industry in question. Also provide background numbers.
Provide details on the level of other sector stakeholders' support for the project.
<b>L. Communications Plan</b>
Identify the project's communication activities and how you will share information about the project and its results (news releases, public events, posters).
<b>NOTE: Schedule A - Project Work Plan and Schedule B - Project Budget must be completed and attached to this form for your proposal to be considered complete.</b>



**M. DECLARATION OF APPLICANT (This declaration must be completed and signed)**

**I/We agree and understand that:**

- § Information provided in the application for funding will be collected and used by Agriculture and Agri-Food Canada (AAFC) to determine eligibility for funding under the AAI Program;
- § Information provided to AAFC herein is subject to the [Access to Information Act](#) Information may be accessible or protected as required under the provisions of the *Access to Information Act*;
- § Personal information (such as name and mailing address and home phone number) will be protected by the [Privacy Act](#) and will be stored in Personal Information Bank AAFC PPU 624;
- § Information provided about the project may be published on the AAFC web site in the event that the project is approved for funding;
- § Information may be disclosed to third parties for purposes of assessing the Proposal funding; and
- § This Proposal creates no obligation on the part of AAFC to provide funding.

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

**I/We declare that I/we have read the above declaration**

**If this Proposal is accepted, the Proponent may be provided an offer to enter into a Contribution Agreement with AAFC that sets out the terms and conditions for funding assistance.**

\_\_\_\_\_  
**Authorized Representative Signature**

\_\_\_\_\_  
**Title**

\_\_\_\_\_  
**Date**

**FOR**

\_\_\_\_\_  
**Name of Organization**



**SCHEDULE A – PROJECT WORK PLAN**  
*including performance measurement*

**ABORIGINAL AGRICULTURE INITIATIVE**

**For internal use only**  
 Project Number:  
 Project Title:  
 Date Schedule A received:  
 Date of Revision:

<b>Legal Organization Name:</b>	
<b>Acronym (If applicable):</b>	
<b>Project Title:</b>	
<b>Period Covered (start and end dates of projects):</b>	
<b>Project Objectives:</b>	

Deliverables/Milestones*	Start Date			End Date	Outputs	Outcome (or Planned Result)	Performance Indicator	Target
List each deliverable/milestone and provide a brief description. (Insert additional lines as required)	YY/MM/DD			YY/MM/DD	ie: increased land management capacity	ie: program participation	ie: number of participants in training program	ie: 30
Deliverable 1:								
Deliverable 2:								
Deliverable 3:								
Deliverable 4:								
Deliverable 5:								

\* Describe deliverables, timing, outputs, outcomes and performance measurement strategy to monitor progress. Qualitative indicators may be included in addition to quantitative indicators.



### Schedule B Project Budget

SOURCES OF FUNDING										
		2011 - 2012		2012 - 2013		2013 - 2014		Total		
Sources	Project Role	Cash	In-kind	Cash	In-kind	Cash	In-kind	Cash	In-kind	Status <sup>1</sup>
Proponent contributions	n/a	\$	\$	\$	\$	\$	\$	\$	\$	n/a
Aboriginal Agriculture Initiative Funding Requested	n/a		n/a		n/a		n/a		n/a	
<b>Other Sources<sup>2</sup></b>										
Non-government partners ( <i>provide name of organization</i> )										
		\$	\$	\$	\$	\$	\$	\$	\$	
		\$	\$	\$	\$	\$	\$	\$	\$	
Provincial/territorial or municipal government funding ( <i>provide name of initiative</i> )										
		\$	\$	\$	\$	\$	\$	\$	\$	
		\$	\$	\$	\$	\$	\$	\$	\$	
Other federal government funding ( <i>provide name of initiative</i> )										
		\$	\$	\$	\$	\$	\$	\$	\$	
		\$	\$	\$	\$	\$	\$	\$	\$	
<b>TOTAL PROJECT FUNDING</b>		\$	\$	\$	\$	\$	\$	\$	\$	

1. Please indicate if funding is confirmed or pending

2. Add rows as required



<b>PROJECT BUDGET</b>									
			<b>Source of funding (overall by activity)</b>						
<b>Expense Category</b>	<b>Type of Expense/ Activity<sup>1</sup></b>	<b>Total Cost of Activity</b>	<b>Funds requested from AAI Program</b>	<b>Proponent Contributions</b>		<b>Other Government contributions (all levels)</b>		<b>Contributions from other project partners</b>	
				<b>Cash</b>	<b>In-kind</b>	<b>Cash</b>	<b>In-kind</b>	<b>Cash</b>	<b>In-kind</b>
<b>Project Delivery</b>	Salary/labour	\$	\$	\$	\$	\$	\$	\$	\$
	Professional services	\$	\$	\$	\$	\$	\$	\$	\$
	Travel	\$	\$	\$	\$	\$	\$	\$	\$
	Materials	\$	\$	\$	\$	\$	\$	\$	\$
	Equipment	\$	\$	\$	\$	\$	\$	\$	\$
		\$	\$	\$	\$	\$	\$	\$	\$
<i>Sub-total</i>		\$	\$	\$	\$	\$	\$	\$	\$
<b>Project Administration</b>		\$	\$	\$	\$	\$	\$	\$	\$
		\$	\$	\$	\$	\$	\$	\$	\$
<i>Sub-total</i>		\$	\$	\$	\$	\$	\$	\$	\$
<b>TOTAL</b>		\$	\$	\$	\$	\$	\$	\$	\$

1. Costs must be itemized into the categories of Project Delivery and Project Administration. The number and names of activities under both of these categories are at the discretion of the proponent. Activities listed are for example only. Add rows as needed.



<b>REQUESTED FUNDING BY FISCAL YEAR</b>					
		2010-2011 <sup>2</sup>	2011-2012	2012/13	<b>TOTAL</b>
<b>Category</b>	<b>Activities<sup>1</sup></b>	Requested funding	Requested funding	Requested funding	Requested funding
<b>Project Delivery</b>	Salary/labour	\$	\$	\$	\$
	Professional services	\$	\$	\$	\$
	Travel	\$	\$	\$	\$
	Materials	\$	\$	\$	\$
	Incentive payments to producers				
<b>Administration</b>		\$	\$	\$	\$
<b>Total</b>		\$	\$	\$	\$

1. Add or delete activities as required
2. Year end of March 31