



Alberta Agriculture and Rural Development
Agricultural Initiatives Program
Funding by Alberta Lottery Fund
GUIDELINES

**A confirmation letter will be issued upon receipt of application.
You will be informed of a funding decision by written correspondence; please do not call
for updates. (Minimum Processing Time – 8 - 12 weeks.)**

Purpose

Funds are provided by the Alberta Lottery Fund to encourage improvements in agriculture, the quality of life in the agricultural community and to facilitate rural development.

Eligibility Criteria

Funds will be granted to agricultural societies incorporated under the Agricultural Societies Act (Alberta), and to other registered not-for-profit organizations with objectives related to agriculture and rural development.

Program Options

You may apply for funds for programs, projects, and activities that encourage local initiative in agricultural programming.

You may apply for funding for programs/projects such as:

- rural training
- leadership development
- rural development programs
- agricultural education projects (supporting livestock or crop production, food processing, soil and water conservation)
- producer and consumer education
- agricultural awareness
- applied research

We may also consider funding for activities such as:

- exhibitions (fairs, trade shows, displays)
- educational events (seminars, conferences, congresses)
- hosting tours for education or promotion purposes within Alberta (only costs in Alberta will be eligible)
- demonstrations

Funding Levels

Activities and programs

May be funded on a 3:1 (grant: local) cost-share basis.

- local/regional projects grant maximum \$20,000 per project.
- provincial projects grant maximum \$40,000 per project.
- funding is possible each year for new projects.
- normally, maximum three years funding for any one project.

Capital projects

May be funded on a 1:1 (grant: local) cost-share basis.

Maximum grant amount is \$75,000

Applicants who received maximum funding in the current fiscal year for capital projects will not be eligible for capital funding the next consecutive fiscal year.

Applicants can receive multiple grants **totaling** \$75,000 in capital funding in consecutive fiscal years.

In the case of capital projects with phases, grant funding to a maximum of \$75,000 is possible for each distinct phase of a project. Maximum of 3 phases per project

- Phase one – may include plan development and building and site preparation.
- Phase two – building to stage where the building can be open to public.
- Phase three – finishing stage this may include meeting rooms, painting, kitchen supplies, etc.

Complete accounting for the previous phase must be provided, prior to an application for subsequent funding.

You can meet the local cost-share requirements in:

- the form of money, **minimum** 25% of project cost
- volunteer labour - maximum program and capital projects rate is \$10/hr for general labour. Also eligible on capital projects only - \$25/hr for journeyman labour. Volunteer labour hours must be directly related to the project.
- donated materials and equipment (at cost) for the project.

Money received from the Alberta Government through any other grant program (including funds provided through lottery fund disbursements) **may not be used** to meet the local cost-share requirements. Federal grant funding will be treated in the same manner.

Application Procedure

Applicants are encouraged to confirm project eligibility by calling program staff before completing an application form.

Agricultural Initiative Program fiscal year runs April 1st through March 31st.

Applications are reviewed throughout the year on a first-come, first-served basis.

Applications received in January thru March may be returned for resubmission in the new fiscal year.

The approval of any application is subject to the availability of lottery funds.

Alberta Agriculture and Rural Development grant staff requests MLA comments as part of the review process.

Processing time is a **minimum** of 8 weeks. Minimum time is based on full application documentation being received by this office at time of submission.

You will be informed of a funding decision by written correspondence.

Accountability

▶ If you receive funding from this program, you **must** submit a financial report **within 6 months of the end of the project**. The report must be prepared by a member in good standing of a recognized accounting group (CA, CMA, CGA).

▶ You must also submit a written report about the impact of the project on your community.

▶ If the recipient of a grant **does not use all of the money** for the purpose for which the grant is made, the Minister may require the recipient of a grant to refund the surplus money to the Provincial Treasurer. ◀

Document Checklist – Before mailing, please ensure the following is completed and attached to your application form.

Check 

- ▶ name, address and phone number of project manager, please make sure to provide a name and number of someone who can be contacted during daytime hours.
- ▶ your incorporation information and number is complete
- ▶ you must include a clear and detailed description of the proposed project with your application
- ▶ explain the benefit to the community including the relationship to the Rural Development Strategy
- ▶ give a summary of the total project costs, outlining the major cost items – **attach** copies of invoices or quotes for major expenditures
- ▶ security of tenure documentation is **attached for all capital projects** (i.e. land title, lease agreement)
- ▶ copy of building permit is **attached for all capital projects**
- ▶ give a list of matching funds already available in the community
- ▶ give a summary of local community support for the project fundraising efforts, donations of money or volunteer hours, and the value of materials donated for the project
- ▶ give a project timetable
- ▶ **attach** the most recent financial statement of the organization
- ▶ application is signed by two officers with signing authority

FAILURE TO PROVIDE ALL THE INFORMATION REQUIRED TO PROCESS YOUR APPLICATION MIGHT RESULT IN THE APPLICATION BEING RETURNED TO YOU AND / OR A MAJOR DELAY OF PROCESSING

We may need more information at a later date.

Agricultural Initiatives Program

Application Form

Alberta Agriculture and Rural Development
(Funds Provided By Alberta Lottery Fund)

Declaration: This personal information is being collected for the administration of the Agricultural Initiatives Grant Program under the provisions of legislation governing the Alberta Lottery Fund. It is subject to the provisions of the Freedom of Information and Protection of Privacy Act. If you have questions about the collection contact the program administrator at (780) 427-4311.

Name of Your Organization: _____

Address: _____

_____ **AB** Postal code _____

What Act Are You Incorporated Under: _____ **Incorporation or Registration No.:** _____

Agricultural Society Act of Alberta _____ Not Applicable

Society Act of Alberta _____

Other _____

DO NOT LEAVE INCORPORATION OR REGISTRATION NUMBER BLANK – If incorporated under the Societies Act of Alberta or Other

Contact Person: Name: Mr. Mrs. Miss. Ms.

Daytime Telephone: (____) _____ **Email:** _____

Project Management (Who is the Owner/Operator)

Grant Amount Requested: \$ _____

Attach any papers that support your request for funds.

Describe your project

Who are your partners on this project? How are they involved? (Include the name(s) and phone number(s) of any Alberta Agriculture and Rural Development personnel whom had input on this application.)

How will this project encourage improvements in agriculture, the quality of life in the agricultural community and facilitate the rural development strategy?

Attach any papers that support your request for funds.

Project Cost:

List major cost items and provide copies of documents to support these costs. GST costs are eligible, less the rebated amount. (1/2 of 5% = 2.5%)

Attach any papers that support your request for funds.

Funds we have available for the project:

▶ Local cash available \$ _____

▶ Expected money from fundraising / sponsorship
(if applicable) \$ _____

▶ Value of volunteer labour
Total volunteer hours: _____

_____ X Rate per hour \$10 \$ _____

_____ X Rate per hour \$25 ** \$ _____ = \$ _____

** (This rate is available for Journeyman volunteer labour on capital projects only)

▶ Value of donated equipment \$ _____

▶ Value of donated materials \$ _____

▶ Government grants received:
from _____ \$ _____
_____ \$ _____
_____ \$ _____

▶ Other grants applied for:
from _____ \$ _____
_____ \$ _____

▶ **Agricultural Initiatives Grant Request** \$ _____

Total Funds Available \$ _____

(Your total here must equal the total given in the project cost section).

Project Timetable

Project Start Date: Month _____ Day _____ Year _____

Project Completion Date: Month _____ Day _____ Year _____

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