

Schedule “A” Application
Agricultural Service Board Grant Program 2017-2019
Application Deadline: January 31, 2017

1. Grant Program Information

Grant Overview	<ul style="list-style-type: none"> • Municipalities on behalf of Agricultural Service Boards (ASBs) may apply for an ASB grant under the Program for Legislative Funding Stream (LFS) only or Legislative Funding Stream plus Environmental Funding Stream. • The Environmental Funding Stream will be tiered to permit applications for Environmental Funding Stream Basic (EFS Basic) and Environmental Funding Stream Enhanced (EFS Enhanced). • There is a one-time Application process for a three year term. • Please refer to the Agricultural Service Board Grant Program 2017-2019 Terms and Conditions (Program Terms and Conditions) for defined terms and further details regarding the Program.
Grant Program Objectives	<ul style="list-style-type: none"> • Support ASBs with the administration of legislative requirements under the <i>Agricultural Service Board Act</i>. • Support ASBs in the development and delivery of environmental extension programming to increase awareness, understanding and implementation of environmental agricultural practices with an emphasis on supporting the agriculture industry in meeting social license requirements and climate leadership initiatives.
Grant Application Deadline	<ul style="list-style-type: none"> • Applications must be received by AF or postmarked on or before January 31, 2017 to be eligible for both Funding Streams. • Applications received after January 31, 2017 will not be eligible for Environmental Funding.
Eligibility Criteria Summary	<ul style="list-style-type: none"> • Please refer to the Program Terms and Conditions for more information.
Program Activities that are not eligible for grant funding	<p>The following activities are not eligible for Program funding under either funding stream:</p> <ul style="list-style-type: none"> • Non-agriculture related education and extension activities • Any other activity deemed to be ineligible by the Minister

2. Applicant Information

Legal Name of the Applicant (Municipality)	
Contact Name and Title:	
Contact Primary Phone #:	
Contact Email Address:	
Contact Mailing Address	

Contact Fax Number	
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3. Program Application Process

Checklist of supporting documentation that is to be submitted with the Program Application Form	ASB Grant Program for 2017-2019 Application Checklist	
	Applicant is applying for (Please check one box):	
	<input type="checkbox"/> Legislative Funding Stream Only Is the Municipality a Participating Municipality in any other Environmental Funding Stream grant application under the Program? <input type="checkbox"/> No <input type="checkbox"/> Yes, _____ (identify name of Municipality applying)	
	<input type="checkbox"/> Legislative Funding Stream + Environmental Funding Stream <input type="checkbox"/> Basic <input type="checkbox"/> Enhanced, list all Participating Municipalities _____	
Application Submission Process	Method of Submission:	Applications must be submitted by mail with original signatures.
	Submission Address:	By mail to: ASB Program Coordinator Alberta Agriculture and Forestry Legislature Annex Room 211, 9718 – 107 Street Edmonton, AB T5K 1E4
	Reminder: The ASB Grant Program Application is due January 31, 2017.	

4. Notice of Collection

Agricultural Service Board Act and Freedom of Information and Protection of Privacy Act

The information collected on and with this form is for the purposes of administering the Agricultural Service Board Grant Program as contemplated in Section 7 of the *Agricultural Service Board Act*. The information is collected in accordance with and is subject to the provisions of the *Freedom of Information and Protection of Privacy* (FOIP) Act. If you have any questions or concerns regarding the collection or use of this information, please contact the ASB Grant Program Manager, Doug Macaulay at 6547 Sparrow Drive, Leduc, Alberta T9E 7C7. Phone: 310-0000 and dial (780) 980-4878. Email: doug.macaulay@gov.ab.ca

5. Certification and Mandatory Signatures for Application

I certify that the information given on this Application is true and correct to the best of my knowledge.

I am authorized by the Applicant to submit this application on its behalf.

Signature	Date	Signature	Date
Print name and title of authorized signature		Print name and title of second authorized signature, where applicable, or place seal here	

6. Grant Application Assistance

Contact your local ASB Grant Program Representatives for assistance

Office of Program Contact	Contact Phone Number	Contact email address
Legislative Funding Stream Doug Macaulay Manager, ASB Program	Call toll free at: 310-0000 and then dial (780) 980-4878	doug.macaulay@gov.ab.ca
Environmental Funding Stream Dale Chrapko Manager, Environmental Programs	Call toll free at: 310-0000 and then dial 780-644-1969	dale.chrapko@gov.ab.ca

7. Useful Resources

Use the following resources to find information on the ASB Grant Program

Resource	Website Address
All ASB forms and ASB Grant Program Terms and Conditions	http://www.municipalaffairs.alberta.ca . All forms are under the Municipal Grants Web Portal, ASB Grant Program.
	http://www.agriculture.alberta.ca/asb

8. Supporting Schedules

The following supporting schedule is included with this Application Form and must be completed by the applicant to apply for the Legislative and Environmental Funding Streams of the Program:

Schedule A

Please complete the following sections depending on which Funding you are applying for:

- Part A if only applying for Legislative Funding Stream
- Parts A & B if applying for Legislative Funding Stream plus Environmental Funding Stream Basic
- Parts A, B & C if applying for Legislative Funding Stream plus Environmental Funding Stream Enhanced

ASB Legislative and Environmental Funding Stream Financial Summary

Estimated Statement of Expenditures

Calendar Year	Total Annual Budget
2017	
2018	
2019	

Schedule A

Must be submitted with the signed application form and is **DUE: January 31, 2017**

Part A: Must be completed for all applications

Situation Statement (A brief overview of your ASB program)
•
Vision
•
Mission
Values
<ul style="list-style-type: none"> • Value 1 • Value 2 • Value 3

Goal	Strategy	Actions	Performance Measures	Results	
				Activities	Measures (#s)
Goal Area 1: Delivery/support of the Agricultural Pests Act.			# of pest inspectors appointed # of fields inspected: <ul style="list-style-type: none"> • Clubroot • Fusarium Head Blight • Virulent Blackleg 		
Goal Area 2: Delivery/support of the Soil Conservation Act.			# of soil conservation officers appointed # of soil conservation inspections completed		

Goal Area 3: Delivery/support of the Weed Control Act.			# of weed inspectors appointed % of municipal and portable seed cleaning plants inspected within municipality % of municipal right of way sprayed for control of regulated weed species # of prohibited noxious weed sites investigated and controlled		
Goal Area 4: Support of the Animal Health Act.			# of reportable or notifiable diseases reported to the Office of the Chief Provincial Vet		
Add other goals that are pertinent to your ASB.					

Legislative Funding Stream – Detailed Estimated Statement of Expenditures

Calendar Year	A. Manpower	B. Program Activities	C. Capital Expenditures	D. Total Annual Budget (A+B)
2017	\$ -	\$ -	\$ -	\$ -
2018	\$ -	\$ -	\$ -	\$ -
2019	\$ -	\$ -	\$ -	\$ -
	Total A= \$	Total B= \$	Total C= \$	Total D= \$

Manpower: includes salary, wages, benefits and professional development of ASB staff.

Part B: Fill out if applying for Environmental Funding Stream BASIC (\$15,000 minimum)

Goal Area 5. Environmental sustainability			<ul style="list-style-type: none">• # of extension events planned• # of extension events that occurred		

Part C: Fill out if applying for Environmental Funding Stream ENHANCED Funding

Roles and Responsibilities of Participating Municipality Team

(Please list the names of Participating Municipalities that will be contributing to the proposed Environmental Funding Project) Please identify roles and responsibilities of the Applicant and each Participating Municipality team member.

Environmental Goal 1

Strategy 1

Performance Measures

Activity	Contributors Involved	When		
		2017	2018	2019
Describe your activities	Include roles and responsibilities			

Environmental Goal 2

Strategy 1

Performance Measures

Activity	Contributors Involved	When		
		2017	2018	2019
Describe your activities	Include roles and responsibilities			

If necessary, reproduce the table above to outline additional environmental goals and strategies.

Environmental Funding Stream – Requested Funding

	E. Manpower		F. Extension Activities		G. Total Annual Budget (A+B)
Requested ASB Environmental Funding Stream Grant	\$		\$		\$
	Type of Contribution		Type of Contribution		
	Cash	In Kind	Cash	In Kind	
Municipality	\$	\$	\$	\$	\$
Other Contributors	\$	\$	\$	\$	\$

	Total A= \$	Total B= \$	Total C= \$
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Manpower: includes salary, wages, benefits and professional development of ASB Environmental staff.

Cash: A monetary amount

In-kind: A product or service that has a defined value

Appendix 1: Definitions

Situation Statement

A situation statement describes the current condition of your area that influences your agricultural and environmental business plan. This statement should include some type of local needs assessment to help identify agricultural and environmental issues and priorities that you need to address in your plan. Examples of components to include in an agricultural and environmental situation statement include:

- Population or number of farming operations
- Size of total municipal landbase
- Break down of landbase into land uses or commodities
- Break down of infrastructure and other non-agricultural activities such as roadways, parks, cemeteries, gravel pits, reserves, landfills, and subdivisions, etc.
- Presence and proximity to waterbodies or watercourses

Overall agricultural and environmental conditions or challenges

Program History and Continuity

- History of environmental extension programming
- Resources available to deliver the program plan (technical capacity, equipment, manpower required)
- Program continuity and past successes

Vision

A vision statement presents an image of what success will look like. A vision provides an organization a forward looking, idealized image of itself. It concentrates on the end goal, not the means to reach the goal.

Mission

A mission statement is an introductory paragraph or statement that sets the context of what will be detailed later in the context of the business plan. A mission statement must communicate the essence of the ASB in terms of the role it plays in achieving the big picture or vision. A mission statement summarizes the What, How and Why of an ASBs work and describes the ASB in terms of its Purpose, Business and Values.

Values

Values are standards or qualities that represent core beliefs or convictions that establish priorities for decision making and action. Including the values of the ASB in your business plan allows you to set out what is important and communicate that importance to others. You may have several values that are important to your municipality. Put as many as are applicable for your municipality.

Goals

Goals are broad, issue oriented statements that being to focus action towards clearly defined purpose. A goal is generally a statement of “what” needs to be done in order the reach the desired end result. Goals are benchmarks against which programs can be measured. They are clear statements of

anticipated results. SMART goals are specific, measurable, achievable, relevant and time specific. When setting goals think about the desired outcome and/or end results you are trying to achieve.

Strategy

Strategies are a specific course of action for a group of activities that will be undertaken to accomplish established goals and achieve key results. A strategy is helpful in that it explains how an ASB will move from the current situation to the desired goals and vision within the timeframe of the business plan. A strategy answers the question of “**how**” we are going to achieve the goals.

Action

Actions are specific steps to be taken to put a strategy into effect. Actions answer the question: What are the activities we are going to do to support the strategy and achieve the goal?

Performance Measures

Performance measures provide a scorecard relative to success in achieving the results intended. By measuring the performance of the ASB you will know how close you are to meeting your goals. In addition, the use of targets specifies a desired future level of performance.

Performance measures highlighted in **bold MUST** be included as part of your business plan.

Results: Activities and Measures

What you actually did over the previous year. What activities you were involved in to accomplish your goals and how you measured the success of these activities. This column is filled out at the end of the year and submitted to ARD as part of the reporting process.

EXAMPLE

Performance measures highlighted in **bold MUST** be included as part of your business plan.

Goal	Strategy	Actions	Performance Measure	Results	
				Activities	Measures (#s)