APPLICATION QUESTIONS

Food Sustainability and Assurance Initiatives Grant Program

How to apply for Agriculture and Food Sustainability Assurance Initiatives Grants for the 2018/2019 funding year.

Applications under the Agriculture and Food Sustainability Assurance Initiatives Program 2018/2019 funding year must be submitted by the date posted on the Program website https://cap.alberta.ca/CAP/program/PUBLIC_ASSURANCE to CAP.PublicTrust@gov.ab.ca or the address below:

> **Agriculture and Food Sustainability Assurance Initiatives Program**
> **302, 7000-113th St NW.**
> **Edmonton, AB**
> **T6H 5T6**

Application submissions MUST INCLUDE:

- o The completed [Application Questions] listed below;
- o A completed [Appendices file], which includes the Budget Template;
- o A completed [Applicant Information Form];
- o Any other supporting documentation

A complete application should include the following:

1. Project summary that includes: [500 word maximum]
   a. The objective of the project (i.e. when completed, what will this project have achieved)
   b. The sustainability assurance problem/issue/opportunity you are trying to address
   c. The area of agriculture this project will address.

2. Description of how this project will provide public assurance about the sustainability of agriculture and the food production system. [300 word maximum]

3. How will this project increase Alberta's producers' and processors awareness, knowledge and participation in the sustainability assurance initiative? [300 word maximum]

4. In submitting this application you agree to align, to your best effort, with the program guiding principles.
   a. Please check which guiding principles best relate to your project (see **Appendix A** in the **Appendices.xls** file)

5. If you are collaborating with other partners, please provide detailed information on each partner including:

  a. Organization main contact
  b. Group or organization
  c. Description of organization's role with the project
  d. Contribution ($$ and/or in-kind)
 * Please use the template format provided (see **Appendix B** in the **Appendices.xls** file)
 ** Please include presenters of information such as volunteers, producers, guest speakers, etc. if known.

6. Please describe your organization's capacity to deliver this project, including any past history of project delivery. [300 word maximum]

7. If this application is approved for funding, what is the intent of this project following the end of the project term of this grant? [300 word maximum]

8. Please state the activities and/or deliverables that will be conducted to reach the objectives.
 * Please use the template format provided (see **Appendix C** in the **Appendices.xls** file)

9. If this application pertains to development and/or delivery of an extension or communication strategy, please provide a plan detailing how you will extend or communicate about this project; including reporting.

10. Please state the project's performance measures and targets which will be used to help you know if this project is successful.
 * Please use the template format provided (see **Appendix D** in the **Appendices.xls** file)

11. Referring to the **Budget** tab in the **Appendices.xls** file, please provide a detailed activity expense breakdown (**Part A**) and a fiscal year breakdown (**Part C**).