

APPLICATION QUESTIONS

Public Agriculture Literacy

How to apply for Public Agriculture Literacy Grants for the 2018/2019 funding year.

Applications under the Public Agriculture Literacy Program 2018/2019 funding year must be submitted by the date posted on the Program website https://cap.alberta.ca/CAP/program/PUBLIC_LITERACY to CAP.PublicTrust@gov.ab.ca or the address below:

Public Agriculture Literacy Program
302, 7000-113th St NW.
Edmonton, AB
T6H 5T6

Application submissions MUST INCLUDE:

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

A complete application should include the following:

1. Project Summary that includes: [maximum 500 words]
 - a. The intent of the project; (i.e. when completed, what will this project have achieved)
 - b. The public trust issue or opportunity you are trying to address
 - c. The area of agriculture this project will address.
2. Description of how this project will increase your organization's confidence to communicate about agriculture and the food production system. [maximum 300 words]
3. How will this project increase public and consumer understanding of and trust in agriculture? [maximum 300 words]
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. 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)

** If you are not an agricultural industry organization or group, please provide a descriptive letter of support from your agriculture industry partner(s) (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. [maximum 300 words]
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? [maximum 300 words]
8. Please state the activities and/or deliverables that will be conducted to reach your 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 a communication strategy, please provide a project/communication plan detailing how you will 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**).

