

Risk Mitigation Program

Plant Health Subject Area - Application Tip Sheet

Step 1: Review the following program documents

- Risk Mitigation Program Terms and Conditions
- Plant Health Subject Area Criteria Document

Any questions about the program or about the steps needed to be completed before submission of an application can be directed to the Subject Area Contact.

Discuss your proposed project with the appropriate subject matter experts in the Crop Health and Assurance Branch to ensure your proposed project aligns with the Plant Health Subject Area Criteria. If you need assistance connecting with the subject matter experts, contact the Subject Area Contact.

Step 2: Complete the Application (Part A)

- Complete all 4 sections.

Step 3: Develop a Project Proposal/Plan

1. Project Title:

- Provide a short, descriptive project title that accurately reflects the purpose of the project.
- Project Start is the date you begin the project activities and begin incurring expenses related to the project activities.
- Project End is the date you complete the project activities and are no longer incurring expenses related to the project activities.

2. Overview / Summary of Project:

- Provide a concise overview or summary of your project that explains:
 - the problem or opportunity;
 - the planned activities and their links to the Project Objectives; and
 - the desired outcomes.

3. Problem or Opportunity:

- **Describe why the project is needed or what gaps it will address.**
 - Describe the issue your project will address.
 - Describe the current situation and how the project will seek to improve this situation.
 - Provide information that supports why this project needs to be done at this time. Include any credible, relevant previous work that supports the need for this project being done in Alberta.

4. Objectives:

- **What is the project intended to accomplish?**
 - Identify what the project is intended to accomplish.
 - Explain how your objectives align with the assessment criteria.

5. Outcomes/Benefits:

- **What difference will the project make (e.g. benefit to your organization/industry/public) and what results/outcomes are anticipated?**
 - Identify the target beneficiaries for this project and why this project is relevant to them (how the project will contribute to mitigating risks for the target beneficiaries).
 - Describe what the anticipated results/outcomes are.

- What would be different if your project is successful?
- What are the impacts if your project is successful?
- Describe the benefits of this project to your organization, the industry and the public.
- Describe the short and long-term impacts on the industry if this project is not pursued.

6. Activities:

- **Describe the steps and tasks that will be undertaken to achieve the objectives of the project.**
 - Provide a detailed project plan with a complete description of all activities including steps and tasks with associated resources, responsibility for completion (internal staff and contractors), milestones and timelines for completion.
 - Describe how the project will adhere to sound scientific or technical protocols.
 - Show how major activities align with your risk mitigation objectives and outcomes.

7. Performance Plan:

- **How will you know if your project made a difference? Describe how you intend to measure success in achieving project objectives.**
 - Describe how you will know if your project made a difference.
 - Describe how you intend to measure success in achieving project objectives.
 - How will your activities contribute to performance measures?
 - What are the measurable benefits for the Alberta agriculture industry or sector(s)?
 - Describe how you will track and measure progress and success for each outcome (clearly state outcomes with associated performance measures for all major activities/milestones that are achievable, relevant and measurable).
 - The reporting requirements for your project will be based upon your performance plan and will include requirements to report on how your project meets, where applicable, the following program outcomes:
 - Increased awareness of integrated approaches to crop and bee pest management.
 - Development of new integrated pest management strategies and techniques for crop and bee pests.
 - Industry wide adoption of integrated pest management strategies and programs.
 - Reduced/diminishing use of pest control products.
 - Reduced crop and bee health issues at farm level.
 - Early eradication of invasive crop and bee pests.

8. Communication Plan:

- **Describe how project information and results will be shared with target audiences/stakeholders.**
 - Include a plan for technology transfer, extension activities and/or communications with intended beneficiaries.

9. Applicant Background:

- **Provide a brief summary about your company/organization. Also, provide a brief description of the capacity (skills, experiences, resources) of your company/organization to manage this project.**
 - Provide information on the roles, expertise and related experience of the internal staff and/or contractors that will work on this project.
 - Provide information on your organization's work on related projects.

- Explain how your team will be able to achieve all of the outcomes efficiently and effectively within the project timelines and budget.
- Describe how your team will be able to address all challenges related to technical resources, facilities, ability to operate, and ability to share knowledge with intended beneficiaries.
- Provide information on the discussions your team members have had with subject matter experts in the Crop Health and Assurance Branch.

Step 4: Develop a Project Budget

- Project Budget (Part C) must identify all related expenses for each activity including documentation supporting budget request.
- Identify all the expenses for the project, whether funded by the Risk Mitigation Program, by outside contributors, or by yourself.
- Multi-year projects are to provide a breakdown of the above information by year.

Step 5: Attach Additional Documents

- Attach any documentation that supports the need of the project, such as scientific research or reputable reports.
- Attach documentation that supports your proposed budget expenses.
- Program staff may request additional documentation from an Applicant.
- Knowledge and research acquired and delivered through this program must be science-based from reputable sources. A list of sources may be required as part of the Final Report.

Applications to the Program must be submitted in one of the following ways:

Email: CAP.RiskManagement@gov.ab.ca

Mail: Risk Mitigation Program - Canadian Agricultural Partnership
 Alberta Agriculture and Forestry
 Program Delivery Section
 Suite 301, 7000 113 Street NW
 Edmonton AB T6H 5T6

Fax: 780-427-5921

You will be contacted to confirm receipt of your application. Deadlines for submissions of applications are posted on the website.

Step 6: Processing of Applications

Applications completed to the satisfaction of the Minister will be considered for approval on a case-by-case basis, subject to Subject Area eligibility criteria, assessment criteria, and funding constraints. The assessment criteria can be found in section 7.1 of the Plant Health Subject Area Criteria Document.

You will be informed by an Agriculture and Forestry representative if your application package has been approved or not approved for funding. If approved, you must enter into an Executed Grant with the Minister that is signed by both parties to be eligible to receive funding, and the grant shall be governed by the terms and conditions of the Executed Grant.

Subject Area Contact: Plant Health

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