

For Office Use Only  
Application No.: \_\_\_\_\_  
Date Received: \_\_\_\_\_  
Date Reviewed: \_\_\_\_\_

**Prince Edward Island ADAPT Council  
Advancing Canadian Agriculture and Agri-Food (ACAAF)  
Project Application**



**For assistance in completing the application, contact:**

Phil Ferraro, Executive Director  
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**Return completed applications to:**

Prince Edward Island ADAPT Council  
c/o The Farm Centre  
420 University Avenue, Room 103  
Charlottetown, Prince Edward Island C1A 7Z5



Agriculture and Agri-Food Canada    Agriculture et Agroalimentaire Canada

Canada

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Application No.: \_\_\_\_\_  
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Date Reviewed: \_\_\_\_\_

**Project Title:** \_\_\_\_\_

**Pillar applied for:**

\_\_\_\_\_ Pillar One: Industry-Led Solutions to Emerging Issues

\_\_\_\_\_ Pillar Two: Capturing Market Opportunities by Advancing Research Results

\_\_\_\_\_ Pillar Three: Sharing Information to Advance the Sector

**Applicant**

Name: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_ Email: \_\_\_\_\_

Contact Person: \_\_\_\_\_

Address (if different): \_\_\_\_\_

\_\_\_\_\_

Location of Project  
(if different): \_\_\_\_\_

**Project Dates:**

**Proposed Start Date\*:** \_\_\_\_\_ ; **Proposed Completion Date:** \_\_\_\_\_

\*Application must be received by ADAPT at least 45 days prior to start of the project.

PEI ADAPT Council administers the Prince Edward Island's allocation of the Canadian Advancing Canadian Agriculture and Agri-Food (ACAAF) of:



**Type of Applicant:**

Individual \_\_\_\_\_ Commodity Board \_\_\_\_\_ Farm organization \_\_\_\_\_  
Agri-business \_\_\_\_\_ Cooperative \_\_\_\_\_ Association \_\_\_\_\_ Rural Community \_\_\_\_\_  
Partnership \_\_\_\_\_

(Partnerships among eligible groups are encouraged. Universities, Research Agencies, Provincial and Federal Governments and their agencies are not eligible as applicants but may apply as a partner on a project that is initiated by an eligible group.)

**Payment Schedule**

As a general rule, ADAPT will deliver its contribution once the project is completed and upon submission of proof of payment. Advance payments are only eligible to registered not-for-profit organizations. Interim payments can be scheduled throughout the term of the project with 25%+ held back until the final report and claim is approved.

**Certification**

By submitting this application and paying the non-refundable application fee to ADAPT, the Applicant acknowledges and agrees that:

1. All the information given in this application is complete and accurate;
2. ADAPT may share the information in this application with any individual or organization whose opinion concerning this application is requested;
3. ADAPT may reject any application for any reason it considers proper or may impose terms and conditions to its approval;
4. ADAPT’s decision is final and binding on the Applicant without any right of appeal;
5. ADAPT may return or keep the documentation of any unsuccessful Applicant;
6. That the PEI ADAPT Council, while accepting to review this application, does not assume any obligation or risk associated with this project initiative, and that the approval or denial of the funding request by the Council does not raise any liability toward the Council nor any cause of action from any third party placing reliance on same;
7. the Applicant has no cause of action against ADAPT or any third party as a result of the rejection or the denial of an application;
8. the Applicant shall enter a detailed project agreement with ADAPT incorporating any terms and conditions imposed by ADAPT as part of its approval and to be signed prior to any advance of funds to the Applicant by ADAPT;
9. successful Applicants, their principals and partners, consent to having their names, funding amounts and short summaries of their Projects and results made available to the public;
10. that all sources of funding (confirmed or anticipated) have been revealed in this application for the amounts and purposes for which they are intended. In the event that the sources, amounts or uses of funding from partners changes the applicant will notify The ADAPT Council and ADAPT may opt to reduce its contribution.

I understand and accept.

Name: \_\_\_\_\_ Title: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

## Project Description

**Note: Please complete the Project Description. Be concise using no more than five pages. For complex projects requiring further explanation, Applicants may attach an appendix.**

**Applications which are incomplete or that contain unbalanced budgets will not be reviewed.**

### **A. Advancing Agriculture and Agri-Food**

Describe how this project will help to Prince Edward Island's agriculture and agri-food sector seize new opportunities, increase collaboration, and/or identify current and emerging issues, thereby advancing the sector and contributing to the future of our food system.

(One or Two Paragraphs)

### **B. PROJECT DETAILS**

#### **B1- Objective(s)**

State the objective(s) of your proposal. Note: a project objective should be specific, measurable, and attainable within a specified time frame. ( e.g. Expand the sector's capacity to respond to current and emerging issues by..... Position the sector to capture market opportunities by..... Actively and continuously engage the sector to contribute to future agriculture and agri-food policy directions by ..... Integrate sector-led projects tested and piloted under ACAAF into future federal, provincial, or territorial government or industry initiatives by.....)

## **B2- Work plan**

Describe the activities being proposed to meet the stated objective(s), and identify what will be achieved.

Explain which specific activities will be used to serve as milestones for future reporting requirements.

### **B3- Applicant Background**

Provide a brief background and description of your business or organization including history, involvement with PEI's food system.

Explain who will complete the work and the special skills of the people performing the work.

**B4- Names of Project Partners, if any:**

List names of organizations and/or individuals, if any, that are partnering with you on this project. Letters of endorsement that acknowledge the partners role in the project must accompany the application. Provide details of associated costs that partners are contributing to.

<u>Partner's Name</u>	<u>Contact Information:</u> <u>Address, phone, e-mail</u>	<u>\$ Cash</u>	<u>\$ In-Kind</u>

**B5-Anticipated (Project) Results and Benefits, and also Contribution to the ADAPT adaptation priorities**

Specify how you intend to evaluate the project and analyse the results.



Describe how the anticipated short term results from the project will benefit you, your commodity group or association, and/or consumers.  
("Short-term results are defined as the impact during and/or within one year of completion of the project)

Indicate how your project will, in the long-term, enhance the future of the Canadian agriculture and agri-food sector by finding new approaches for advancement and innovation.

**B6- Communications Strategy and Acknowledgements**

Describe how you will share the project results with other stakeholders and/or rural communities (e.g., field days, presentations, articles, reports, workshops, etc.)

How will the project acknowledge ADAPT's and Agriculture and Agri-Food Canada (AAFC)'s investment of the project? i.e. newsletters, annual reports, scientific journals, signage, etc.

**B7- Environmental Impact**

Describe any potential positive or negative environmental implications of the project. For environmental projects, provide details on the expected long term benefits of the proposed project.

Is an Environmental Assessment needed for your project?      Yes    No  
Has this Environmental Assessment been completed for the project?      Yes    No

\_\_\_\_\_  
\_\_\_\_\_

**B8-Budget and Sources of Funding**

**Complete the attached Budget Worksheet listing all expenditures and their estimated cost.**

Indicate if the project will generate any revenue and indicate whether it will be applied against the costs of the project.

Indicate if other sources of funding have been requested. (Where applicable, include a letter of support from each contributing partner stating that they agree to contribute cash or in-kind as stated in the budget.)

**C. Additional Information**

Please attach any additional information which you feel would assist the ADAPT review committee in evaluating your application.(e.g. Business Plan)

**BUDGET WORKSHEET**

Project Time Frame (month and/or year) \_\_\_\_\_

ESTIMATED EXPENDITURES			ESTIMATED PROJECT REVENUE					
Items	Details i.e. cost/acre, wages, etc.	Total Expenditure	Proposed Contribution from ADAPT	Applicant Contribution		Other Contributing Partners		
				Cash	In- Kind*	Cash	In- Kind*	Name of Partner
<b>Total</b>								

Total requested from ADAPT: \_\_\_\_\_

Total amount of applicants cash contribution: \_\_\_\_\_

Total amount of applicants in-kind contribution: \_\_\_\_\_

Total amount of partners cash contribution: \_\_\_\_\_

Total amount of partners in-kind contribution: \_\_\_\_\_

Total cost of Project: \_\_\_\_\_

\*In-kind contributions are the values of contributions for time, materials, equipment, etc. for which no cash payment is made.

For multi-year project proposals please use a separate budget worksheet for each year