



CANADIAN AGRICULTURAL RURAL COMMUNITIES INITIATIVE

OPERATING GUIDELINES and APPLICATION REQUIREMENTS

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CANADIAN AGRICULTURAL RURAL COMMUNITIES INITIATIVE

OPERATING GUIDELINES

Background

The Canadian Agricultural Rural Communities Initiative (CARCI) was developed through consultations between industry and stakeholders. These consultations identified priorities for a renewed Canadian Adaptation and Rural Development (CARD) program with greater focus on rural agricultural community development.

CARCI-assisted projects will complement other CARD-funded projects which respond to the needs of the agriculture and agri-food sector in such areas as agricultural production, marketing of agricultural products, food safety, research and development of new products and processes, and farm management.

CARCI projects will also complement the Canadian Rural Partnership's pilot projects, and other programs and projects, that are part of the Federal Framework for Action in Rural Canada.

OVERVIEW

1. Objective

CARCI's objective is to enhance the viability of agricultural rural communities, particularly those communities undergoing change as a result of adjustment in the agricultural sector.

2. Mandatory Criteria

Projects must demonstrate the following:

- recognize and respond to local/regional agricultural rural community priorities;
- assist in adaptation of the agricultural sector;
- propose innovative or original approaches to issues;
- contribute to the socio-economic sustainability of rural communities
- respond to one or more of the rural priorities under the Federal Framework for Action in Rural Canada (see Annex A) ; and,
- where applicable, work with multiple partners in implementing projects.

Projects must be consistent with the Canadian Adaptation and Rural Development Program's Objectives, Principles, and Criteria ([website: http://www.agr.gc.ca/policy/adapt/information/cardopc.phtml](http://www.agr.gc.ca/policy/adapt/information/cardopc.phtml)), be within the mandate of Agriculture and Agri-Food Canada (see Section 5), and relevant Treasury Board Guidelines.

3. Eligible Recipients

Canadian individuals and organizations including:

- rural groups, associations and corporations;
- municipal governments or their agencies;
- aboriginal and Métis groups;
- women`s and youth groups;
- farm, agri-food and rural organizations; and
- educational institutions.

(Federal and provincial governments and their agencies are not eligible for assistance, but their partnership is encouraged).

4. Components

A project may only be considered for funding under one of the following components:

- Rural Coordination Organizations
- Partnership Projects
- Workshops, Conferences, Seminars
- Socio-economic Research

4.1 Support for Rural Coordination Organizations for related Agricultural Rural Projects that will:

- enhance the capacity of regional rural organizations to develop responses to agricultural rural community issues.

Support will be provided to further the work of existing and new provincial and territorial rural coordinating organizations which contribute to building a community of non-government organizations, focused on agricultural community development.

This support will help coordinating organizations develop the capacity to advise all levels of government on agricultural and rural development policies in their respective regions.

These projects must be time-limited and results-based. They cannot lead to on-going commitment by the federal government.

Support will be provided based on the degree to which the applicant represents agricultural rural communities within the province or region, the capability of the organization to implement the proposed project and the

reach of the project. The normal maximum level of support is 50% of the eligible costs, to a maximum of \$80,000.

4.2 Partnership Projects that will:

- implement partnerships which test community-based responses to the socio-economic adaptation issues faced by agricultural rural communities in transition.

This component assists in the funding of projects in such areas as:

- S empowering agricultural rural communities through networking, business alliances and community coaching;
- S the development of new approaches to doing business such as cooperatives or new models of business practices;
- S the development of “action plans” for community development and sustainability; and,
- S identifying new economic activities contributing to the sustainability of agricultural rural communities.

CARCI partnership projects provide an opportunity for applicants to work with other federal departments and agencies, as well as other levels of government and stakeholders.

These projects must be time-limited and results-based. They cannot lead to on-going commitment by the federal government.

Funding or resources leveraged from other sources will ensure that AAFC is only one of the partners and that other sectors and rural stakeholders play a significant role. Normal maximum level of support is 50% of eligible costs to a maximum of \$60,000.

In Quebec, as a result of a cooperation agreement between AAFC and the Canada Economic Development Agency for Quebec Regions (CED), funding for eligible expenditures may now cover 75% of the total cost of partnership projects. This agreement will increase federal government financial support without adding to the administrative process for rural residents and organizations.

Projects should demonstrate that they are innovative and will result in local impact. Preference will be given to projects which promote networks with more than one partner. Benefits must be in the public domain, i.e., not accrue to individuals or private businesses.

4.3 Workshops, Conferences and Seminars Projects that will:

- identify rural needs, program and service gaps, and ways to overcome the challenges facing agricultural rural communities.

Participants at these workshops, conferences and seminars can share and exchange ideas, experiences and solutions for addressing common agricultural rural community issues, at the national, regional, provincial and local level. Support is provided to examine policy and community level issues which involve other partners, including other levels of government, the private sector and rural stakeholders.

Funding can be used for seminars and workshops that help agricultural rural communities in developing solutions/alternatives to their issues. The seminars and workshops can be stand-alone or part of a larger event, such as a conference. The support should contribute to the longer-term viability of communities.

CARCI will not normally be the major source of funding for workshops, conferences, or seminars. Normal maximum level of support is 50% of eligible costs to a maximum of \$20,000.

In Quebec, as a result of a cooperation agreement between AAFC and the Canada Economic Development Agency for Quebec Regions (CED), funding for eligible expenditures may now cover 75% of the total cost of workshops, conferences and seminars. This agreement will increase federal government financial support without adding to the administrative process for rural residents and organizations.

4.4 Socio-Economic Research Related to Agricultural Rural Communities that will:

- undertake socio-economic research on agricultural rural community issues.

CARCI assists in funding socio-economic research on the issues faced by agricultural rural communities. A socio-economic research project gathers and analyses information and factors concerning issues that the community is facing as a result of changes in the agricultural sector. These changes in the sector have impacted the community and the project being proposed would assist the community to address these issues.

The research must be based on a well-defined and sound methodology and result in information, development of tools and/or models, and provide new knowledge that enhances understanding. The results should be applicable in other situations and provide shareable information for use by others such as communities, farm and farm sector organizations, policy-makers and planners and the academic community.

This greater understanding of the process of change in communities provides valuable insights for other communities and all levels of government, and can assist the federal government in determining what role it can play in socio-economic community development.

Proposals with outcomes or deliverables that will be strategic plans and/or business plans pertaining to specific communities will not be considered under Research but may be considered as a Partnership project.

These projects must be time-limited and results-based. They cannot lead to on-going commitment by the federal government.

The focus of projects can be local, regional or national. In addition, projects can be “stand-alone”, or components of larger research projects being lead by other federal departments, other levels of government, universities and academic institutions or non-government organizations. Emphasis must be placed on how the research is innovative, the methodology to be used and the sharing of the outcomes of the research. The normal maximum level of support is 50% of eligible costs, to a maximum of \$50,000.

5. Mandate of AAFC

Agriculture and Agri-Food Canada provides information, research and technology, and policies and programs to achieve security of the food system, health of the environment and innovation for growth.

All proposed activities must fall within AAFC’s departmental mandate as stated above.

6. Deadlines

Rural Coordination Organizations

Deadline: December 31, 2002

Partnership Projects

Deadlines: End of each month. The last deadline date is January 31, 2003.

Workshops, Conferences and Seminars

Deadline: Up to January 31, 2003.

Research Related to Agricultural Rural Communities

Deadline: December 31, 2002

CANADIAN AGRICULTURAL RURAL COMMUNITIES INITIATIVE APPLICATION REQUIREMENTS

Information Required

All applications for financial assistance shall provide the following information:

- Name of the applicant, address, legal status, Canada Customs and Revenue Agency GST or Business Number, contacts, experience associated with the proposed project.
- Detailed description of the proposed activity to be undertaken.
- Description of who will benefit from the project and what the benefits are expected to be.
- How the proposed activities relate to CARCI's objective.
- Description of how and to what extent the project addresses issues in the community and what involvement the community has in the project.
- Description of the linkages with agriculture.
- Description of the change(s) in the agriculture sector that your project addresses and how the project assists the community in reacting to the change(s).
- The workplan for undertaking the project, including the schedule for submission of project and financial reports;
- The budget for the project, including funding arrangements by the various parties associated with the project, and time frames for the use of funds. A detailed breakdown of total project expenditures should be provided indicating which items CARCI funds will be used for and which costs or services will be funded by the applicant and partners. All funding sources (cash and in-kind), including federal and provincial departments and agencies, municipal governments and private sector sources must be clearly identified. ***(Note: You may not receive funding from more than one Agriculture and Agri-Food Canada source including Canadian Adaptation and Rural Development (CARD) programs or projects.)***
- Provision for performance reporting, i.e. reporting on the results of project activities, outcomes and impacts, performance indicators, methodology, tools, etc.
- Provision for audit and evaluation.
- Where applicable, ownership of the intellectual property by the Crown.

- Identification of the involvement of former public servants who are under the Post-Employment Guidelines.
- Dissemination Plan describing how the information and results of the project will be shared with other communities or organizations.
- Confirmation of funding partners.

This information should be part of all project proposals from the applicants and will be incorporated into the approved activities, and expected outputs and outcomes in contribution agreements.

Applicant Obligations

- Recipients are required to carry out project activities according to established federal practices, recommendations, standards and specifications.
- All project activities must meet federal and/or provincial environmental assessment requirements prior to approval.
- Recipients receiving contributions must agree to provide access to AAFC personnel and authorized persons, agencies, or groups for inspection, evaluation, demonstration, audit and public information purposes.
- Recipients must have the capability to conduct the proposed project activities and must demonstrate that they have, or will have, adequate financial resources to discharge their obligations under the contribution agreement.

All of the above information is covered in the contribution agreement which the recipient must sign.

Eligible Expenses

Eligible costs incurred in carrying out approved eligible activities include:

- costs incurred after the project approval date;
- costs for consultants and/or contracted goods and services;
- costs for incremental materials and supplies (costs **over and above** the ongoing business of the organization (core activities) and which are directly related to the project), including the non-refundable portion of the Goods and Services Tax (GST), if any, paid by the proponents;
- costs for incremental labour or incremental salaried services, costs **over and above** the ongoing business of the organization (core activities) and which are directly related to the project and related employment costs;

- costs for rental or lease of facilities, equipment or machinery (the purchase of specialized items necessary for the execution of projects may be eligible with prior authorization of the Executive Director, Rural Secretariat, AAFC);
- administrative and other costs such as planning and consultation, performance reporting, accounting, auditing and evaluation, travel (in accordance with the Treasury Board Travel Directive), maintenance expenses; and
- any other costs having the specific approval of the Executive Director, Rural Secretariat, AAFC.

Non eligible costs include:

- activities prior to the project approval date;
- capital construction and capital items, including the purchase of furniture and furnishings (except for those identified above); e.g. purchase or construction of buildings, major capital equipment, infrastructure (roads, etc.);
- on-going, core activities (activities that are part of the normal business of the organization);
- activities associated with regular on-going events;
- hospitality costs beyond Treasury Board Guidelines;
- gifts associated with the hosting of events;
- legal fees associated with the incorporation of an organization; and
- the refundable portion of the G.S.T.

Level of Financial Support

Financial support for projects will not normally exceed 50% of eligible project costs.

For project proposals where the funding requests are above the “normal” limits as identified above, the applicant must clearly identify the nature of the exceptional benefits that rural Canadians will derive from the project. Applicants must also clearly identify why partners cannot be found to share the costs of the project.

A lower level of support than that sought may be recommended during the review and assessment process. All funding sources (cash and in-kind), including federal and provincial departments and agencies, municipal governments and private sector sources must be clearly identified. **(Note: You may not receive funding from more than one**

Agriculture and Agri-Food Canada source including Canadian Adaptation and Rural Development (CARD) programs or projects.)

Project management and administration for the Canadian Agricultural Rural Communities Initiative is through the Rural Secretariat, AAFC.

Basis of Payment

Contributions to the recipient shall be in accordance with accountable contribution agreements between the recipient and AAFC. Where possible, expenses will be incurred by the recipient and reimbursed, within approved funding levels, through the agreement. However, when this is not possible, due to the nature of the organization, event, time or cash flow restrictions, an advance payment can be made to the recipient. A minimum hold-back of 10% of the federal contribution shall be applied until all project and financial reports have been received and accepted.

Audit Provisions

Recipient/AAFC agreements shall contain audit clauses reserving the Minister of Agriculture and Agri-Food's right to audit contribution records and satisfying all AAFC financial/non-financial conditions. Agreements must also provide for overpayment recovery and recipients' maintenance of related records for a three-year period beyond the Initiative.

Communication

All applications must describe how the outcomes of the project will be shared with others. All communications materials will prominently acknowledge the role of the Government of Canada and will be in accordance with the Government of Canada's Communications Policy, the Federal Identity Program and the Official Languages Act.

Performance Framework

The recipient must provide a management report which details the performance of the project, including reach, final activities, impacts, outcomes and deliverables against the original proposal and contribution agreement.

Environmental Assessment

Although it is recognized that many of the activities will not have any effect on the environment, all Canadian Agricultural Rural Communities Initiative activities are subject to environmental assessment.

Duration

Projects under CARCI shall be approved by March 31, 2003. All projects must be completed by December 31, 2003 with all payments made by March 31, 2004.

Note:

The information that you provide is collected for the purpose of the administration of the Canadian Agricultural Rural Communities Initiative. The information collected will be subject to the Access to Information Act.

ANNEX A**FEDERAL FRAMEWORK FOR ACTION IN RURAL CANADA****RURAL PRIORITIES**

As part of Canadian Rural Partnership's Rural Dialogue, eleven priority areas were identified by participants:

- Improve access to federal government programs and services for rural Canadians;
- Improve access to financial resources for rural business and community development;
- Provide more targeted opportunities, programs and services for rural youth, including Aboriginal youth;
- Strengthen rural community capacity building, leadership and skills development;
- Create opportunities for rural communities to maintain and develop infrastructure for community development;
- Connect rural Canadians to the knowledge-based economy and society and help them acquire the skills to use the technology;
- Strengthen economic diversification in rural Canada through more targeted assistance;
- Work with provincial and territorial governments to examine and pilot test new ways to provide rural Canadians with access to health care at reasonable cost;
- Work with provincial and territorial governments to examine and pilot test new ways to provide rural Canadians with access to education at reasonable cost;
- Foster strategic partnerships, within communities, between communities and among governments to facilitate rural community development; and
- Promote rural Canada as a place to live, work and raise a family recognizing the value of rural Canada to the identity and well-being of the nation.

CHECK LIST

A check list has been provided to assist with a quick self assessment of the completeness of your project proposal. Failure to adequately address all of the required elements will lessen the likelihood of a project being approved.

HAVE YOU CLEARLY IDENTIFIED:

- How you plan to meet the eligibility requirements?
- That your project addresses a local, regional or national agricultural rural community priority?
- How and to what extent the project addresses issues in the community, as well as the involvement of the community in the project?
- The link between your project and the agriculture sector?
- What change in the agriculture sector your project addresses?
- That the project activities are incremental to your organization's operations?
- How the proposed approach is innovative? In the case of socio-economic research, how the proposed research will provide new information.
- In the case of socio-economic research projects, what methodology will be used and how the research findings will be disseminated?
- Where appropriate, the involvement of partners?
- All funding sources (both cash and in-kind), including federal and provincial departments and agencies, municipal governments and private sector sources for your project?
- That your partnerships are confirmed and that other funding partners' support has been confirmed?
- That your proposal includes an evaluation framework?
- All project expenditures in your budget, and how CARCI funds are to be used?
- How you expect to measure the project's outcomes?

- How you are going to share the information and results of the project with other communities or organizations?