



Canada-Northwest Territories Agricultural Policy Framework Implementation Agreement

Program Requirements for Submitting Project Proposals

The following elements are required in a project proposal under this Agreement:

1.0 Introduction

The introduction should provide a general overview of the proposed project. Clearly identify the Agricultural Policy Framework (APF) initiative under which you are applying. Please refer to the Agricultural Policy Framework Program Information Guide for a description of each initiative.

2.0 Project Details

The details should include a comprehensive description of the project, including a history of the project to date, if applicable.

- State the objective(s) of the project.
- Clearly state which commodity(s) will be involved in the project.
- Clearly identify the target group(s) for this project.
- State the date, timeframe and location of the project, ie. date of workshop or project implementation date.
- State whether there will be any co-deliverers, and if so, state who they are.
- Identify the Project Leader(s) and any partners or stakeholders who will be working on this project, such as other farmers, government, industry groups, etc.

3.0 Project Benefits

Clearly state the need for this project (include references and/or endorsements from industry groups; whether the project has commodity wide or territorial/regional application, etc.)

Identify the expected benefits this project will have on your farm and/or agribusiness or the territorial agriculture industry, which may include, but are not limited to:

- Increased profitability
- Diversification into new crops or livestock varieties
- On-farm efficiency
- Capture new market opportunity
- New technology adoption
- Enhance skills and knowledge
- Maximize environmental stewardship
- Minimize on-farm food safety risks

4.0 Evaluation and Reporting

Identify the anticipated results of this project.

State how you will measure the results of this project.

State the benefits of your project and how they will be communicated to other farmers and industry, eg. report, presentations, farm visits, newsletter articles, annual reports, public presentations, etc.

5.0 Funding Request

Provide an itemized budget for this project. List the costs according to categories, including, but not limited to:

- Salaries
- Travel
- Capital expenditures
- Materials
- Supplies
- In-kind contributions
- Other sources of funding

Identify the amount of government contribution you are requesting.

Identify your contribution, both cash and in-kind.

You are required to report funding applied for or received from any other federal or provincial funding sources for this same project.

Please submit price quotes, cost estimates of supplies, materials and labour for building construction, equipment purchase, and equipment purchases where possible.

6.0 Supplementary information

Include the project work plan.

Include reports from previous studies, if related to this project.

Additional information may be requested to fully evaluate the proposal, such as course descriptions or agendas for workshops, seminars, conferences, etc.

7.0 Project Assessment

Proposals must be submitted to the Industry, Tourism and Investment (ITI) Regional Office. All applications will be reviewed in detail by ITI, prior to presentation to the relevant APF sub-committee. Incomplete proposals will be returned to the applicant for further information. Any delay in receiving complete proposals may result in missing that month's deadline, and thereby delay the proposal review process.

If you require assistance with the structure of your proposal, please contact your area ITI Officer or the ITI Agriculture and Agri-foods and Commercial Wildlife Consultant:

Gene Hachey

Phone: (867) 874-5408

E-mail: gene_hachey@gov.nt.ca