DAIRY INDUSTRY RESEARCH & EDUCATION
PROJECT FUNDING APPLICATION

APPLICANT INFORMATION

Project Title
Name of Applicant
Type of Applicant (Individual, corporation, association, etc)
Mailing Address
Telephone / Fax
Email
Names and Addresses of other parties associated with the project

Requested Funding Amount
$

FUNDING OBJECTIVES:

To facilitate, encourage and financially support projects and programs that have been identified by the BC Dairy Association (BCDA) to benefit the BC dairy industry.

FUNDING CRITERIA

The Dairy Industry Research & Education Committee (DIREC) of the BCDA will evaluate your application based on the following criteria:

1. The application must clearly demonstrate that the project's objective(s) and anticipated results will address the funding priorities as identified above.
2. The applicant has completed all questions and followed the stated procedure for submitting an application to the BCDA.
    a. All other sources of funding and in-kind contributions are clearly noted with supporting documentation with respect to funding source(s), amount(s), and condition(s) attached to providing funding.
3. The applicant has provided a detailed work plan that establishes dates and times for stated deliverables
4. The applicant has provided a clear communications plan on how results will be shared with the BC dairy industry.
5. Eligible expenses include: contracted goods and services, materials and supplies, incremental labour and related costs such as travel, rent or lease of facilities and equipment. No more than 10% of funding can be allocated for administration.
    a. The BCDA may fund capital costs in extraordinary circumstances. Applicants are requested to provide full justification if applying for funding to cover capital costs.
6. Ineligible expenses include: normal costs to establish and operate a commercial or not-for-profit operation, and costs incurred before the project has been approved.

SUPPLEMENTARY INFORMATION

Please submit the following with your application:

1. Project Description (300 words maximum): Describe how and why your project is aligned with the funding objectives and criteria, as well as timelines, methods to complete project, and other relevant information.

2. Work Plan: The work plan should describe the methods to be used and activities to be undertaken. Include a timetable for each of the activities showing when the project would start and finish.

3. Communications Plan: Describe how you plan to communicate your results to the entire BC dairy industry. Identify any and all communication activities and associated costs in the budget.

4. Budget: The budget should detail the total cost of the proposed work and the required cash flow over the life of the project by quarter or by year. Estimated income and expenses for the project should also be included as well as the funds required from BC Dairy Association. The applicant is to disclose if funding is being requested or has been received from other sources for the proposed work.

5. Evaluation: Describe how you propose to evaluate the results of this project.

6. Partnerships: List industry partners, other support, and background information (attach resumes if applicable).

7. Description of Applicant (200 words maximum): Describe the experience and credentials of the lead applicant.

CERTIFICATION AND AUTHENTICATION

I/We agree to the following terms and conditions:

- To provide all reports/budgets requested by the BCDA.
- To provide a final report upon project completion with all information requested.
- To submit a complete financial statement with the final report, accounting for all income and expenditures related to the project.
- Project costs incurred prior to project approval by the BCDA are not eligible for funding.

The BCDA reserves the right to request that an interim report(s) by the applicant as a condition of program funding. Upon project approval, a confidentiality agreement will be signed between the BCDA and the Applicant. The BCDA reserves the right to limit, adjust or deny funding.

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Applicant or Designated Representative

_____

Date

_____

Signature

CONTACT INFORMATION

Application deadlines are: March 31st, and September 30th of each year. Funding applications may be submitted to:

Email: DIREC@bcdairy.ca

Fax: 604-294-8199