

# Farm Innovation Program

## Sector Committee Approval Form

This form is to be signed and completed by the Applicant and by the Sector Representative Coordinator.

**Please staple this form to the application. All applications must include this signed and completed form before being reviewed by the Agricultural Adaptation Council's (AAC) Board of Directors.**

By signing below, the applicant and sector group agree that to the best of their knowledge, the proposed activities and objectives of this application conform to the Farm Innovation Program (FIP) goal, objectives, eligibility, criteria, and Growing Forward objectives and guidelines.

### **APPLICANT:**

Sector (mark X):                       Livestock                       Field Crops                       Horticulture, Ornamentals or Tobacco

<b>Title of Project:</b>	
<b>Applicant Name:</b>	
<b>Applicant Signature:</b>	

### **FIP Goal:**

- Increase the development, adaptation, assessment, and adoption of on-farm innovative technologies that help agricultural producers respond to changing demands.

### **FIP Objectives:**

- Increase awareness and access to credible, Ontario-based information on applicable innovative on-farm technologies in each sector.
- Provide industry directed funding to agricultural commodity organizations and to individual farmers or groups of farmers for applied research projects and on-farm demonstrations that focus on innovative technologies for on-farm application.

### **Growing Forward Objectives:**

- A Competitive and Innovative Sector.
- Accelerate the pace of innovation and facilitate the adoption of new technologies.
- Support the Innovative Capacity of Farmers.

### **Eligible projects:**

- Address industry needs that are intended to lead to innovative on-farm technologies being adopted within a two to three year timeframe. The technologies are projected to provide benefits to the majority of producers in the relevant commodity/sector;
- Support the adoption and on-farm demonstration of on-farm innovative technologies resulting from research and/or demonstration of innovative technologies from other jurisdictions under Ontario on-farm conditions;

### **FIP Criteria:**

- Projected benefits for the majority of producers;
- Projected benefits should exceed the cost of adopting the technology;
- Focus on priorities identified by the sector;
- Capability of the Applicant to successfully meet the objectives and deliver results;
- Quality of Knowledge Transfer Plan: Proposals must include a commitment to report on and disseminate project results to Ontario producers in a timely manner as outlined in a clearly articulated Knowledge Transfer Plan;
- Quality and completeness of the proposal including project activities and research protocol, detailed milestones, performance measures, and forecasted costs on a quarterly and annual basis for each submitted project;
- Industry support: Industry funding is not a requirement for FIP funding, however preference may be given to projects where industry is contributing to project costs; and
- Compliance with the Canadian Environmental Assessment Act and its regulations, if applicable for the proposed project.

Approved by the Sector Committee and signed by\*:

<b>Sector Coordinator Name:</b>	<b>Position:</b>	<b>Signature:</b>	<b>Date:</b>

**\*Sign only if revisions recommended by the Sector Committee have been made to the application.**

# Farm Innovation Program

(FIP)  
2009-2013

## Application Form

### Checklist

Make sure all of the following components have been reviewed and completed prior to submission (*mark X*):

- A completed Application Form including all 9 questions and sub questions answered in full, and an original signature on the bottom of page 3
- A completed Single Year or Multi Year Budget, Milestone Performance, and University of Guelph Research Budget (if applicable) in the separate Excel document
- A completed "Annex A" and Budget Table as per the OMAFRA/University of Guelph Agreement if the project is undertaken by a U of G Researcher and/or taking place at the U of G or regional campuses
- An electronic version of the Application Form e-mailed to [info@adaptcouncil.org](mailto:info@adaptcouncil.org)
- The applicant has read and understands the Terms and Conditions outlined in Appendix B of the Program Information Guide



# Farm Innovation Program

This application can be downloaded at [www.adaptcouncil.org](http://www.adaptcouncil.org). Applications can be submitted by email to [info@adaptcouncil.org](mailto:info@adaptcouncil.org) once they are approved by the OACC Research and Development Committee of the corresponding sector group. Fill out all parts of this application form.

Date of Application (day/month/year): dd/mm/yyyy		Sector (mark X): <input type="checkbox"/> Livestock <input type="checkbox"/> Field Crops <input type="checkbox"/> Horticulture, Ornamentals and Tobacco	
<b>PROJECT TITLE</b>			
<b>APPLICANT INFORMATION</b>			
Commodity Organization:			
Project Coordinator Name and Title:			
Mailing Address:			
City:	Postal Code:	County:	
Phone:		Fax:	
E-mail:		Website Address:	
<b>RESEARCHER INFORMATION</b>			
Name of Researcher:			
Name of Institution:			
Phone & Extension:		Fax:	
E-mail:			
<b>INDIVIDUAL FARMER OR GROUP OF FARMERS</b>			
If the project idea is proposed by, or involves an individual farmer or group of farmers, indicate the name(s) and contact information below.			
<input type="checkbox"/> Proposed by Farmer		<input type="checkbox"/> Project activities directly involve farmer(s)	
Name of Farmer(s):			
Address:			
City:	Postal Code:	County:	
Phone:		Fax:	
E-mail:			

If different from the Applicant, indicate who the project contract and flow of funds should be made with (mark X):

- University of Guelph (A completed "Annex A" and Budget Table as per the OMAFRA/University of Guelph Agreement must be submitted with this application before submission to the AAC if the project is undertaken by a U of G Researcher and/or taking place at the U of G or regional campuses).
- Other (*specify*):

The applicant hereby certifies that the application (including Annex A, if applicable) and supporting documentation are true and complete in all respects and that the Applicant acknowledges and agrees with the Terms and Conditions outlined on Annex B, found in the Farm Innovation Program Information Guide:

Name:		Signature:	
Position:		Date:	

## PROJECT INFORMATION

**Project Start Date\*:**

**Project End Date\*\*:**

\* Start date may not be prior to the Sector Committee approval date.

\*\* Final end date must be prior to October 1st, 2012.

**1. Provide a brief project description (Use plain language terms for readers without any specialized knowledge – Maximum 150 words):**

**2. List the objectives of the project:**

**3. Project fit with FIP and Growing Forward:**

FIP Objectives include:

- Increase awareness and access to credible, Ontario-based information on applicable innovative on-farm technologies in each sector.
- Provide industry-directed funding to agricultural commodity organizations and to individual farmers or groups of farmers for applied research projects and on-farm demonstrations that focus on innovative technologies for on-farm application.

*a) Explain how the project will address the above FIP Objectives:*

Growing Forward objectives include:

- A Competitive and Innovative Sector.
- Accelerate the pace of innovation and facilitate the adoption of new technologies.
- Support the Innovative Capacity of Farmers.

*b) Explain how the project will address the above Growing Forward Objectives:*

**4. Background and/or Literature Review:**

*a) Identify how the project responds to specific opportunities or challenges facing the Ontario agri-food sector (Maximum 1 page):*

*b) Describe how the project advances knowledge in the subject area without duplication:*

**5. Project Activities and Research Protocol:**

*a) List the activities of the project:*

*b) Describe the experimental design (year one should be detailed, further years should be based on anticipated results):*

c) <i>Describe the data collection method:</i>
d) <i>Describe data analysis activities (laboratory contracted, who is conducting data analysis):</i>
e) <i>Indicate where the project activities are expected to take place:</i>
<b>6. Anticipated Benefits and Impact on the Industry:</b>
a) <i>Identify the target audience and target number of individuals to be reached (i.e. 20,000 corn producers):</i>
b) <i>Identify tangible outputs (i.e. best practices, products, technology, information):</i>
c) <i>Identify expected short term results (during life of project):</i>
d) <i>Identify expected long term results (beyond end of project):</i>
e) <i>Provide an estimation of the financial impact for farmers who may adopt the assessed technology proposed in this project (i.e. increased income or reduced cost per acre or per livestock unit):</i>
<b>7. Knowledge Transfer Plan and Translation: - English and French</b> <b>Provide a description of how you plan to share the details of the project and results.</b>
a) <i>Identify who the intended end-users of the knowledge you will generate during this project. Indicate how the end users be involved during the project:</i>
b) <i>Indicate the most important methods that will be used to transfer the knowledge created to the end users:</i>
c) <i>Indicate the type and number of communication materials that will be developed (i.e. brochure, display, CD/DVD, poster, website, handbook, etc.) and how they will be distributed:</i>
d) <i>Indicate the number of presentations that will be made and the anticipated reach:</i>

e) <i>Indicate the number of scientific and popular press articles that will be developed and how they will be distributed:</i>
f) <i>Identify any other communication activities, including but not limited to internet publications, advertising, billboards, radio and television broadcasts:</i>
g) <i>Indicate if any results from the project will be made available for use in the French language (i.e. article in Agricom):</i>
h) <i>Describe how the Farm Innovation Program, Growing Forward and the Agricultural Adaptation Council will be acknowledged:</i>
<b>8. Indicate whether this is a new project or part of a larger project. If this application is part of a larger project with other funding sources explain how they both relate in terms of objectives and funding sources:</b>
<b>9. Environmental Assessment (EA):</b>  Does your project involve undertaking “physical work” such as construction, operation, modification, decommissioning, or abandonment of physical structures, or “physical activities” such as low-level flying, pesticide spraying by air in national parks, dredging or other activities in or near water courses?  <input type="checkbox"/> Yes* <input type="checkbox"/> No  <i>* If yes, further discussion with AAC staff may be required to determine whether an EA or any other process that is approved by Canada as compliant with the requirement of the Canadian Environmental Assessment Act and its Regulations is to be completed. If an EA or other approved process is to be completed, applicants must provide proof of completion.</i>

<b>PROJECT BUDGET</b>
<b>NOTE:</b> The following documents are available in a <u>separate Excel spreadsheet</u> and must be completed and submitted with the full application:
<ol style="list-style-type: none"> <li>1. Budget Summary and Forecast Sheet</li> <li>2. Financial Budget Sheet</li> <li>3. Milestone Performance Sheet</li> <li>4. University of Guelph Research Budget (only to be filled out if research being done with the University of Guelph)</li> </ol>
<b>Refer to eligible and ineligible costs in the Program Information Guide for expense guidelines.</b>

# ANNEX A

## PROJECTS UNDERTAKEN AT AND/OR BY THE UNIVERSITY OF GUELPH (U of G)

All projects to be administered by the U of G and/or undertaken by U of G resources (e.g. researcher, technician, etc) and at U of G facilities (e.g. laboratory services, etc) **must** have **before** submitting the application for funding assessment this Annexe A.

The University of Guelph needs to be aware and approve in principle the Budget Information at the time of the application. ([http://www.uoguelph.ca/research/conduct/funding/university\\_approval\\_to\\_forward\\_application.shtml](http://www.uoguelph.ca/research/conduct/funding/university_approval_to_forward_application.shtml)) and have a Research Proposal Approval Form (OR-5 Form) completed, signed and approved ([http://www.uoguelph.ca/research/forms\\_policies\\_procedures/or-5.shtml](http://www.uoguelph.ca/research/forms_policies_procedures/or-5.shtml)).

The Annexe A must be completed and signed by the University of Guelph (U of G) Office of Research to acknowledge their agreement, review and approval of the project budget.

Allow five working days to complete the University of Guelph, Office of Research review.

Forward your application to:

Attn: Jo Lynn Saunders  
Contracts Officer  
Office of the Vice- President (Research)  
University of Guelph  
437 University centre  
Guelph, Ontario  
Canada N1G 2W1  
519-824-4120, Ext 54807  
Fax: 519-821-5236  
Email: [josaunde@uoguelph.ca](mailto:josaunde@uoguelph.ca)

Name of Commodity Group: \_\_\_\_\_

Title of Project: \_\_\_\_\_

Name of Researcher: \_\_\_\_\_

University of Guelph Matching Fund Account #(s): \_\_\_\_\_  
(University of Guelph Use Only)

In signing this "Annex A" (below) of the Farm Innovation Program (FIP) application, the Office of Research, University of Guelph acknowledges their review and approval in principle, of the Budget Information for the above noted project for the purpose of reporting expenditures. As well, the Office of Research, University of Guelph is aware an agreement will be created between the University of Guelph and the Agricultural Adaptation Council (AAC) which will be sent to the Office of Research at the University of Guelph to be signed pending the approval of this application by the AAC Board of Directors.

<b>UNIVERSITY OF GUELPH</b>	
Name of Authorized representative: _____	
Signature: _____	Authorized Signing Officer, I have the authority to bind the University of Guelph