

**A confirmation letter will be issued upon receipt of the application.
You will be informed of a funding decision by written correspondence. (Processing
time is approximately 8 weeks.)**

Purpose

Funds are provided by the Alberta Lottery Fund to encourage improvements in agriculture, the quality of life in the agricultural community and to facilitate rural development.

Definitions

“Not-for-profit organizations” means any organization registered under a federal or provincial act other than the Agricultural Societies Act (Alberta).

“Major agricultural societies” includes the Calgary Exhibition and Stampede Ltd. and Edmonton Northlands.

“Primary agricultural societies” includes all agricultural societies incorporated under the Agricultural Societies Act (Alberta) other than the major agricultural societies and the regional agricultural societies.

“Regional agricultural societies” includes the Camrose Regional Exhibition and Agricultural Society, Grande Prairie Regional Agricultural and Exhibition Society, Lethbridge & District Exhibition, Lloydminster Agricultural Exhibition Association Limited, Medicine Hat Exhibition & Stampede Co. Ltd., Olds Agricultural Society, and Westerner Exposition Association.

Capital Projects

Not-for-profit organizations and agricultural societies are eligible to apply for program funding to assist with capital projects.

New construction is not a priority of the program. The focus is on keeping existing facilities operating and viable. Priority is therefore given to capital projects that significantly impact operations. They include, but are not limited to: major repairs, renovations, the replacement of capital assets that are not functional, and energy efficiency upgrades.

Organizations seeking funding for new facilities are encouraged to contact Alberta Culture and Community Spirit at 1-800-642-3855.

Projects may be funded on a 1:1 (grant: applicant) cost-share basis. A successful applicant can receive up to \$75,000 in grants for capital projects over any consecutive two year period.

A successful applicant can meet their cost share requirements with:

Cash, minimum 50% of the grant, plus any combination of:

- Volunteer labour – the maximum rate is \$15/hr for general labour and \$30/hr for journeyman tradesman when they are working at their trade. Volunteer labour hours must be directly related to the project.
- Donated heavy equipment (including operator) working directly on the project, maximum 60/hr.
- Donated materials for the project at market value.

through lottery fund disbursements) **may not be used** to meet the local cost-shared requirements. Federal grant funding will be treated in the same manner.

Eligible Non-Capital Activities

Not-for-profit organizations, major agricultural societies, and regional agricultural societies may apply for funding to undertake programs, projects, and activities that encourage local initiative in agricultural programming. Primary agricultural societies are ineligible as they receive assistance for non-capital activities through the Agricultural Society Operating Grant program.

Eligible organizations may apply for funding for programs/projects such as:

- rural training
- leadership development
- rural development programs
- agricultural education projects (supporting livestock or crop production, food processing, soil and water conservation)
- producer and consumer education
- agricultural awareness
- applied research

We may also consider funding for activities such as:

- exhibitions (fairs, trade shows, displays)
- educational events (seminars, conferences, congresses)
- hosting tours for education or promotion purposes within Alberta (only costs in Alberta will be eligible)
- demonstrations

May be funded on a 3:1 (grant: applicant) cost-share basis.

- local/regional projects grant maximum \$20,000 per project
- provincial projects grant maximum \$40,000 per project
- funding is possible each year for new projects
- normally, maximum three years funding for any one project

You can meet the local cost share requirements in:

- The form of money (no minimum)
- Volunteer labour - maximum rate is \$15/hr
- Donated materials at market value for the project

Money received from the Alberta Government through any other grant program (*including funds provided through lottery fund disbursements*) **may not be used** to meet the local cost-shared requirements. Federal grant funding will be treated in the same manner.

Application Procedure

Applicants are encouraged to confirm eligibility by calling program staff before completing an application form.

Adequate accounting for any previous grants must be provided, prior to an application for subsequent funding.

Agricultural Initiative Program fiscal year runs April 1st to March 31st

Applications are reviewed throughout the year on a first-come, first-served basis.

Applications received from January through March may be returned for resubmission in the new fiscal year. The approval of any application is subject to the availability of lottery funds.

Processing time is approximately 8 weeks. The estimated processing time is based on full application documentation being received by this office at time of submission.

The funding decision is provided by written correspondence.

Accountability

- Grant recipients **must** submit a financial report **within 2 months of the end of the project**. The report must be prepared by a member in good standing of a recognized accounting group (CA, CMA, CGA).
- Grant recipients must also submit a written report about the impact of the project on their community.
- If the recipient of a grant **does not use all of the money** for the purpose for which the grant is made, the Minister may require the recipient of a grant to refund the surplus money to the Provincial Treasurer.

Document Checklist

Before mailing, please ensure the following is completed and attached to Application Form.



Check

- name, address and phone number of project manager. Please make sure to provide a name and number of someone **who can be contacted during daytime hours.**
- your incorporation information and number is complete.
- you must include a clear and detailed description of the proposed project with your application.
- explain the benefit to the community including the relationship to the Rural Development Strategy.
- give a summary of the total project costs, outlining the major cost items. **Attach** copies of invoices or quotes for major expenditures.
- security of tenure documentation is **attached for all capital projects** (i.e. land title, lease agreement).
- give a list of matching funds already available in the community.
- give a summary of local community support for the project fundraising efforts, donations of money or volunteer hours, and the value of materials donated for the project.
- give a project timetable.
- **attach** the most recent financial statement of the organization.
- application is signed by two directors with signing authority

FAILURE TO PROVIDE ALL THE INFORMATION REQUIRED TO PROCESS YOUR APPLICATION MIGHT RESULT IN THE APPLICATION BEING RETURNED TO YOU AND/OR A MAJOR DELAY OF PROCESSING.

We may need more information at a later date.

Declaration: This personal information is being collected for the administration of the Agricultural Initiatives Grant Program under the provisions of legislation governing the Alberta Lottery Fund. It is subject to the provisions of the Freedom of Information and Protection of Privacy Act. If you have questions about the collection contact the program administrator at 780-643-1830.

Name of Organization			
Address		Province	Postal Code
Act Incorporated Under:		Registration Number:	
<input type="checkbox"/> Agricultural Society Act of Alberta		N/A	
<input type="checkbox"/> Society Act of Alberta		_____	
<input type="checkbox"/> Other		_____	
DO NOT LEAVE INCORPORATION OR REGISTRATION NUMBER BLANK - If incorporated under the Societies Act of Alberta or Other			
Contact Person <input type="checkbox"/> Mr. <input type="checkbox"/> Mrs. <input type="checkbox"/> Miss. <input type="checkbox"/> Ms.			
Address		City/Town	Province
			Postal Code
Telephone Number (include area code)		E-Mail Address	
Project Management (who is the owner/operator)			

Grant Amount Requested \$ _____

Describe your project

Attach any papers that support your request for funds.

Who are your partners on this project? How are they involved?

(Include the name(s) and phone number(s) of any Alberta Agriculture and Rural Development personnel whom had input on this application)

How will this project encourage improvements in agriculture, the quality of life in the agricultural community and facilitate the rural development strategy?

Project Cost: Cash and In Kind

List major cost items and provide copies of documents to support these costs. GST costs are eligible, less the rebated amount. (1/2 of 5% = 2.5%).

For Capital projects, you must deduct any trade-ins from project costs.

For programs and activities you must deduct applicable revenues from cash expenditures.

Attach any papers that support your request for funds.

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Funds we have available for the project (this form **MUST** be filled out)

Local Cash Available \$ _____

Expected Money from Fundraising/Sponsorship (if applicable) \$ _____

Value of volunteer labour

Total volunteer hours: _____

_____ X Rate per hour \$15 = \$ _____

_____ X Rate per hour \$30* = \$ _____

**(This rate is available for Journeyman volunteer labor only)*

Value of donated equipment use (including operator)
_____ X Rate per hour \$60 = \$ _____

Value of donated materials at market value \$ _____

Government Grants Received:

From: _____ \$ _____

_____ \$ _____

_____ \$ _____

Other Grants Applied for:

From: _____ \$ _____

_____ \$ _____

_____ \$ _____

Agricultural Initiatives Grant Request \$ _____

Total Funds Available \$ _____

(Your total here **must equal** the total given in the project cost section).

Project Timetable

Project Start Date: _____
mm/dd/yyyy

Project Completion Date: _____
mm/dd/yyyy

We may need more information or document before we can consider your application.

- If you receive funding from this program, you **must** submit a financial report **within 2 months of the end of the project**. This report must be prepared by a member in good standing of a recognized accounting group (CA, CMA, CGA).
- As a condition of accepting financial assistance from the Alberta Lottery Fund, you must allow Alberta Agriculture and Rural Development to examine all books and records having any connection with this project. We may need to ascertain whether or not these funds were spent for the purpose intended.
- If the recipient of a grant **does not use all of the money** for the purpose for which the grant is made, the Minister may require the recipient of a grant to refund the surplus money to the Provincial Treasurer.

Declaration

I declare that the information contained in this application is true and accurate. I am a duly authorized representative according to our bylaws with financial signing authority for this application. I agree to provide a report which outlines how both the grant funds and the matching funds were spent on this project, and which indicates that we complied with all conditions of the grant. I also declare that if a grant is awarded we will use it solely for the purposes outlined in this application.

Two officers of your organization must sign this.

Signature	Print Name
Mailing Address	
Title	Date
Signature	Print Name
Mailing Address	
Title	Date

You will be informed of the receipt of your application and a funding decision by written correspondence. (Minimum Processing Time: 8-12 Weeks)

Submit your Applications to:

Agricultural Initiatives Program
Alberta Agriculture and Rural Development
Room 202, J.G. O'Donoghue Building
7000 113 Street, Edmonton, AB T6H 5T6

Contact: Drew Hiltz, Manager, Programs Phone: (780) 643-1830 Fax: (780) 422-1613