



Abbotsford Community Foundation 2021 Agricultural Enhancement Grants Program Guidelines

The City of Abbotsford established the Agricultural Enhancement Grants Program Fund with the Abbotsford Community Foundation (ACF) for the purpose of supporting the agricultural industry in Abbotsford. As determined by the terms of reference of the fund, a Foundation committee composed of representatives from the agriculture industry and chaired by a member of the Board of Directors of the Foundation was struck and tasked with overseeing this grants program.

The overall purpose of the program is to:

- Encourage agricultural innovation
- Increase agricultural productivity
- Build capacity in the agriculture sector
- Promote sustainable agricultural practices

2021 Grant Criteria

Criteria for the 2021 granting will be focused in the area of agricultural innovation, specifically as it relates to any or all of the following:

- Product development
- Value added agricultural innovations
- Solutions for product to market supply chains
- Entrepreneurial farm practices to enhance market growth
- Diversification of farming operations
- Regulatory compliances

Eligibility

- The applicant is not required to be a registered charity. Applicants can also be a non-profit organization or any other organization that does not have charitable status; or an individual or group whose project fits the grant criteria and is acceptable as an applicant to the committee.
- The project must benefit the community of Abbotsford.
- We invite applications for projects from all sectors of the agriculture industry.

Grant Guidelines

Grants of up to **\$50,000** will be awarded for up to **50%** of a project's cost as outlined in the submitted budget.



The project must:

- provide tangible benefits to the Agriculture sector in Abbotsford;
- be a new or represent a significant enhancement of an existing project;
- have clearly defined goals that can be measured with emphasis on what “new thing” will exist now that didn’t exist before the project was undertaken; and,
- be completed within **two years** from project start date.

Preference will be given to projects or programs which will:

- Provide positive economic, social and/or environmental outcomes as a result of the grant;
- Have the potential to be sustained over time;
- Involve the collaboration of two or more organizations in Abbotsford;
- Build capacity in the agriculture industry in Abbotsford;
- Demonstrate that consideration has been given to the project’s effect on the environment.

Grants are not available for:

- Paying down mortgages or reducing deficits;
- Retroactive funds for completed or partially completed projects;
- Office equipment and furniture

Letters of Intent

Applicants will be required to complete a simple **Letter of Intent** which will be used to determine the eligibility of both the applicant and the project before extensive time has been invested in completing the full application form.

Letter of Intent Guidelines

A Letter of Intent enables you to obtain an initial reaction to a proposed concept or project idea. This program will fund a maximum of 50% of a project up to \$50,000.00. For example, if the total cost of a project is \$125,000 the grant will provide a maximum of \$50,000. If the project’s total cost is \$80,000 the grant will provide a maximum of \$40,000.

What to Include:

Letters of Intent will be 1-2 pages in length and include:

Applicant Information:

- applicant’s name
- contact information (address, phone, fax, email)
- name of partners if any and partners contact information
- lead contact person for the proposal



Project Information:

- project title and brief description
- project objectives
- brief description of the project approach and activities to be undertaken
- importance of the project to Agriculture in Abbotsford and the expected benefits to industry

Funding Source:

- funding sources / project partners
- cost of total project
- amount from other sources
- amount requested from ACF

Deadlines

Letters of Intent will be accepted up until end of day **Friday April 2, 2021**. Letters of Intent will be reviewed by the Executive Director of the Abbotsford Community Foundation and feedback will be provided as to the suitability of the proposal along with a request for clarification or additional information, if required. If the Letter of Intent is accepted, the full application will be sent via email to the applicant for completion. The deadline for full applications is **Monday, April 19, 2021**.

Only those applicants whose Letters of Intent are accepted will be invited to complete the full application.

Application Requirements

Applicants submitting applications will be required to include:

1. A project budget that clearly identifies sources and/or potential sources of funding, for the other 50 per cent or more of the total project costs. Up to a maximum of 75 per cent of this can be in-kind support, and the remaining must be cash.
2. Two letters of support from other community leaders and/or organizations (Directors or employees may not provide references for their own organizations).
3. A list of the current Board of Directors of the organization, if applicable, and a list of management staff.
4. Most recent financial statements including income statement and balance sheet of the organization if available. Consideration will be given to management prepared financial statements which demonstrate proof of financial viability for the proposed project or verification from financial institution that project funds are available.



Requirements for Successful Applicants

If the grant application is successful one of the requirements upon acceptance is that your organization:

- Circulate a press release to media (photo preferred), sharing news of the grant award
- Submit an ACF evaluation form upon completion of the project

How to Apply

Submit your Letter of Intent by **April 2, 2021** to **Wendy Neufeld, Executive Director**, Abbotsford Community Foundation via email: wendyneufeld@abbotsfordcf.org. LOI can also be mailed or hand-delivered to arrive before **April 2, 2021** to the following address:

Abbotsford Community Foundation
201-2890 Garden Street
Abbotsford, BC V2T 4W7

For more information, call 604-850-3755 or visit www.abbotsfordcf.org