



The Canadian Wheat Board
La Commission canadienne du blé

Organic Sector Market Development Initiative (OSMDI)

Application Form

Date Received Stamp

A rectangular box with a dashed border, intended for a date received stamp.

PART I - APPLICANT INFORMATION

Applicant:

Project Leader:

E-mail:

Address:

City:

Postal Code:

Phone:

Fax:

Web Address:

List ALL project partners / contributors and level of support:

Partner Name	Contact Information: Address, phone, e-mail	\$ Cash Contribution	\$ In-Kind Contribution
1. Role:			
2. Role:			
3. Role:			
4. Role:			
5. Role:			

Please complete below: (Please mark with an "X")

Please indicate your organization's type:	<input type="checkbox"/> Canadian for-profit <input type="checkbox"/> Canadian Not-for-profit	<input type="checkbox"/> Government (<input type="checkbox"/> provincial <input type="checkbox"/> municipal) <input type="checkbox"/> Individual
Please indicate what best describes your organization's function	<input type="checkbox"/> Agricultural Producer <input type="checkbox"/> Industry Association/Group <input type="checkbox"/> Community Group <input type="checkbox"/> Cooperative <input type="checkbox"/> Educational Institution	<input type="checkbox"/> Processor <input type="checkbox"/> Distributor <input type="checkbox"/> Retailer <input type="checkbox"/> Service Provider (identify): _____ <input type="checkbox"/> Food Service Provider <input type="checkbox"/> Other (identify): _____
Is the applicant / organization eligible for GST reimbursement?	<input type="checkbox"/> Yes <input type="checkbox"/> Portion eligible _____ % <input type="checkbox"/> No	

**Please provide a brief profile of your organization
(e.g. history, board/membership, number of employees, mandate, etc.)**

PART II - PRIVACY AND CONFIDENTIALITY

The CWB OSMDI Awards committee will ensure all project applications receive a fair and thorough evaluation. The committee includes CWB staff, appointed farmer delegates, an independent scientist, as well as other experts that may be engaged for the purpose of reviewing applications.

Unless otherwise specifically agreed to between the applicant and CWB, all applications and supporting material and information contained therein will be used by CWB solely for the purpose of evaluating the application, and such information may be disclosed by CWB to third parties for the purposes of project evaluation. By submitting this application, the undersigned (applicant) consents to the collection, use and disclosure of the information herein provided.

CWB reserves the right to demand copies of applicants' financial statements to confirm the ability to fund the applicant's portion of the project.

In general, all project results may be made public when approved, updated and/or completed. Exceptions will be considered at the discretion of the CWB. If the applicant requests confidentiality, the duration and the rationale for the request is to be clearly specified in an attachment to this Application Form. Upon the request of the applicant, CWB may consider, without any obligation, allowing a confidentiality period of up to two years following the mutually agreed completion date of the project.

Certification

By submitting this Application to CWB, the applicant acknowledges and agrees that:

- (a) The CWB may reject any application at its sole discretion for any reason it considers appropriate and/or may attach terms and conditions to its approval. There is no appeal process.
- (b) In receiving this application, the CWB undertakes to consider the application for approval but assumes no other obligation or risk. The approval or denial of an application raises neither liability to the CWB nor any cause of action to any third party placing reliance on same.
- (c) As a condition of approval for funding in whole or in part, the applicant agrees to enter into a detailed project agreement with the CWB incorporating any terms and conditions imposed by the CWB as part of its approval to be signed prior to any advance of funds to the applicant by the CWB.
- (d) The CWB is not liable for the actions of the applicant nor is the CWB accountable for the project results or recommendations.

- (e) Acceptance of this application does not constitute project approval. Any work undertaken prior to receipt of the project agreement is at the applicant's own risk.
- (f) Project expenses incurred prior to the full execution of a project agreement between the applicant and the CWB are not eligible for program funding.
- (g) Funds awarded for the project shall only be for expenses specified in the project agreement, unless the applicant provides an additional written request and receives CWB approval.
- (h) All project costs are subject to audit by the CWB or its designate.
- (i) The CWB reserves the right to monitor project progression. The applicant agrees to provide appropriate information and reports as may be required, as outlined in the project agreement.
- (j) Specific final reports will be required within three months of the project completion date.
- (k) Public dissemination of any information regarding the project must fully and fairly acknowledge the financial support of the CWB.
- (l) The CWB reserves the right to recover any or all funding advances where proponents have not complied with the terms of the project agreement referred to in (c) above.

The applicant hereby certifies to CWB that the application and supporting documentation are true and complete in all respects. The applicant agrees to the terms and conditions as stated in this application.

Signature: _____

Name (print): _____

Organization: _____

Position: _____ Date: _____

PART III - PROJECT SUMMARY

Project title:

Project start date:

Project end date:

*** A maximum 3-year project duration is recommended**

Project summary (1-2 short paragraphs):

CWB funding requested:		\$
Applicant contribution	Cash:	\$
	In-Kind:	\$
Total partner contributors	Cash:	\$
	In-Kind:	\$
Total		\$

PART IV - PROJECT DESCRIPTION

1. Describe the project:

2. Qualifications of Project Staff: (Below or on a separate sheet, please outline the level of expertise, relevant experience, and the roles and responsibilities of staff for the proposed project.)

3. List the project objectives: (e.g., Disseminate new research information to prairie organic farmers.)

4. List the activities that will help achieve the project objectives: (e.g., Compile existing data into a summary report.)

5. **Benefit to organic industry:** (Describe the need to undertake the project and explain why it is a priority for the organic sector. What issue, need, challenge or gap in the organic sector does this project address? Will the project increase organic acreage or processing? Will it educate farmers? Have organic farmers identified a need for the project? Will the project increase demand for organic products? How?)

6. List the short-and long-term expected outcomes: (e.g. results/consequences/impacts)

a) Short-term outcomes

b) Long-term outcomes

7. Sector communication:

a) How will you communicate the results of the project to the organic sector?

b) How many farmers/consumers/others do you expect the project to reach?

8. Performance: How will the success of the project be measured? (e.g., # of producers adopting recommended practices.)

9. What efforts will be applied to acknowledge the CWB? (e.g., newsletters, annual reports, scientific journals, etc.)

10. Have you applied to other funding programs or organizations for this project not included in Part I? Please identify the program(s) and amount(s) requested.

11. Is this project an extension of existing research?

12. Intellectual property:

Will there be patenting or registration of any resulting technology?

Who will retain ownership of any resulting intellectual property rights?

PART V – PROJECTED ACTIVITY PERFORMANCE

Activity	Activity Description e.g. Industry workshop Mar. 08	Expected Outputs e.g. Design industry protocols	How will success be measured for each of the activities? e.g. # of producers attending the workshop	Completion Date e.g. August 2009
1.				
2.				
3.				
4.				
5.				

PART VI: BUDGET

A. Project Expenses

Project activity	Detail of expense*	Detail amount and activity total	Time frame
<i>E.g., Communications</i>	<i>Promotional brochure Public Meetings</i>	<i>\$1,000 \$1,500 Total: \$2,500</i>	<i>Apr/08 –May/08 May/08 –July/08</i>
Total expenses	NA		NA

B. Projected revenue

Funding body	In-kind support** amount	Cash support amount	Total Value	Time frame	Date funding confirmed
Applicant:					
Requested from CWB:					
Total project revenue:					

*Note: Applicant's undisclosed expenses will not be reimbursed by the CWB. The CWB will reimburse cash costs on a pro-rata basis reflective of actual expenditures.

**Note: Please attach a separate schedule illustrating calculation of in-kind contributions.

Successful applicants may be requested to complete a cash flow projection prior to the execution of a project agreement with the CWB.