BC Hydro Peace Agricultural Compensation Fund

Supporting the Peace region's opportunity for agricultural production and agrifoods economic activity

Events and Educational Initiatives Application Guide

Program Overview

The BC Hydro Peace Agricultural Compensation Fund was established to provide support to Peace region agricultural producers, industry associations and other eligible non-profits to support the region's opportunity for agricultural production and agrifoods economic activity. The fund is governed by a board of directors that broadly represent the agriculture industry in the Peace region, administered by Northern Development Initiative Trust and overseen by BC Hydro.

The fund is managed as a sustainable endowment, which means only a portion of the total endowment's funds will be made available for grant programs each year to ensure the fund is managed in perpetuity for the benefit of the Peace region.

Features and benefits of the fund:

- Supports a broad range of organizations whose work directly benefits agriculture in the Peace region

- Flexible project eligibility guidelines to reflect the complex and diverse needs of the agriculture sector in the Peace region

- Regional decision-making leverages local knowledge and the best information available to acknowledge the Peace region's agricultural strengths, needs, challenges and opportunities

- An efficient approval process for complete and well documented applications

Funding Terms

- Up to **$5,000** grant to a maximum of **80%** of the eligible project budget for **local events**
- Up to **$10,000** grant to a maximum of **80%** of the eligible project budget for **provincial events**
- Up to **$15,000** grant to a maximum of **80%** of the eligible project budget for **national events**

This program has an annual limit of $50,000 for all projects.

Please note that applicants cannot re-apply for funding until their previous project is complete, reporting submitted, and fully paid by Northern Development (unless the applicant is a key producer association, i.e. BC Cattlemen's Association, BC Grain Producers Association, etc.).

Application Intake Deadlines

Application intake deadlines and details are publicly posted on the BC Hydro Peace Agricultural Compensation Fund website.

Eligibility

Eligible Applicants

- Corporations, cooperatives, individuals and/or partnerships active in agriculture in the Peace region (including new agricultural industry entrants and young agricultural operators)
- Registered non-profit agricultural organizations in the Peace region
- Peace region industry associations, agencies, boards and councils
- Educational institutions undertaking research directly related to the Peace region

Eligible Projects

Eligible projects must have an educational component and must be held within the Peace region.

The types of project that may be eligible include, but are not limited to:

- National, provincial and local conventions, shows and exhibitions
- Local education, outreach, networking, and mentorship events

Eligible Costs

- Room/booth rental, audio/visual rental
- Design, printing, and advertising costs
- Speaker/facilitator fees and associated travel expenses

Other Eligible Costs (Monetized Donations)

- Monetized donations (donated materials, equipment, or services from third-parties) may be considered
  - *When noting monetized donations in the budget and under other funding sources in the application form, applicants must attach confirmation of the committed donation(s)*
    - *Monetized donations must be documented once projects commence and receipts must be obtained*

Ineligibility

Ineligible Applicants

- Local governments
- Provincial and Federal Government
- Political organizations
- Third party fundraisers
- Consultants

Ineligible Projects

- Annual general meetings

Ineligible Costs

- GST
- Costs incurred (work started and/or deposits paid) prior to approval
- Food/beverage
- Promotional items, giveaways, prizes and merchandise for resale
- Supplies (eg. pens, paper, etc.)
- Operational costs and staff wages
- Staff travel expenses

- In-kind (volunteer) labour and equipment

Application and Program Requirements

All applicants are required to submit the following documents:
- Complete Application Form
    - Using the PDF Application Form if applying via email
- Detailed project budget
    - Using the Project Budget Template *(required; in excel format)* if applying via email
- Detailed quotes
- *If applicable*: Verification of approval from other funding sources *(e.g. approval letter or contract)*
- *If applicable*: Society certificate of incorporation *(required for not-for-profit applicants)*
- *If applicable*: Letters of support

Review Process

Northern Development will review the application to ensure completeness, eligibility and fund availability. Northern Development may contact the applicant if any questions arise from the applications to provide clarity to the decision-making committee.

Applications that meet eligibility requirements will be provided to the BC Hydro Agricultural Compensation Fund board for final review and funding approval decision.

Successful applicants will receive an approval letter and instructions to contact Northern Development staff to enter into a contribution agreement. Unsuccessful applicants will also receive written notification and information on future intakes. Applications that have previously been reviewed by the Board, may not re-apply for the same project in future intakes.

Reporting

Once the agreement is signed, the applicant may request advance funding up to 75% of the amount approved for the project using the Advance Request Form. The remainder of the funding will be held until the project is completed and final reporting is submitted and approved by Northern Development.

If a successful applicant does not request an advance, project costs will be reimbursed up to the maximum amount approved once the project is completed and final reporting is submitted and approved by Northern Development.

The Reporting Form and Actual Project Expenses Template must be completed.

To Apply

Please review all program documents in detail as incomplete applications will not be reviewed by the board.

Completed application forms with all supplementary materials should be provided electronically through the Online Application System or manually by email to agfund@northerndevelopment.bc.ca.

Questions?

Northern Development Initiative Trust
301-1268 Fifth Avenue
Prince George, BC V2L 3L2

250-561-2525
info@northerndevelopment.bc.ca
www.northerndevelopment.bc.ca

Application Requirements – Step by Step

Select the program you want to apply to from the Active Programs menu.

Please note that applications should contain all relevant information requested as part of the application form. Fields with a red asterisk * are mandatory and will need to be completed before you can proceed further through the application form.

Applicant and Project Information

- Information about you and the organization you are applying for will populate automatically, you will input the name of the project, the project's proposed start and end date, a concise description of the project and its rationale.
- You also have the option to include additional milestones/dates related to your project.

Project Funding Information

- Enter the detailed project budget, all relevant expense items, into the budget section. You will have the ability to upload any quotes in this section that support the budget.
- Enter the grant amount you are requesting from Northern Development. Please refer to the program guide for funding terms.
- Enter all other funding sources. For funding sources that are confirmed, you will need to provide the date the funding was confirmed and upload a confirmation document. For funding sources that are NOT confirmed, you will provide the expected date of the funding decision. This information is required to proceed further with the application.
- *Please note that the application will not proceed further if the project budget and funding are not balanced.*

Attachment

- Through the application form, you will be prompted to upload documents, required or optional, that support information supplied as part of the application. The attachment section is where you can upload any additional documents that you want to submit that supports the project scope, rationale or other details.

Project Overview

- Indicate if you have previously received funding from Northern Development.
- Indicate the event type (drop down list provided).
- Select the community/communities or electoral area(s) that will primarily benefit from the project (multiple locations can be selected).
- Indicate which priority category(s) your project is addressing (pick list provided)
- Provide information about how the project will support the Peace Region's opportunity for agricultural production and agrifoods economic activity.
- Provide information about how the project will support improved productivity in the Peace Region's agricultural sector, if applicable.
- Provide information about how the project will improve land productivity or land base management in the Peace Region, if applicable.
- Provide information about how the project will improve market access for Peace Region agricultural products or support new product development or improved business practices, if applicable.
- Provide information about how the project will support improved productivity or opportunity for agriculture in the Peace Region.
- Provide details about your current operations and plan/vision for the future (including how this project will benefit operations moving forward).
- Provide information about any other economic benefits that could result from the project.

Attachments

- Upload any supporting documents not already included in the application such as letters of support, before photos or incorporation documents.