

### Introduction

This guide provides information on the application process, technical review and project management related to the Agriculture Environment & Wildlife Fund (AEWF).

### Program Information

Program information is available through the internet on the Agricultural Research and Development Corporation (ARDCORP) web site at [www.ardcorp.ca](http://www.ardcorp.ca). Other industry organizations and government agencies are encouraged to link to this site to increase program exposure.

### Application Process

An application template is available on the ARDCORP web site, or can be obtained by contacting the Agriculture Environment Initiatives (AEI) Coordinator or a BC Ministry of Agriculture and Lands (MAL) office. Applications will require information from the applicant under the following headings:

- Project Title (the name of the project)
- Objectives (statements indicating what the project will achieve)
- Description of the Project (overview of the major activities of the project)
- Expected Results (specifications on the things that will be produced by the project and description of method to be used to determine degree to which desired results have been achieved)
- Involvement of Co-applicants (details on project partners and the amount of funding and other resources they will be contributing)
- Project Budget (a breakdown of the project into activities and the amount and source of funds proposed for each activity)
- Project Administration (a description of how project will be delivered and by whom)

The AEI Coordinator is available to guide proponents in ensuring that applications are completed to a level that will provide sufficient information to the Management Committee (MC) for them to be able to evaluate the application.

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### Partnership Formation

The Agriculture Environment and Wildlife is being delivered under the direction of the Agriculture Environment Initiatives (AEI) Management Committee comprised of agriculture industry and government representatives. That committee encourages all applicants to secure funding partners to increase the amount of funding devoted towards achieving the objectives of the funds. For some types of projects, the MC requires funding partners that, in total, provide at least an equivalent level of funding. The AEI Coordinator, with support from MAL, is available to assist proponents to locate potential partners, form the partnership, develop any necessary agreements and prepare the applications to the AEI MC and other potential partners.

### Technical Review

Applications undergo technical review before being forwarded to MC. The standing technical review committee is chaired by the AEI Coordinator and includes representation from other agencies on an as needed basis. Requests for reviews are based on the types of applications being reviewed and the expertise needed to conduct the technical reviews. The process will result in a critical analysis of a project proposal that identifies its strengths and weaknesses for consideration by the Management Committee.

Criteria used by both the Management Committee and the technical review committees include:

- scope of proposal is within the objectives of the AEFW Strategic Plan
- degree of contribution to the economic health of the agriculture industry
- significance of the environmental issue being addressed by the application
- appropriateness of the proposed approach for dealing with the environmental issue
- budget within capacity of available funds allocated for the respective sub-program
- amount of resources from benefiting individuals and other agencies and organizations
- capability of the applicant to effectively deliver the project in an accountable manner

### Project Approval

Based on the initial application and technical review, the MC may approve projects in principle. Final approval is based on receipt of an acceptable work plan and

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confirmation of participation of funding partners, where relevant, and the signing of a “Conditional Grant Agreement”.

### Program Delivery

The Management Committee sees effective monitoring of approved projects as one of the keys to ensuring program success. While each project proponent is responsible for establishing and maintaining an effective management structure to ensure successful and accountable delivery of their project, the MC will establish a contact for the proponent to facilitate communications on progress with the project.

That contact will often be the AEI Coordinator, but may be a MAL staff member. The key responsibilities will be representing the interests of the AEWf and assisting proponents to prepare work plans, ensuring work plans are adhered to (e.g. budgets, schedules and deliverables), evaluating proposed changes to the work plans and making recommendations to the MC.

A key component of each proposal is the work plan, which contains details on each major project activity and the associated budget.

Project Steering Committees may be formed to manage larger projects totally funded by the AEWf and for all multi-party funded projects. Committee membership might include representatives from each of the funding agencies, appropriate technical advisors and any number of representatives of the applicant.

#### For further information contact:

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Program information is also available through the offices of the BC Ministry of Agriculture and Lands and Agriculture and Agri-Food Canada.

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