



AGRICULTURE COUNCIL  
OF SASKATCHEWAN INC.

**ADVANCING CANADIAN AGRICULTURE AND  
AGRI-FOOD SASKATCHEWAN (ACAAFS)**

**Speaker Sponsorship Program**

**Application and Guide (06/08)**

**FOR OFFICE USE ONLY**

|                      |                     |                      |                    |
|----------------------|---------------------|----------------------|--------------------|
| <b>ACAAFS File #</b> | <b>Client #</b>     | <b>Application #</b> | <b>AAFC File #</b> |
| <b>Date Received</b> | <b>Meeting Date</b> |                      |                    |

**SECTION I - APPLICANT INFORMATION** (complete all fields)

Event Name (Project Title), Location and Date

Business, Organization or Applicant Name

Business #

Street or Postal Box Address

Telephone #

Facsimile #

Town, Village or City

Province

Postal Code

E-mail Address

Website Address

Contact Person and Title (if different from Applicant Name)

Telephone #

Facsimile #

E-mail Address

**PROJECT CONTRIBUTION SUMMARY** (Transfer information from **SECTION 8 - BUDGET** on Page 9)

| FUNDING SOURCE   |                                      | AMOUNT |
|--|--------------------------------------|--------|
| Applicant's Funding for Project                                    |                                      | \$     |
| Funding from Other Sources (please list)                           | Requested or Approved<br>( R ) ( A ) |        |
|  |                                      |        |
|  |                                      |        |
|  |                                      |        |
| <b>Funding Requested from ACAAFS</b>                               |                                      |        |
| <b>Note: Minimum requested amount must be no less than \$2,500</b> |                                      |        |
| <b>TOTAL PROJECT FUNDING</b>                                       |                                      |        |
|  |                                      |        |

## SECTION 2 – PRIVACY AND CONFIDENTIALITY

ACS requires information from and about the Applicant in order to process this application. Unless otherwise agreed by ACS and the Applicant in writing, the Applicant irrevocably consents to the collection, use and disclosure of information about the Applicant or the Project (the "Information"), including any information disclosed in this application. ACS may acquire Information from, or disclose Information to, any third parties that ACS may determine are necessary in order to assess and verify this application and the Applicant's eligibility for funding and credit-worthiness. The Applicant irrevocably consents to the disclosure of Information by any party contacted by ACS.

Unless specifically noted otherwise, the collection, use and disclosure of the Information shall be governed by the ACS Privacy Policy (the "Privacy Policy"), a copy of which is available at [www.agcouncil.ca](http://www.agcouncil.ca) or from the Privacy Officer at the address shown below.

Any questions or concerns regarding the collection, use and disclosure of the Information, can be directed to

Agriculture Council of Saskatchewan Inc.  
Box 21038, Saskatoon, SK S7H 5N9  
Attention: Privacy Officer  
1-800-641-8256  
[info@agcouncil.ca](mailto:info@agcouncil.ca)

### Acknowledgment

By submitting this application, the Applicant acknowledges and agrees that:

- a) ACS may return or keep the documentation of any Applicant;
- b) successful Applicants consent to having their names, funding amounts and short summaries of their Projects and results made available to the public;
- c) the Applicant is free to refuse to provide Information to ACS. The failure or refusal to provide Information, however, may affect the services or results that ACS can provide to the Applicant.
- d) ACS is subject to provincial and federal legislation which governs the management of information. Such legislation may take priority over the Privacy Policy and may affect the collection, use and disclosure of Information.
- e) Information may be subject to freedom of access to information requests which may take priority over the Privacy Policy.

### APPLICANT'S SIGNATURE

I CERTIFY that all the information provided in this and any attached documents is true and correct. I UNDERSTAND that information from other government agencies may be provided to the Agriculture Council of Saskatchewan Inc. in the analysis of my project for Advancing Canadian Agriculture and Agri-Food Saskatchewan (ACAAFS) Program funding purposes. I ACKNOWLEDGE that meeting the program eligibility criteria does not confer a right to financial assistance.

|              |              |      |
|--------------|--------------|------|
| Signature    | Name (Print) |      |
| Organization | Title        | Date |

## SECTION 3 - BUSINESS/ORGANIZATION/APPLICANT BACKGROUND

### ORGANIZATION/PROJECT HISTORY

- 1) What is the legal status of your organization?  
 Canadian For-Profit  Canadian Not-for-Profit  Government (Provincial/Municipal)  Individual
- 2) Please select the Organization Type that most closely represents your organization? Choose only one of the following:  
 Community Group  Cooperative  Sole Proprietor  Partnership  Educational Institution  
 Marketing Board  Industry Association/Group  Corporation  Other (please identify):

3) Value Chain:

- Distributor     Processor     Producer     Retail     Restaurant & Food
- Service Provider (includes transportation & consulting)
- Other (please identify) : \_\_\_\_\_

4) Primary Commodity (please identify) : \_\_\_\_\_

5) If your organization is incorporated, please provide the entity number:

|                |
|----------------|
| Entity Number: |
|----------------|

6) Does your organization have a corporate seal?

- Yes                       No

7) Does your organization receive a federal GST rebate?

- Yes                       No

What percentage of GST does your organization receive as a federal rebate? \_\_\_\_\_%

8) Is this project directly related to any other ACAAFS project that has been approved?

- Yes                       No

If yes, please list the ACAAFS Project File Number(s)

|                  |
|------------------|
| ACAAFS File #(s) |
|------------------|

9) What is the nature of the relationship with the ACAAFS project listed above?

|  |
|--|
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Provide a brief history and background of your business including past projects, activities and/or events, number of years in operation and number of employees.

|  |
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Please list any other partners involved in the delivery of your project and elaborate upon the nature of each partner's involvement and contribution.

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## **SECTION 4 - PROJECT DESCRIPTION and EVENT INFORMATION**

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Type of Event: Conference [  ] Workshop [  ] Meeting [  ] Other(please specify):

Does this event occur: annually [  ] bi-annually [  ] once [  ] Other(please specify):

Will proceedings be published? Yes [  ] No [  ] If Yes, how will these be available, and to whom?

What is the estimated attendance at this event?

Provide a summary of your event, including goals and the overall objectives, as these relate to ACAAFS

Provide a one or two paragraph description of your event similar to what you may use to publicize your event.

What emerging issues or opportunities are being addressed by your event?

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**SECTION 5 – Your event must be considered either an “Industry-Led Solution to an Emerging Issue or Issues”, or an event which will “Share Information to Advance the Sector”**

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**If your event is considered to be an “Industry-Led Solution to an Emerging Issue or Issues”, please answer the following:**

Describe the Current or Emerging Issue that your event will address

If this event advances progress towards the goals and objectives of a single or multiple elements of the APF, please identify which element(s) your event addresses. Choose one or more of the following:

Environment       Food Safety and Quality       Renewal       Science and Innovation

How does your project cross-cut or complement the APF element(s) selected?

**OR**

**If your event’s objective is to “Share Information to Advance the Sector”, please answer the following:**

What policy issue does this project address?

Identify other sectors to be engaged in this project (e.g. environment, transportation, health) and explain how they will be engaged?

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## SECTION 6 – REACH AND PROJECT IMPACTS

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Explain how your project will assist to position Saskatchewan and Canada's agriculture and food industry at the leading edge to seize new opportunities.

Explain why you need ACAAFS support in terms of the impact this funding will have on the timing and scope of your event. Will your speaker selection proceed without ACAAFS funding?

What is the anticipated benefit from this event for the province's agriculture and/or agri-food industry? Who is your audience, and how many of them will be reached by this benefit? (e.g., 150 flax producers, 65 cow-calf producers)

How will this event be marketed and publicized?

List the short and long-term results (outcomes) expected from this project

**Short Term Results:**

**Long Term Results:**

**CONFERENCE EVALUATION**

The following information is required by ACAAFS for program evaluation and final reporting. Gathering this information from event participants is the responsibility of the applicant.

- 1) What was your main objective in attending this event?
- 2) How did the presentations and/or event assist you in meeting your objectives?
- 3) How will attendance at this event influence your future business decisions?

**DISSEMINATION OF RESULTS**

How are the results of this policy dialogue being disseminated?

What further action/response (if any) will be taken based on the results?

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**SECTION 7 - COLLECTIVE OUTCOMES AND MULTI-COUNCIL FUNDING**

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Does your project include collaboration with stakeholders in other Provinces/Territories? (If yes, this may be considered as a Collective Outcomes project, and the funding requested may be shared among the concerned Provinces/Territories).

- Yes       No (**If no, please proceed to SECTION 8 - BUDGET – Page 9**)

Does your project address a specific priority identified by the ACAAF Forum?

- Yes       No

Please identify the stakeholders in other Provinces/Territories with whom you will collaborate. Please identify how the different collaborators will be expected to participate in this event.

If this project is to be considered under the Collective Outcomes option, what amount or percentage of the funding requested from ACAAFS should be allocated as a request from the other provincial councils? On what basis was this formula determined?

How do you plan to disseminate the project results to a broadly based targeted audience?

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## SECTION 8 – SPEAKER INFORMATION AND RELATED SPEAKER COSTS

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**For each requested speaker**, please provide the following in an attachment to this application:

- 1) Name of Speaker
- 2) Current Occupation
- 3) Name and location of employer
- 4) Relevant experience (short biography of about 250 words)
- 5) Brief description of speaker presentation at your event (about 150 words).

**Please include:**

- presentation title
- presentation content
- presentation objective
- projected presentation benefit to audience

| Speaker Name  | TOTAL SPEAKER COST | Speaker Fee | Transportation | Accommodation | Meal Per Diem (include days & meals entitled) | Parking | Private Vehicle Mileage | Other eligible costs (please specify) |
|---|--------------------|-------------|----------------|---------------|---|---------|-------------------------|---------------------------------------|
| <i>Please indicate how you arrived at each estimated cost.</i>  |                    |             |                |               |   |         |                         |                                       |
| <b>Please provide a separate budget line with regard to each speaker for which you are requesting assistance.</b> |                    |             |                |               |   |         |                         |                                       |
|   |                    |             |                |               |   |         |                         |                                       |
|   |                    |             |                |               |   |         |                         |                                       |
|   |                    |             |                |               |   |         |                         |                                       |
|   |                    |             |                |               |   |         |                         |                                       |
|   |                    |             |                |               |   |         |                         |                                       |
|   |                    |             |                |               |   |         |                         |                                       |
| <b>TOTALS</b>   |                    |             |                |               |   |         |                         |                                       |

| Speaker Name  | Total Activity Costs | ACAAFS Funding Requested | Applicant Cash Contribution* | Applicant In-Kind Contribution* | Provincial Government Cash Contribution | Provincial Government In-Kind Contribution | Other Federal Government Cash Contribution | Other Federal Government In-Kind Contribution |
|---------------|----------------------|--------------------------|------------------------------|---------------------------------|---|--|--|---|
|               |                      |                          |                              |                                 |   |  |  |   |
|               |                      |                          |                              |                                 |   |  |  |   |
|               |                      |                          |                              |                                 |   |  |  |   |
|               |                      |                          |                              |                                 |   |  |  |   |
|               |                      |                          |                              |                                 |   |  |  |   |
|               |                      |                          |                              |                                 |   |  |  |   |
| <b>TOTALS</b> |                      |                          |                              |                                 |   |  |  |   |

\*may include contribution from industry partners

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## CHECKLIST FOR SUBMISSION:

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### Are you certain

- That your application form is signed and complete
- Kindly submit applications single-sided 8½ x 11

Applications may be mailed, faxed or e-mailed (if e-mailed please forward the signed page (2) by fax as electronic signatures cannot be accepted)

**Applications must be received by 5:00pm on the deadline date**

### Have you attached

- A separate detailed budget for the entire event, showing projected revenues, expenses and assumptions
- Most current draft or final event agenda
- List of sponsors and funding agencies approached
- Letters of industry support

**Please note:** By written request, additional information may be returned to the Applicant once the ACS has deliberated upon the application.

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## CONTACT INFORMATION

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*Mail completed applications to:*

**Agriculture Council of Saskatchewan Inc.  
207-116 Research Drive  
Saskatoon SK S7N 3R3**

**Telephone: (306) 975-6847**

**Fax: (306) 975-6850**

**Toll Free: 1-800-641-8256**

**Email: [info@agcouncil.ca](mailto:info@agcouncil.ca)**

**Website: [www.agcouncil.ca](http://www.agcouncil.ca)**

*For assistance in completing this application please review the Applicant's Guide on the website or contact ACS.*

**Funding for the ACAAFS Program is provided by Agriculture and Agri-Food Canada (AAFC).**

**Objective:**

- ◇ This program is designed to assist Saskatchewan's agriculture and agri-food sector to attract speakers who will address new and emerging issues at industry conferences, annual meetings, and workshops/seminars. Applications must show a direct and significant benefit to Saskatchewan's agriculture and agri-food sector.

**Eligible Recipients:**

- ◇ Industry associations, not-for-profit organizations, educational institutions, aboriginal groups, community groups, co-operatives, for-profit organizations, individuals.

**Program Criteria:**

- ◇ Planned events must project a minimum attendance of **50** individuals. Support for events with lower attendance levels may be considered if significant benefit to the agriculture and agri-food sector can be demonstrated at the time of application.
- ◇ ACAAFS may fund events which take place outside of the province if a direct and significant benefit to Saskatchewan's agriculture and agri-food sector can be demonstrated at the time of application. In the case of an event being held outside of Saskatchewan, ACAAFS may contact that province's ACAAF funding council, to ascertain their interest in contributing toward the funding of the event in question. As a result, funding requested from ACAAFS may be shared among one or more funding councils.

**Conference Evaluation:**

- ◇ The following information is required by ACAAFS for program evaluation and final reporting. Gathering this information from workshop/conference participants is the responsibility of the applicant.
  - ◇ What was your main objective in attending this event?
  - ◇ How did the presentations and/or event assist you in meeting your objectives?
  - ◇ How will attendance at this event influence your future business decisions?

**Funding:**

- a. ACAAFS funding will not normally exceed 50% of eligible costs to a maximum of \$10,000.00 per event, **and is dependent upon program funding availability.** Minimum funding request must be no less than \$2,500.

**Eligible Costs:**

- ◇ Eligible costs will include speaker fees, transportation (airfare, public transportation fare, vehicle rental, or other ground transportation, including private vehicle mileage reimbursement at the approved rate in effect at the time of travel), parking, hotel accommodation, meal per diem (based upon the approved rate in effect at the time of the event). **Other costs are not considered eligible.**

- ◇ **ACAAFS will not consider eligible** for reimbursement, the costs of provincial or federal government employee speakers.

**Application Deadline:**

- ◇ Applications must be received by 5:00pm on the deadline date.
- ◇ Application deadline dates are posted at <http://www.agcouncil.ca/acaafsdeadlines.htm>

**Application Process:**

- ◇ Applications are reviewed and additional information, if required, is requested from the applicant.
- ◇ A funding decision is usually made within 30 days of the receipt of all required information.
- ◇ Applicants are notified of the funding decision by facsimile and regular mail.

*Updated November 07*