

4.2 FUTURE FARMER PROGRAM

Appendix C – On-Farm Project Application

Personal information is collected under Section 31(c) of the *Freedom of Information and Protection of Privacy Act* R.S.P.E.I. 1988, Cap. F-15.01 as it relates directly to and is necessary for the Future Farmer Program being delivered as part of the Canada - Prince Edward Island Sustainable Canadian Agricultural Partnership Framework and Bilateral Agreements. It will be used for determining eligibility for program assistance and will be shared with the Canada Revenue Agency regarding the taxable benefit and Agriculture and Agri-Food Canada regarding program management claims, audits, and evaluations of this program. Recipients of funding under the Future Farmer Program consent to the public release by Canada of their name, the amount of funding received, and the general nature of the project.

Project Title
Applicant Name (including middle name)
Organization/Business/Farm Name (if applicable)

Project Proposal (1-2 pages)

Please use the topics listed below as the subject headings of your proposal

Cover Page	Include the project title, expected start and end date of the project, and your contact information.
Executive Summary	Provide a summary of the operation and/or organization and conditions leading to this project. Outline what work is to be carried out, by whom, equipment involved, etc. Provide details on how completing the project will allow the farm to meet the commercial sales of \$20,000 annually or will improve the cost of production.
Project Objectives	Briefly describe the issue your project is designed to address and the project's final objectives.
Timeline	Identify the project's major timelines and activities (including submission of final report), include a description of activities and the activity's start and end date.
Results	State the expected commercial and/or economic benefits to the agriculture industry in PEI. Also, please note if there are positive environmental impacts expected because of this project.
Sustainable CAP Outcome	The Future Farmer Program on-farm projects must contribute to one of the Sustainable CAP outcomes: (1) Improve Sector environmental performance, adaptation to climate change and reduction of GHG emissions; (2) Increase Sector capacity and growth across the entire agri-food value chain; (3) Enhance Sector resiliency, diversity, equity and inclusion, and public trust. Please describe how your project will positively contribute to one or more Sustainable CAP outcomes.
Budget	Identify total project costs and funding requested from the program.
Evaluation	How will you measure whether the project investments and activities achieved the objective (indicated in the project objective section of the proposal) of this project? How will you measure progress made toward achieving the project objective? How will you communicate the evaluation results?
Communication of Support (if applicable)	Please describe how you intend to recognize the support of the Department in communication material related to the project.

Applicant's Certification

I certify that the above noted amounts, supported by the attached documents, are for enrolment in the approved Business Risk Management program(s) in accordance with the terms and conditions of the Future Farmer Program.

Signature

Date

Completed applications may be submitted to the attention of the Program Officer via regular mail or email

Email Applications:

Once you have completed the application, you may email a signed copy in PDF to futurefarmer@gov.pe.ca
Please include the program name in the subject line.

Regular Mail Applications:

Applications may be submitted via regular mail at:
PEI Department of Agriculture
11 Kent Street
PO Box 2000
Charlottetown PE C1A 7N8
(902) 368-4880 (telephone)

FOR OFFICE USE ONLY	
Invoice Number:	Amount Payable
Account Number	Date:
Authorization	
NOTE: Supporting documentation can be found in the office of the Future Farmer Program Manager	



CLAIMS PROCESS

Recipients shall maintain an accurate record of expenditures incurred and shall submit, upon completion of the project, the following:

- a claim form summarizing expenditures;
- copies of all paid invoices with verification of payment;
- a report on the project and its results in terms of project objectives; and
- copies of material produced (or when applicable, photos of material funded).



TERMS AND CONDITIONS

- Approved projects must be completed within the timeframe outlined in the funding agreement;
- Recipients must meet the eligibility criteria and submit a complete application to the Department of Agriculture;
- If the project is not approved, all incurred costs are the responsibility of the recipient;
- Assistance will be available until funds are totally allocated within that year; and
- Projects may be funded below the maximum contribution rate upon assessment and availability of funding.