

Agricultural Sustainability Initiative Guide for Application and Final Report

To ensure that your **Agricultural Sustainability Initiative (ASI) Form for Application or Final Report** is complete and contains the information required for thorough review of your project, please refer to instructions below.

Application Form

The application form is composed of three sections.

Part A: General Information- Applicant Information

- For ASI, only organization name and contact information (i.e. mailing address, phone number) for organization is required.
- Premise Identification (Part C) is NOT required for application to ASI.

Part B: Project Information

Project title

- Must be specific and include only one project per application.

Priority Area

- All 2009-2010 projects must address one of the following priority areas:
 - Sustainable Forage/Livestock Management;
 - Sustainable Crop Management and;
 - Integrated Pest Management.
- Under these priorities, emphasis will be placed on projects directly related to the following emerging agri-environmental issues:
 - water quality issues relating to agricultural production, nutrients and pesticides;
 - ecological goods and services and biodiversity issues;
 - increasing efficiency of cropping systems and;
 - crop diversification.

Project Description

- Project objectives / background – State the objective of the project and provide pertinent background information.
- Project description / activities – Clearly state how activities will meet objectives. Provide details on how the project will be carried out, what data will be collected and what measurements will be taken. Be specific (i.e. at what depth for soil sampling, treatment list, etc.). Also include site specific information if applicable (i.e. soil and landscape characteristics, management practices, site history, etc.).
- Applicants must also indicate how the project may reduce any potential impact to the environment while supporting agricultural sustainability.
- Deliverables – Provide a list of deliverables that will be produced (i.e. fact sheets, report, etc.).

- Communications strategy – How will project information or results be communicated to producers and public (i.e. through meetings, fact sheet, news releases, etc.)?
- Provide names of technical advisors who have provided input for the proposal. They may be contacted by the program coordinator to discuss the project.

Part C: Budget

- Include detailed budget information on the amount of funding requested (i.e. labour, fees/analysis, supplies/materials, advertising/promotion and administration).
- Administration costs cannot exceed 10% of requested ASI funding.
- Maximum support for per diem presenter costs will be \$1,500 per meeting for fees, accommodation and travel. Speaker name and topic must be approved prior to receiving funds.

Final Report Form

Upon completion of the project, organizations are required to submit a final report to the Program Coordinator. This report is composed of two sections.

Part A: Financial

- Financial Summary - Indicate the cost and final expenses incurred during the course of the project. Attach to the final report a copy of Detailed Statement of Income/Expense OR copy of invoices, receipts, bank statements and other financial documents needed to support the Financial Summary
- Partners and their Contributions - Enter name and in-kind description of partners and value of the in-kind contribution.
- Signature of Applicant - Final report must be signed and dated before mailing it to the ASI Program Coordinator.

Part B: Results Summary

- Objective / Background – same as for application form.
- Design, Materials and Operation: Describe the layout, treatments, equipment and activities related to establishing and operating the project. Give details on any innovations in equipment, cropping scheme, pest management strategy or technology that was tested or demonstrated. For field days give details on the particular practice or technology that was being shown.
- Results / Observations – Where applicable report any numerical results such as grain or forage yields and quality, species composition, nutrient tests or other data collected. Any photos, charts and tables should be **labeled and interpreted** to describe the results. Please state units and be consistent throughout report. Report any other observations relating to project.

- Describe how the project achieved its goal to support ASI priorities related to Agricultural sustainability - Indicate how the project was able to demonstrate less harmful effects of agricultural practices which may potentially have a negative impact on the environment.
- Communication - Document communications strategy involved with this project. Be sure to include what audiences were targeted (i.e. farmers, industry, general public, staff, etc.) and number of people attending meetings.
- Conclusion / Recommendations – Provide your group’s overall conclusions and recommendations regarding the results of the project.
- Other: Attach copies of newsletters, articles, reports, agendas, etc. relevant to the project.
- **NOTE:** Information on completed projects may be posted on Manitoba Agriculture, Food and Rural Initiatives' home page and used in local, regional and provincial publications.

Contact Information

Kim Wolfe

Agricultural Sustainability Initiative Program Coordinator

Agri-Environment Knowledge Centre

Manitoba Agriculture, Food and Rural Initiatives

Box 1240, 810 Philips St., Portage la Prairie MB R1N 3J9

Phone: 204-871-4373

Fax: 204-239-3180

Email: kim.wolfe@gov.mb.ca