

WESTGEN ENDOWMENT FUND

Application Information Package

MISSION STATEMENT

To facilitate the improvement of western Canada's cattle industry, through the support of extension efforts, targeted research and development, and other special projects.

2| PRIORITIES

Applications that fall within one or more of the following priorities will be given preference:

- Extension activities that serve to enhance producer knowledge & awareness
- Research & development targeted towards cattle, with strong potential for field application
- Youth development that encourages an interest in cattle-related agricultural topics
- Projects & initiatives that address current issues & areas of interest in the western Canadian cattle industry

3| APPLICANTS

WHO CAN APPLY

- Individuals and partnerships
- Commercial and non-profit organizations
- Industry associations
- Universities, governments, research and/or development agencies

PROJECT ELIGIBILITY

- Preference will be given to projects that fall within one or more of the priorities laid out in section 2.
- Projects should not exceed three years in duration
- Projects must be based in western Canada
- Projects requiring annual (core) funding for an undetermined period of time will not be eligible for support
- The Endowment Fund reserves the right to limit or deny funding

4| FUNDING

APPROVED USES FOR FUNDING

- Contracted goods and services
- Materials and supplies
- Incremental labour and related costs such as travel
- Rent or lease of capital and equipment
- Administrative costs not to exceed 10% of overall project cost

PROHIBITED USES FOR FUNDING

- Normal costs of establishing and operating a commercial operation
- Capital costs, building, and equipment that provide a lasting benefit to an individual or group
- Costs incurred before the project was approved

FUNDING ARRANGEMENTS

- For small projects requesting less than \$5000, the WestGen Endowment Fund may advance up to 85% of the funds on approval, with the balance to be paid when a Final Report (Section 6.2) has been received
- For larger projects, or projects extending for longer than one year, the WestGen Endowment Fund may advance up to 10-25% of the funds on approval, with further payments made upon established dates or intervals. A minimum holdback of 15% will be in place pending receipt of a Final Report
- Some seed money may be provided upon project approval, with further payments made on receipt of invoices for which the seed money was used. The final payment would be made on receipt of a complete and verifiable financial statement, together with the Final Report.

5| ACKNOWLEDGEMENT

- “Acknowledgements” may include, but are not limited to, placement of the WestGen logo on documents, posters, or banners, and/or verbal recognition of the WestGen Endowment Fund’s contributions in speeches and presentations
- Applicants must include detail of how they intend to acknowledge the WestGen Endowment Fund as a part of their Application for Funding
- Successful applicants must document the acknowledgements they make in their Project Updates (Section 6.1) and Final Reports

6| COMMUNICATION

PROJECT UPDATES

- Successful applicants must regularly communicate the progress of their project to the WestGen Endowment Fund Committee, in reports of no more than two pages in length
- Applicants must include a proposed timeline of when they intend to submit Project Updates as part of their Application for Funding
- The WestGen Endowment Fund Committee reserves the right to request additional Project Updates at their discretion

FINAL REPORT

- Upon completion of their project, successful applicants must submit a Final Report, not exceeding two pages in length, to the WestGen Endowment Fund Committee
- The Final Report should highlight the following key areas and summarize results:
 - What did we do?
 - Why is this important?
 - What did we find?
 - What does it mean?
 - Take away message/summary points

ADDITIONAL CONSIDERATIONS:

- Include tables, figures, or illustrations where applicable to demonstrate a finding
- Include how you have communicated the results back to the livestock industry
- Provide copies of all published reports arising from the project
- The WestGen Endowment Fund Committee reserves the right to withhold a portion of an applicant’s funding until the Final Report has been received

7| APPLICATIONS

SUBMITTING APPLICATIONS

- Applications may be submitted at any time via any of the following methods:
 - Email: endowmentfund@westgen.com
 - Fax: 604-534-3036
 - Post: WestGen Endowment Fund c/o WestGen
1625 Angus Campbell Road
Abbotsford, BC V3G 2G4
- Applications will be reviewed semi-annually, following the deadline dates of March 31st and September 30th
- Time-sensitive projects seeking less than \$5000 can request early approval via conference call with the WestGen Endowment Fund Committee

APPLICATION REVIEW PROCESS

- Received applications will be recorded, assigned an identification number, and reviewed for completeness. Additional information will be requested for incomplete applications
- Completed applications will be assessed by the WestGen Endowment Fund Committee based on the following criteria:
 - Consistency with the Endowment Fund mission statement (Section 1) and priorities (Section 2)
 - Benefits to the western Canadian cattle industry
 - Not a duplication of projects, funding or work done elsewhere
 - The experience, financial ability and capability of the applicant to undertake the project
 - Compliance with appropriate animal welfare and food safety policies
 - Projects with matching funding coming from other sources are strongly encouraged
 - Funding agreements are signed with the successful applicants

8| ADDITIONAL INFORMATION

- For additional information, contact the WEF Administrator at endowmentfund@westgen.com