



## Growing Forward 2

A federal-provincial-territorial initiative

### **BC FARM BUSINESS SPEAKER FUNDING APPLICATION**

Funding for farm business management speakers at key industry events is available to B.C. agricultural producer and processor organizations through the Agri-Food Business Development Program. This program is funded under *Growing Forward 2*, a federal-provincial-territorial initiative, and is administered by the BC Ministry of Agriculture. The funding targets smaller agriculture organizations that wish to educate their membership in farm business management through events such as workshops, seminars or presentations.

The program funds speakers focusing on one or more of the following business management areas:

- Business strategy
- Business structures
- Human resources
- Succession planning
- Marketing strategy
- Financial management
- Production economics
- Risk management
- Value added ventures

Program funding may support up to 100% of eligible costs associated with farm business management speaker expenses to a maximum of \$5,000. The reimbursement for eligible expenses requires completing a reimbursement package that includes an Event Reimbursement Form, program evaluation and proof of expenditure documentation. Program funding must be acknowledged at the event using the appropriate *Growing Forward 2* standards as provided to successful applicants. For confirmation and evaluation purposes, Ministry of Agriculture staff must be allowed access to the event.

The BC Farm Business Speaker program funding is limited. Applications are accepted on a first-come, first-served basis and may be altered or discontinued without notice. Though the Ministry is focusing on smaller organizations, all B.C. agrifoods sector producers and processors are eligible to apply.

**Forward the completed, signed application and supporting documentation to:**

**B.C. Agri-Food Business Development Unit**

**B.C. Ministry of Agriculture**

2501 - 14<sup>th</sup> Avenue

Vernon B.C. V1T 8Z1

Ph: 250 260-4610 or Toll Free 1-877-702-5585

Fax: 250 260-4602 or email [BCFBAS@gov.bc.ca](mailto:BCFBAS@gov.bc.ca)

For further information please contact: Phone: 1-877-702-5585

[www.al.gov.bc.ca/busmgmt/FB\\_Advisory\\_Services.html](http://www.al.gov.bc.ca/busmgmt/FB_Advisory_Services.html)







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Event Information:	
Event name:	
Date of event:	Venue and location:
Speaker name (if more than one eligible speaker, add extras page(s)):	
Speaker biography: (the background that makes this speaker qualified to present the topic):	
Speaker fee: (Provide details of associated costs on Page 4 )	
Speaker contact information	
Phone number:	Email:
Number of BC producers expected to attend this event:	



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Topic – Check the appropriate box below and provide brief details

- |   |   |   |
|---|---|---|
| <input type="checkbox"/> Business strategy    | <input type="checkbox"/> Human resources      | <input type="checkbox"/> Succession planning  |
| <input type="checkbox"/> Marketing strategy   | <input type="checkbox"/> Financial management | <input type="checkbox"/> Business structure   |
| <input type="checkbox"/> Production economics | <input type="checkbox"/> Risk management      | <input type="checkbox"/> Value-added ventures |



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## Estimated Budget for the Speaker Event

Please provide a partial budget outlining:

- **Speaker Expenses:** speaker fee, transportation / travel costs, lodging, etc.
- **Estimated income:** registration, other

### Speaker expenses eligible for reimbursement under FBSP

Income	\$	Eligible Expense	\$
		Speaker fee	
		Travel (airfare, parking etc.)	
		Lodging	
		Facility (and Equipment) rental	
		Advertising and Communications (handouts)	
<b>Total</b>		<b>Total</b>	

### Other expenses, not eligible for reimbursement under FBSP

Income	\$\$	Other Expenses	\$\$
Registration			
Sponsorship			
<b>Total</b>		<b>Total</b>	



## ELIGIBLE COSTS FOR BC FARM BUSINESS SPEAKER EVENT

1. **Administration Costs** (to a maximum of 10% of the total event cost)
  - a. **Salaries/Benefits** : Includes employee wages, Mandatory Employment Related Costs (MERCs), Employment Insurance (EI), Canada Pension Plan (CPP), vacation pay and benefits
  - b. **Organization Operational Costs** : Includes bookkeeping, bank fees, legal fees, janitorial services, postage/courier costs, telephones & mobile/cellular devices, and rent/lease
2. **Program Costs**
  - a. **Activity-Related Costs** : Includes facility rental, advertising & communications, materials & supplies, printing and sub-contracting costs
  - b. **Travel for Speakers**: Includes transportation costs (e.g. costs associated with flights, ferries, taxis, use of private vehicles, rental vehicles, etc.), meal or per diem costs, and accommodation costs for speakers.

Note: in the above, **fees** are costs *incurred* by the Program Administrator for services in support of program activities (i.e. not *charged* by the Program Administrator to the Province).

### Examples of Ineligible Costs

- Costs associated with fundraising activities
- Canada Revenue Agency or payroll penalties
- Parking tickets
- Fines or penalties
- Entertainment costs
- Depreciation on fixed assets
- Board membership fees
- Purchase of motor vehicles
- Purchase of any illegal substances
- Staff mentor and/or coaching costs
- Purchase of alcoholic beverages
- Unreasonable gifts or unreasonable payments for recognition
- Legal fees and court awards for inappropriate dismissal or other inappropriate/illegal activity
- Membership fees for private clubs, etc. (golf clubs, gyms, etc.) unless part of existing (non-monetary) employment benefits package
- Capital costs for the construction of a building (other than minor repairs or renovations) or the purchase of land or buildings



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FOR PROGRAM USE ONLY:

[Redacted area]

STATUS OF APPLICATION     Approved     Not Approved

Account coding:

Agriculture	RC		SL		STOB		PROJECT	
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SIGNATURE: \_\_\_\_\_

DATE: \_\_\_\_\_

FILE NUMBER: \_\_\_\_\_