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# THE WESTGEN ENDOWMENT FUND

## *Applicant Information Package*

### **1 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 will be given priority:

- 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**

#### **3.1 WHO CAN APPLY**

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

#### **3.2 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**

### **4.1 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

### **4.2 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

### **4.3 FUNDING ARRANGEMENTS**

- For small projects requesting less than \$5,000, the WestGen Endowment Fund may advance up to 85% of the funds on approval, with the balance to be paid when a Final Report (*see 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**

- “Acknowledgments” 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 details of how they intend to acknowledge the WestGen Endowment Fund as a part of their Application for Funding
- Successful applicants must document the acknowledgments they make in their Project Updates (*see section 6.1*) and Final Reports

## **6 COMMUNICATION**

### **6.1 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 a part of their Application for Funding
- The WestGen Endowment Fund Committee reserves the right to request additional Project Updates at their discretion, from time to time

### **6.2 FINAL REPORT**

- Upon completion of their project, successful applicants must submit a Final Report of no more than two pages in length to the WestGen Endowment Fund Committee
- The Endowment Fund Committee reserves the right to withhold a portion of an applicant's funding until the Final Report has been received (*see Section 4.3*)

## **7 APPLICATIONS**

### **7.1 SUBMITTING APPLICATIONS**

- Applications may be submitted at any time via any of the following methods:
  - EMAIL [endowmentfund@westgen.com](mailto:endowmentfund@westgen.com)
  - FAX 604.425.1876
  - POST WestGen Endowment Fund c/o WestGen  
1625 Angus Campbell Rd.  
Abbotsford, BC  
V3G 2G4
- Applications will be reviewed semi-annually, following the deadline dates of March 31<sup>st</sup> and September 30<sup>th</sup>
- Time-sensitive projects seeking less than \$5,000 can request early approval via conference call with the Endowment Fund Committee

### **7.2 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 Endowment Fund Committee based on the following:

- Consistency with the Endowment Fund Mission (*see Section 1*) and Priorities (*see 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 WestGen at [endowmentfund@westgen.com](mailto:endowmentfund@westgen.com)