AAC Sectoral Collaboration Initiative

*Pathfinding and Positioning AAC Member Organizations for the Future*

Background

The purpose of the AAC Sectoral Collaboration Initiative (ASCI) is to provide flexible funding for Agricultural Adaptation Council (AAC) member organizations. This initiative encourages AAC members to connect and work together through sectoral collaborations to undertake analysis and assessment resulting in information and insights that will help with data-driven decision making and business cases to prepare the industry for the future. Project benefits should accrue to the AAC membership.

The initiative is intended to address sectoral gaps, issues, and opportunities to assist the industry in preparing for future funding opportunities, the next policy framework and post-pandemic recovery.

AAC believes it has a critical role to play to support the industry in efforts to collaborate across the sector and will leverage the organization’s strategic initiative funds to do so.

What is a Sectoral Collaboration?

AAC has over 60 member organizations, across eight sectoral groups (<https://adaptcouncil.org/member-org>). Projects under the AAC Sectoral Collaboration Initiative must be led by sectoral collaborations that are comprised of a **minimum of two** AAC member organizations. AAC encourages organizations to collaborate within their sectoral group or with cross-sectoral groups. It is requirement that all organizations are actively involved and contributing cash to the project. Sectoral collaborations can also include additional non-member organizations that are actively involved and contributing cash to the project.

Sectoral collaborations must identify a Lead Organization that is an AAC member in good standing. The Lead Organization will be responsible for:

* Submitting the application and acting as the main project contact with AAC
* Collecting cash contributions and cash flowing all project expenses
* Submitting the final claim and reporting to AAC

What types of projects can be funded?

The following provides examples of projects that could be funded through the AAC Sectoral Collaboration Initiative:

* facilitating conversations and strategic thinking to evaluate and develop solutions for sector-identified gaps
* improving and strengthening cross-sectoral relationships to address and document sector needs
* bringing organizations together to discuss and compile policies and processes that are important for their sector
* identifying and preparing a business case to mitigate risks and respond to domestic or international opportunities
* conducting an analysis and developing an action plan for the sector to move forward in a cohesive manner

If your sectoral collaboration has a project idea that isn’t reflected above, email info@adaptcouncil.org and tell us more!

How much funding is available?

* A notional allocation of $1 million dollars will be made available from AAC’s strategic initiatives fund.
* Total project costs should be between $20,000 and $100,000. The matching funding from AAC will be 50% of total project costs (between $10,000 and $50,000).
* Funding requests up to 75% may be considered for organizations with demonstrated need and/or projects where there is broad industry benefit.
* Projects exceeding a total project cost of $100,000 may also be considered if multiple AAC member organizations are working together and there is broad industry benefit.

What costs can be funded?

Eligible costs include:

* Reasonable and incremental costs necessary to complete an approved project
* Costs incurred, invoiced and paid for by the Lead Organization between January 17, 2022 and September 30, 2022
* Goods and services that are arm’s length to all sectoral collaboration members
* Per diem fees for personnel and consultants working directly on the project
* Labour costs such as contract salaries and stipend for Highly Qualified Personnel (meaning individuals who are registered in Masters, or PhD programs or who have recently graduated) and
* Communications costs including, but not limited to: design, printing, translation, meeting room rentals, etc.

What cost are not eligible?

Ineligible costs include, but are not limited to:

* Expenses incurred prior to January 17, 2022, and after September 30, 2022 (deposits paid prior to January 17, 2022, and pre-payment for services provided after September 30 are ineligible)
* Costs not specifically required to complete an approved project
* Goods and services provided by the federal and/or provincial government departments or agencies
* Normal business expenses and overhead including, but not limited to: office supplies, salaries, hydro, insurance, vehicles, etc.
* Costs related to activities that directly influence or lobby any level of government
* Sponsorship of conferences and learning events or initiatives
* Gifts and incentives including, but not limited to gift cards for participants, prizes, etc. and
* Expenses that are not arm's length to the sectoral collaboration

How will the results be shared?

Sectoral collaborations are encouraged to share their project results within the collaboration. All of the sectoral collaborations will be invited to participate in an AAC event in late 2022 to share the high-level results of these projects with other AAC member organizations and broader industry stakeholders.

What are the timelines?

* The earliest project start date and application deadline is **Monday, January 17, 2022**.
* Final funding decisions will be made by the AAC board in **February 2022**.
* All project activities must be completed and expenses incurred by **Friday, September 30, 2022**.
* Final claims and reporting must be submitted to AAC no later than **Friday, October 14, 2022**.

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AAC Sectoral Collaboration Initiative

Application

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| **Introduction** |
| Review the AAC Sectoral Collaboration Initiative guidelines on page 1 and 2 before completing Part 1, 2, 3 and 4 of the application. Completed applications must be emailed as a Word document to **info@adaptcouncil.org**, no later than **Monday, January 17, 2022**. If you have any questions, please reach out the AAC staff at info@adaptcouncil.org and we can assist you.***The information provided in this application is collected for the purpose of assessing the project and will be shared with AAC staff and board.*** |

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| **Part 1 – Sectoral Collaboration Information** |
| **List all AAC Member Organization Collaborators** (Must include a minimum of two AAC member organizations, add more rows, if required) | **Cash Contribution ($)** | **Is the Cash Contribution Confirmed?** |
|  | $ | Choose an item. |
|  | $ | Choose an item. |
|  | $ | Choose an item. |

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| **List all Non-AAC Member Collaborators, if applicable**(Add more rows, if required) | **Cash Contribution ($)** | **Is the Cash Contribution Confirmed?** |
|  | $ | Choose an item. |
|  | $ | Choose an item. |

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| **Lead Organization** |  |
| **Project Contact Name** |  |
| **Project Contact Email** |  |
| **Project Contact Phone Number** |  |

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| **Part 2 – Project Information** |
| **Project Title:** |  |
| **Anticipated Project Start Date:**  | Click or tap to enter a date. | **Anticipated Project End Date:** | Click or tap to enter a date. |
| **Sectoral Collaboration Overview – Outline why the organizations are collaborating on this project, how each organization will play an active role in the project and how you plan to share the outcome of your project amongst the collaborators and your members.** |
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| **Executive Summary – Explain your project and the opportunity/challenge/issue at a high level and how this will help prepare your sector for the next policy framework (NPF) and post-pandemic recovery.**  |
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| **Problem Statement/Needs Assessment – Describe the problem are you trying to solve or the opportunity you are trying to address and include any relevant data.** |
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| **Project Outcomes and Benefit – Describe the anticipated outcomes and benefits that will result from the completion of the project, what are the resources required to achieve the outcomes (i.e. services provider, consultant, etc.) and how you will measure the success of your project.** |
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| **PART 3 – BUDGET**(Eligible and ineligible costs are outlined in the guidelines on page 1 and 2)  |
| **Cost Type** | **Description** | **Total Project Costs** |
| **Incremental Labour and Consultants** |  |  |
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| **Sub-total** |  |
| **Communications** |  |  |
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| **Sub-total** |  |
| **Total Project Costs** |  |
| **Sectoral Collaboration Member Cash** |  |
| **Funding Request** |  |
| **Percentage of Total Project Costs** |  |

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| **Part 4 – TERMS and conditions** |
| By submitting this application, the Lead Organization agrees that the Agricultural Adaptation Council (AAC) will use the information received in this application for the following purposes:* + To reach a decision on the application;
	+ To contact and confirm the active role and/or contribution of any AAC Member Organization Collaborators and/or Non-AAC Member Collaborators identified in this application;
	+ To administer and monitor the implementation of the project; and,
	+ To evaluate the results of any approved project.

Once a project is approved, information such as the amount of funding awarded by AAC and a high-level overview of the project and the names of the organizations in the sectoral collaboration may be shared in AAC communications upon approval by the Lead Organization.In order to be considered for project funding, the Lead Organization must:* + Confirm the sectoral collaboration is comprised of a minimum of two AAC member organizations, who are actively involved and contributing cash to the project;
	+ Identify the total amount of cash contributions by the AAC Member Organization Collaborators and/or Non-AAC Member Collaborators and confirm the status of any pending cash contributions with AAC prior to the AAC board funding decision;
	+ Ensure that AAC Sectoral Collaboration Initiative funding will not be used to reimburse costs paid for by any other funding programs for the proposed project;
	+ Agree that, if their project is selected, they will maintain auditable financial records substantiating their expense claims and provide AAC with the information and reporting it requires to pay the final claim.

The Lead Organization must also acknowledge and certify that: * + They have read, understand, and are willing to comply with the AAC Sectoral Collaboration Initiative requirement outlined in the guidelines;
	+ All goods and services outlined in the budget are arm's length to all sectoral collaboration members;
	+ They will complete all project activities and incur all expenses between January 17, 2022, and September 30, 2022;
	+ They have adequate financial means and project management capabilities to carry out the project; and
	+ They agree to provide information necessary for AAC to conduct required due diligence and claim adjudication.

The Lead Organization understands that the AAC Sectoral Collaboration Initiative is a discretionary program for AAC member organizations. Projects will be selected based on assessment criteria and the number of projects selected will depend on the notional allocation of funding available. Follow-up by AAC staff for additional information regarding the application is not an indication that the project will be selected or that funding will be granted.**Acknowledgement and Waiver**The Lead Organization acknowledges that they have read the AAC Sectoral Collaboration Initiative guidelines and agree that this application will be evaluated, and project funding, if any, allocated, in accordance with the terms described therein. The Lead Organization hereby waives the right to make any claim against AAC arising pursuant to the application, review and funding process outlined in the AAC Sectoral Collaboration Initiative guidelines. **Notice Regarding Personal Information:** Please refer to AAC’s Privacy Policy for information on how the AAC collects uses and discloses personal information. To pose questions or concerns regarding privacy issues, contact AAC’s Privacy Officer at:Agricultural Adaptation CouncilAttn: Privacy Compliance Officer381 Elmira Road North, Unit 1Guelph, ON N1K 1H3Email: info@adaptcouncil.org**Disclaimer:**In no event will AAC be liable for any damages (including, without limitation, damages for loss of data, loss of revenues or the incapacity to reach any objective) related to any of the activities contemplated hereunder, even if AAC has been notified of the possibility of such damage.The Lead Organization hereby declares that the information in this application is true and complete, to the best of its knowledge, belief and understanding. |
| **Lead Organization**  |  |
| **Name and Title of Signatory**  |  |
| **Date**  | Click or tap to enter a date. |
| **By checking this box, the Lead Applicant confirms they have read and agree to the above Terms and Conditions.** |[ ]