



**DAIRY INDUSTRY RESEARCH AND EDUCATION FUND  
APPLICATION FOR FUNDING ASSISTANCE**

Administered by the  
Dairy Industry Research and Education Committee

Project Title:

Name of Applicant:

Type of Applicant:  
*(individual, corporation, association, government, etc.)*

Address:

No. and street	Apt. no.
City	Province
Country	Postal code

Names and Addresses of other persons (groups) associated with the project:

1. Name	Address
2. Name	Address
3. Name	Address

<input style="width: 95%; height: 20px;" type="text" value="Telephone"/>	<input style="width: 95%; height: 20px;" type="text" value="Fax"/>	<input style="width: 95%; height: 20px;" type="text" value="Email"/>
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**Certification and Authentication**

I/We make application for financial assistance from the Dairy Industry Research and Education Fund in the amount of \$  We agree to the following terms and conditions:

1. To provide all reports/budgets requested by DIREC.
2. To provide a Final Report upon project completion with all information requested.
3. To submit a complete Financial Statement with the Final Report accounting for all income and expenditures related to the project.
4. That project costs incurred prior to project approval by DIREC are not eligible for funding from the Dairy Industry Research and Education Fund.

**Additional Conditions**

Strong applications will satisfy the qualifying criteria as listed on page 2. Information provided will be used to evaluate the application for funding and on an aggregate basis will be used for statistical and program evaluation purposes. DIREC reserves the right to request that an interim report(s) be provided by the applicant as a condition of program funding. Upon project approval a Confidentiality Agreement will be signed between DIREC and the Applicant. DIREC reserves the right to limit funding. Some applications although meritorious may not receive funding. Include with this completed page, information to fulfill the application requirements as listed on the following page.

## Statement of Purpose:

“To invest in education, research and development projects that have a direct benefit to dairy farmers in British Columbia, and to ensure the results are communicated to the farm level.”

## Qualifying Criteria

1. Clearly demonstrate that the project’s objective(s) and anticipated results will address an identified need in the BC dairy industry.
2. The applicant has completed all questions and followed the stated procedure for submitting an application to DIREC.
3. All other sources of funding and in-kind contributions must be clearly noted with supporting documentation with respect to funding source, amounts, and conditions attached to providing funding.
4. Provide a detailed work plan that establishes dates and times for stated deliverables, as well as a clear communication plan on how results will be shared with the BC dairy industry.
5. Eligible expenses include: contracted goods and services, materials and supplies, incremental labour and related costs such as travel, rent or lease of facilities and equipment, and administrative costs not to exceed 10% of overall project cost.
6. Ineligible expenses include: normal costs to establish and operate a commercial or not-for-profit operation, capital costs (building and equipment) that provide a lasting benefit to an individual or group, and costs incurred before the project has been approved.
7. Approved projects must benefit dairy producers of BC.

*Note: DIREC reserves the right to limit, adjust or deny funding.*

Name and Title of Applicant	Signature
	X _____

Date (dd/mm/yy)

## Attach to your application, information to fulfill the following:

1. **Title and Description of Project (300 word max):** Describe the fit with DIREC’s Statement of Purpose and Mandate, as well as timelines, methods to complete project, and total budgeted cost. Include project objectives, results to be achieved (i.e. who will benefit and how), and some background to explain why the project is important to the dairy industry.
2. **Work Plan:** The work plan should describe the methods to be used and activities to be undertaken. Include a timetable for each of the activities showing when the project would start and finish.
3. **Communicate Results:** Describe how you plan to let the dairy industry know about the results of this project. Identify any and all communication activities and associated costs in the budget.
4. **Budget:** Budget should detail the total cost of the proposed work and the required cash flow over the life of the project by quarter or by year. Estimated income and expenses for the project should also be included as well as the funds required from Dairy Industry Research and Education Fund. The applicant is to disclose if funding is being requested or has been received from other sources for the proposed work.
5. **Evaluation:** Describe how you propose to evaluate the results of this project.
6. **Partnerships:** List industry partners, other support, and background information (attach resumes).
7. **Description of Applicant (200 word max):** Describe the experience and credentials of the key applicant.

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Applications will be reviewed semi-annually in the month following the deadline dates of March 31 and September 30. Applications may be submitted by:

Email: DIREC@bcmilkproducers.ca  
Fax: 604-294-8199  
Mail: Dairy Industry Research and Education Fund  
3236 Beta Avenue  
Burnaby, BC V5G 4K4