

GUIDELINES FOR APPLICATION FOR HORN LEVY FUNDING

Funding Guidelines

To access Horn Levy Funds, completed applications for projects will be a requirement.

1. **Eligible Applicants**
Applications will be accepted from British Columbia cattle industry associations (provincial, regional, local etc). Others interested in accessing the funds should do so through an association as above.
2. **Eligibility Criteria**
Projects that demonstrate to the Horn Levy Committee, a benefit to the cattle industry of BC shall be eligible.
3. **Community Support**
Support for the project must be evidenced through cash or in-kind contributions to the project of at least 25% of the total project costs. In-kind may be calculated as value of items contributed (goods/services) plus value of volunteerism at \$20/hour.
The Committee may request a higher rate of matching cash or in-kind contributions for projects seeking more than \$5,000 from the Fund.
4. **Eligible Expenses**
Generally include all costs to complete a project according to the budget submitted with the application and approved by the Horn Fund Committee. It is a requirement that the contribution of the Horn Levy Fund be acknowledged in all public material relating to the project.
5. **Payment Schedule**
When approving the application, the committee will establish a payment schedule appropriate to the application. Details of the payment schedule will be outlined in a letter to the applicant with notification of the funding approval.
 - Projects up to \$5,000 may receive an 80% advance of approved funds on signing of the funding agreement, with 20% held until the project is completed and final report submitted and accepted by the committee.
 - Projects greater than \$5,000 may receive a 50% advance of approved funds on signing of the funding agreement – a further 30% may be advanced on receipt of a report documenting expenditures incurred relating to the project, and 20% held until the project is completed and final report submitted and accepted by the committee.
6. **Reporting Schedule**
In most cases, one final report at the conclusion of the project will be a requirement.
From time to time, interim reporting may be requested. When approving the application, the committee will establish a reporting schedule appropriate to the application. Details will be outlined in a letter to the applicant with notification of the funding approval.
7. **Approval process**
Applications for funding from the Horn Levy Fund will be reviewed by the Horn Fund Committee, and decision as to funding made by that Committee.
8. **Quarterly Review of Applications**
The Horn Fund Committee will regularly review funding applications on a quarterly basis. Applications received by the deadlines of the end of February, May, August and November will be considered by the Committee during the last week of the following month.

From time to time, it may be necessary for the Committee to consider an application outside of the regular schedule, and the Committee will make every effort to be able to do so when necessary.

Conflict of Interest

Where a Committee member either sponsors or is directly involved in a project application, the member may speak to clarify the application or respond to questions, but must excuse themselves from the evaluation discussion and decision on the proposal. Such instances shall be recorded in the minutes of the meetings.

HORN LEVY FUND

APPLICATION FOR PROJECT FUNDING

Title of Project _____

Name of Applicant (Association) _____

Address _____

Name of Contact Phone/Fax/Email _____

Project summary _____

Benefit to the cattle industry of BC _____

Names of other supporters of this application (organizations or individuals) _____

Budget Summary (include complete budget with the application)

Funds requested from the Horn Levy Fund	\$
Funds from other sources (name source)	\$
In-Kind contributions – value of goods/services	\$
In-Kind volunteerism (____ - hrs @ \$20 estimate)	\$
Total project costs	\$

Term of project:

This project is set to start on (date) _____

and be completed by (date) _____

(this is the date the final report will be submitted).

Application submitted by:

Signing officer

Name of association

Date submitted

Attach to this page, the following:

- Project Work Plan, including activities, time lines
- Budget, including all expenses and all contributions
- Any other pertinent information such as letters of support etc.

Submit this completed application form and application documents to:

Horn Levy Committee Phone 250-573-3611
#4-10145 Dallas Drive Fax 250-573-5155
Kamloops, BC V2C 6T4

This application may be submitted at any time and will be reviewed by the Committee during the month following these cutoff dates: February 28, May 31, August 31 and November 30.