



**Agricultural Institute of Canada Foundation (AICF)
Excellence In Extension – The Blackburn Fund for
Speakers in Extension and Adult Education**

OBJECTIVE:

To promote the principles of Extension, adult education and development as outlined by the following definition from *Foundations and Changing Practices in Extension – 1989*.

“Extension – A system of non-formal education. As such, it is a field of professional education practice aimed at:

- *teaching people, in their own context and life situations, how to identify and access their own needs and problems;*
- *helping them acquire the knowledge and skills required to cope effectively with those needs and problems, and*
- *inspiring them to action”*

Effective January 1, 2009 there will be two application deadlines:

June 1, 2009 for events to be held by December 31, 2009

& January 1, 2010 for events to be held by July 31, 2010.

Holdback – There will be \$500 holdback pending a final report from the applicant.

All fields must be answered. Missing information will delay the processing of your application.

Applicant Information *****Electronic form will expand as information is entered.*

Applicant/Organization:		
Contact Name:	Position:	
Address:		Postal:
e-mail:	Phone:	FAX:
Provide a brief description/history of your organization.		

Event Information

Event Name:	
Location of Event:	Event Date(s):
Type: Conference [] Workshop [] Other:	
Summary of the event including goals and objectives:	
Target Audience:	
Is the event : National [] Intra-provincial [] Other:	
Does the event occur: Annually [] Bi-annually [] Once [] Other:	
Will there be proceedings?	Estimated attendance:
What specific principles of Extension and/or Adult Education are being addressed?	
Who is/are the speaker(s) directly addressing the principles of Extension and/or Adult Education? 1. a. Name of speaker: b. Current occupation: c. Name and location of employer: d. Relevant experience (short biography 250 words or less): e. Brief description of presentation topics (150 words or less): 2. 3.	
What is the anticipated benefit to the audience (who benefits and how)?	
Briefly describe how your organization will be marketing this event.	

Speaker Costs (provide a brief explanation for the costs on a separate page):

Speaker	Speaker fee	Travel	Accommodation	Meals	Total costs per speaker
1.					
2.					
3					
Total					

Total Grant Requested from AICF :	
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** AICF will provide up to \$2000.00 per event for **speaker fees, transportation, accommodation, and meals** (photocopies of original invoices will be requested where applicable).*

AICF will not cover costs not shown in the table above

AICF will not cover costs associated with entertainment, gifts, and alcohol

Costs incurred prior to the full execution of an Agreement will not be eligible for cost-sharing by AICF

AICF will hold back \$500.00 of the project funding until copies of the final report are received.

** AICF will not fund government employees as speakers.*

Please submit your application electronically.

Electronic copies can be e-mailed to Elizabeth@theprofessionaledge.com

Hard copies should be mailed to:

Agricultural Institute of Canada Foundation
Blackburn Fund
1027 Pembroke St. East, Suite 200
Pembroke ON K8A 3M4

Additional information is available at http://www.aic.ca/about/foundation_initiatives.cfm or by calling 613-732-7068 or 1-800-868-8776.

Privacy and Confidentiality

AICF will ensure all project applications receive a fair and thorough evaluation. For evaluation purposes, "AICF" includes the Board of Governors and staff, as well as anyone engaged for the purpose of reviewing applications.

Unless otherwise specifically agreed to between the applicant and AICF, all applications and supporting material and information contained therein will be used by AICF solely for the purpose of evaluating the application and such information may be disclosed by AICF to third parties for the purposes of project evaluation and to meet any reporting requirements AICF may have in connection with funding.

Certification:

By submitting this Application to AICF the applicant acknowledges and agrees that:

- (a) AICF may reject any application for any reason it considers appropriate and/or may attach terms and conditions to its approval. There is no appeal process.
- (b) In receiving this application, AICF undertakes to consider the application for approval but assumes no other obligation or risk. The approval or denial of an application raises neither liability to AICF nor any cause of action to any third party placing reliance on same.
- (c) As a condition of approval for funding in whole or in part, the applicant agrees to enter into a detailed project agreement with AICF incorporating any terms and conditions imposed by AICF as part of its approval to be signed prior to any advance of funds to the applicant by AICF.
- (d) AICF is not liable for the actions of the applicant nor is AICF accountable for the speaker results or recommendations.
- (e) Acceptance of this application does not constitute approval. Any work undertaken prior to receipt of a formal contribution agreement is at the applicant's own risk.
- (f) Project expenses incurred prior to the full execution of a formal agreement between the applicant and AICF are not eligible for program funding.
- (g) All costs are solely for the purposes of the project and shall not be charged to, nor reimbursed by, any other party.
- (h) All project costs are subject to audit by AICF or its designate.
- (i) AICF reserves the right to monitor project progression. The applicant agrees to provide appropriate information and reports as may be required.
- (j) Specific final reports will be required within 30 days of the event completion date.
- (k) Public dissemination of any information regarding the project must fully and fairly acknowledge the financial support of AICF.
- (l) AICF reserves the right to recover any or all funding advances where proponents have not complied with the terms of the agreement referred to in (c) above.

The applicant hereby certifies to AICF that the application and any supporting documentation are true and complete in all respects. The applicant agrees to the terms and conditions as stated in this application.

Applicant:

Organization: _____

Signature: _____

Print name: _____

Date: _____