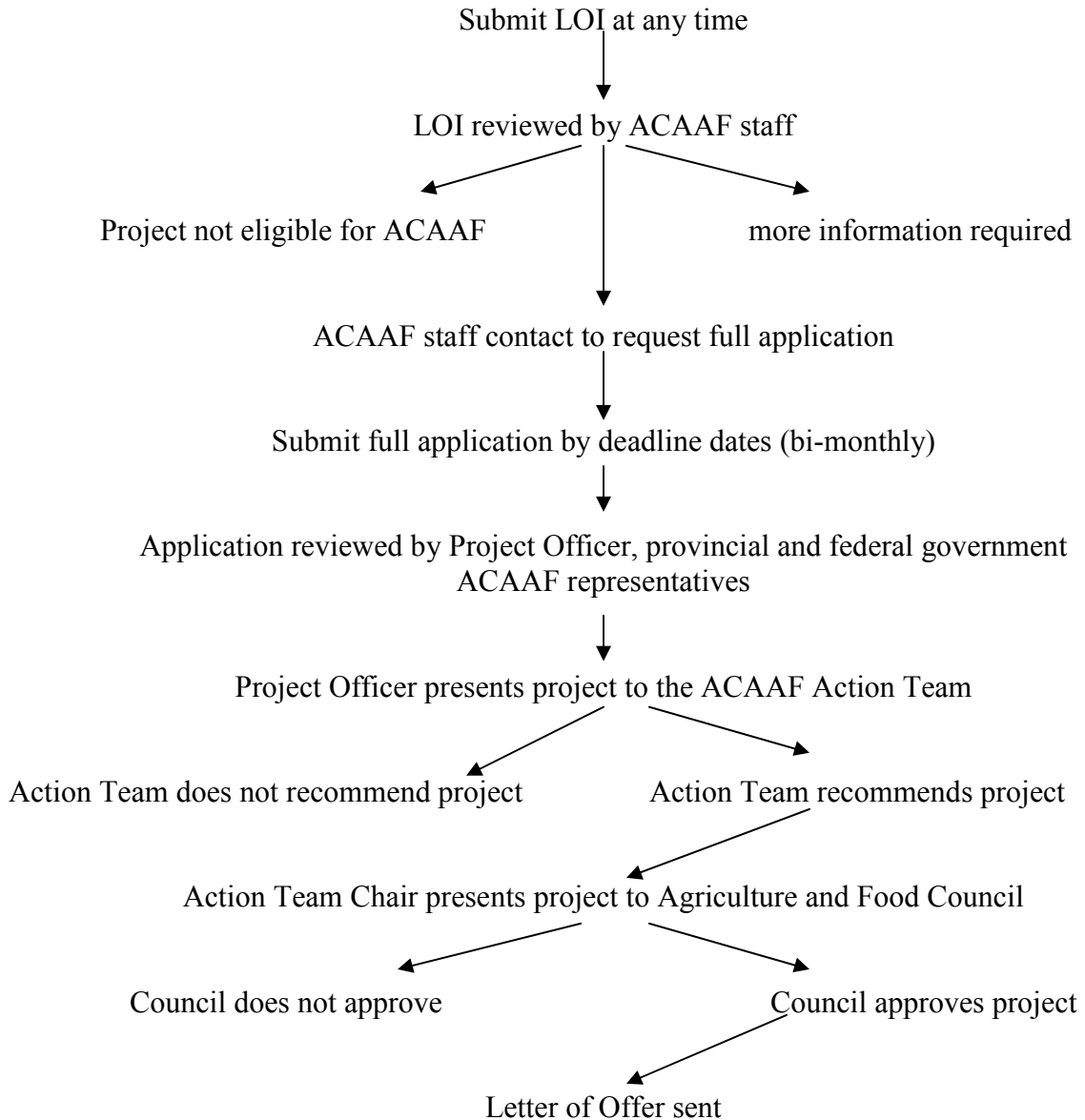
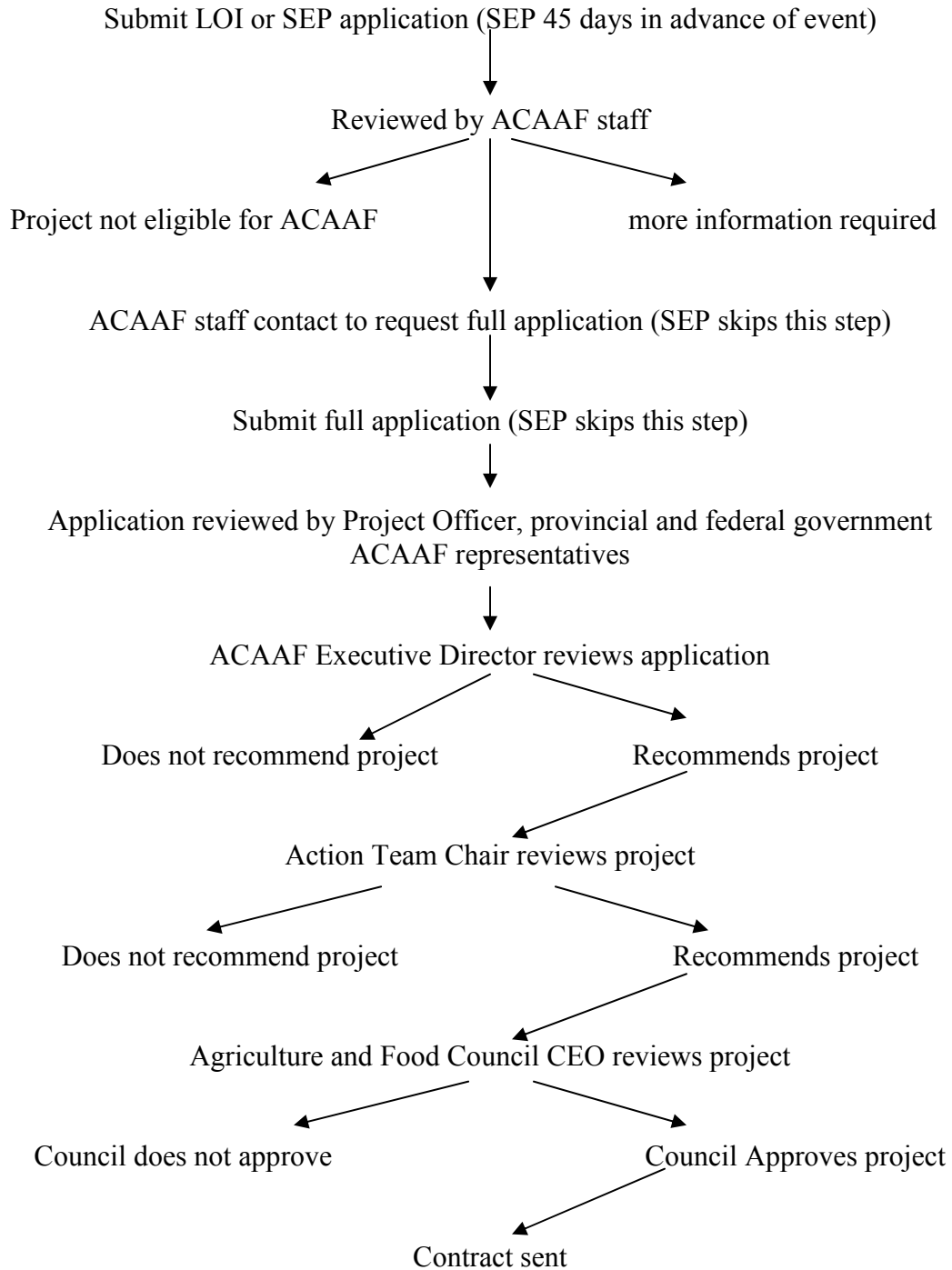


## ACAAF Alberta Frequently Asked Questions

1. How do I apply?  
Submit a completed Letter of Intent (LOI) to [acaaf@agfoodcouncil.com](mailto:acaaf@agfoodcouncil.com).
2. What happens after I submit my LOI?

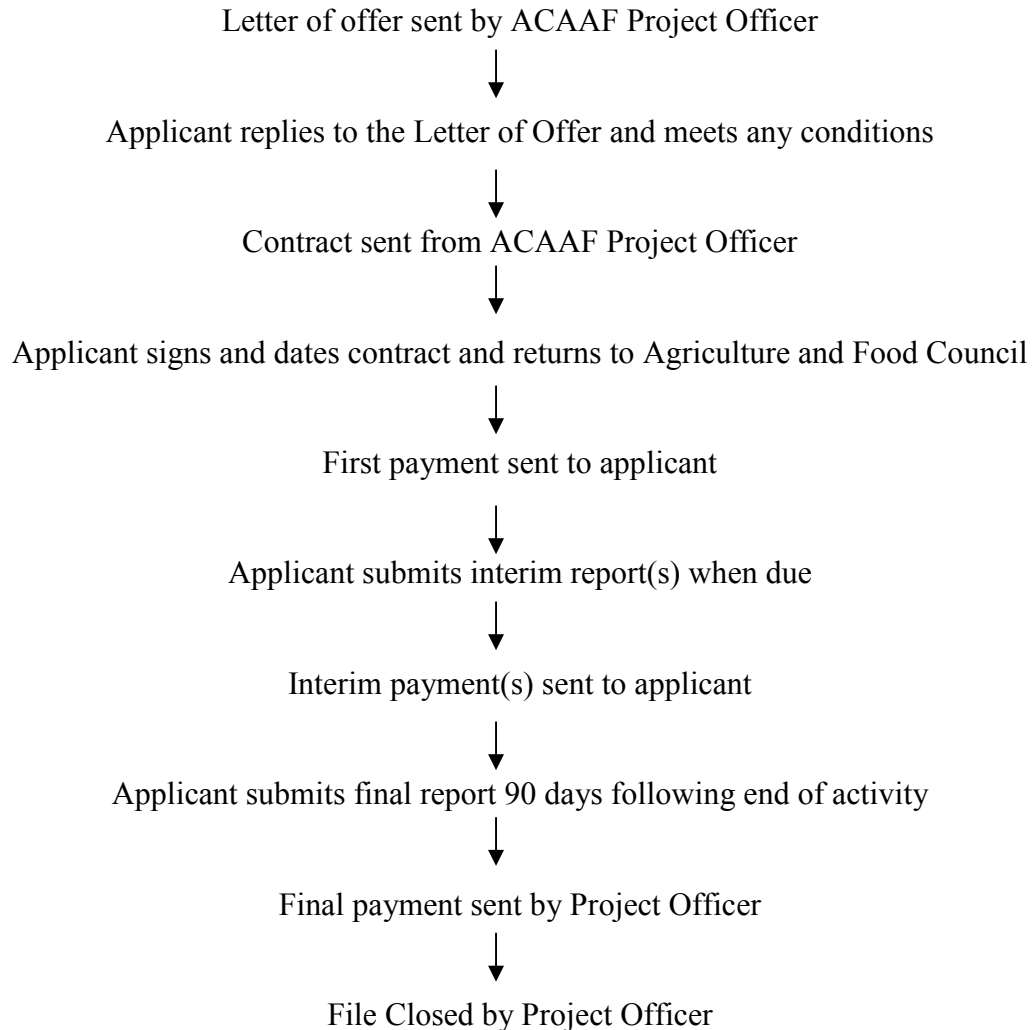


3. What if my request is for under \$10,000?  
These projects fall under the Fast-Track process. The Speaker and Event Program (SEP) also follows this process. The Fast-Track process takes approximately 3 weeks for the projects to be reviewed, once all of the application information is received.



4. What do you mean by industry cash?  
All cash funding provided by non-government sources in support of an ACAAF project. Please note that Universities and other government-funded research bodies are typically considered government sources. Industry cash also does not include in-kind contributions.
  
5. How much industry cash do I need?
  - The Alberta ACAAF guideline is a minimum of 10% industry cash (of a project's total cash costs) for not-for-profit organizations and associations.
  - The guideline is a minimum of 50% of eligible cash costs in the case of for-profit entities.
  - Remember that in-kind contributions are considered separately from cash.
  
6. Can ACAAF funds be used for capital expenditures?
  - Yes. The ACAAF guidelines are that, if a capital item is specifically required for a project, ACAAF may cover up to 10% of the cost of that capital item.
  - Capital is defined as any asset which has been acquired, constructed or developed with the intention of being used on a continuous basis and is not intended for sale in the ordinary course of business. Capital assets also include betterments which are expenditures relating to the alteration or modernization of an asset that will appreciably prolong the item's period of usefulness or improve its functionality. Capital assets have a useful life in excess of 1 year and a per-item cost of \$10,000 or greater.
  
7. Does ACAAF fund on-going activities? What if I have already started?  
ACAAF does not fund on-going activities. ACAAF can not fund expenses incurred or services that have been contracted prior to Council approval.
  
8. My project was not recommended for funding. What is the appeal process?  
The first step is to contact the Project Officer responsible for your file or the ACAAF Executive Director. They will provide you with additional feedback from the Action Team and possible next steps.

9. I have been approved, now what?



10. How do I acknowledge ACAA funding for my project?

- Logos are available upon request
- If you are issuing a press or news release, please submit a copy to your Project Officer for their review.
- ACAA has a number of communication vehicles that you may want to be a part of. Contact your Project Officer to discuss articles in “The Catalyst” (Agriculture and Food Council newsletter), “ACAA Advance” (ACAA e-newsletter) or an Agriculture and Food Council press release.

11. What should I include in my reporting?

A copy of the ACAA reporting guidelines will be sent with your ACAA contract and is posted on the ACAA portion of the Agriculture and Food Council website. Please contact your Project Officer for more information.