

**CANADIAN AGRICULTURAL SAFETY ASSOCIATION  
(CASA)**

**Canadian Agricultural Safety and Health  
Program (CASHP) Grants**

**GUIDELINES for  
Preparing Final Project Reports**

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## **REPORTING / DELIVERY**

You must acknowledge the contribution of CASA and AAFC in all final products (electronic or print media). *See Appendix (Schedule D) for departmental signatures.*

Major reports and communications materials for national projects must be made available in both official languages. Relevant translation costs may be included within your project budget.

Funding recipients are required to submit, where appropriate, two copies of the finished product to CASA, enabling information about the project to be accessible to all Canadians.

The applicant will own any intellectual property resulting from the project. You must, upon CASA's request, grant a non-exclusive, royalty-free license to CASA.

Successful applicants agree that the federal government has the right to conduct an audit, even though an audit may not always be undertaken.

Amendments to these terms and conditions will be considered on a case-by-case basis.

### **Evaluation**

The applicant must provide an evaluation report of the project's effectiveness in reaching the proposal's stated objective(s) by March 18, 2011. This report should also include details regarding the reach and acceptance by the target audience. Prescribed evaluation forms for target audience evaluation and overall program evaluation will be included with the contract.

### **Financial Reporting**

The applicant must provide a financial report, by March 18, 2011, setting out:

- An indication of the number of in-kinds hours of work invested in completing the project.
- Actual expenditures incurred for the duration of the project (supported by access to original receipts, invoices and cancelled cheques),
- A breakdown of the actual amount of GST paid and what portion of the GST paid is recoverable from Canada Revenue Agency
- Total actual amounts received by the applicant from partners, sponsors or benefactors (in-kind contributions must be supported by documentation)

CASA will provide successful applicants with an Excel spreadsheet for this reporting process.

## APPENDIX:

### **GUIDELINES FOR “IN-KIND” CONTRIBUTIONS AND ELIGIBLE COSTS TO BE CHARGED AGAINST A PROJECT**

**In-kind contributions** are resources provided as portion of a project’s total value, that are “not purchased specifically for the project” and “not reimbursable.” In other words, if the project did not have access to these resources, a cash expenditure would be required to purchase and pay for them. Examples of in-kind contributions include **use of land, buildings, equipment, facilities, labour and goods.**

The value and quality of in-kind resources must be established at the beginning of the project. They shall be described in sufficient detail to identify the source, fair value and category of eligible costs.

Contributions for matching funding can be made in the form of either “**in-kind**” or “**cash**” contributions.

#### ***A. ESTIMATING THE VALUE OF LABOUR***

Determining the total number of hours the project will take is necessary to calculate the value of the “labour required to complete the project.” The positions of the people working on the project and their salary levels must be identified. To determine the value of their labour, you must break the salary down to an hourly rate and multiply that rate by the number of hours that person will work on the project.

**Example:** If the project requires 100 hours of a Program Officer at \$30 per hour, \$3,000 will be charged to the project.

A value must be assigned to each individual working on the project. The sum of all these values will give you the total value of the labour to be expended for the project.

#### ***B. ESTIMATING OTHER COSTS***

Operating costs such as office supplies, material, telephone services, printing, translation, professional and technical services may be estimated “based on historical costs.”

**Example:** If \$50 is spent monthly for a telephone service, the cost over a four-month period would be \$200.

Below is a list of sources of valuation of in-kind contributions by category. It is not an exhaustive list. Other sources, other than those specified below, and as approved in advance by the CASA project manager, may be used.

- Labour – Provincial or federal labour rates can be used to determine value.

- Materials and supplies – Value to be substantiated by invoices.
- Equipment – Value to be determined by supporting invoices or comparisons to similar equipment.

**Example:** To determine the monetary value of using a piece of equipment, calculate the amortization or depreciation charge rather than a figure based on the value of the asset as a whole.

- Facilities – Use the fair market value to determine the in-kind value of renting space. Additional costs, such as electricity and gas, are substantiated by invoices and allocated based on how much of the facility is used for the project.

**Example:** If the floor space to be used for the project is 100 square metres and the total facility has 300 square metres, the in-kind contribution of the electricity charge should be one-third of the actual electrical power charges.

- Media – Value is to be based on what the media outlet (newspaper, radio, television) normally charges for the publication of articles or advertising space. If the media outlet generally charges for articles or, if the submitted article replaces a rented ad space, then there *would* be an in-kind contribution. If the media outlet does not generally charge for including articles or ads, there is *no* in-kind contribution. **Media in-kind contributions in excess of \$1000 must be supported by a letter of intent accompanying the application.**

Where an in-kind resource is used both for the project and your other activities, prorate the value accordingly.

**Example:** If a piece of equipment allowed as an in-kind contribution for a project is also used for other activities, the value assigned should be multiplied by the percentage of its use for the project, to determine the actual value of the in-kind contribution. If a piece of equipment is used half of the time for the project, then its value for the project is 50% of its full value.

**In accordance with the CASA Agreement, “in-kind” contributions must be supported by actual receipts signed by the donor of the contribution (see example on the following page). You must submit in-kind statements upon completing the project, along with invoices and other required documentation.**

The estimated worth of an in-kind contribution must be justifiable in terms of the current market value. Supporting documentation of its value must be recorded on file for audit purposes.

For assistance in determining “in-kind” values, contact the CASA Project Manager.

**Example of an “In-kind” Contribution Receipt**

Date: June 4, 2011

John Smith has provided the (Project title) Roadway Hazard Prevention Program

with the services, materials/supplies, equipment, or space listed below as a “**gift-in-**

**kind.”** Its worth is estimated as:

Value in Dollars

Coordination of the farm safety program – 20 hrs @ \$100/hr      \$ 2,000.00  
(Example)

\_\_\_\_\_ \$ \_\_\_\_\_

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Name of Organization\Business

**C. ELIGIBLE AND NON-ELIGIBLE COSTS**

***Eligible Costs***

For the purposes of this Agreement, the following incremental costs are eligible for reimbursement by CASA:

1. Costs for consultants, and/or other contracted goods and services, including related shipping or transportation costs;
2. Incremental costs for materials and supplies;
3. Incremental costs of labour or salaried services and related employment costs;
4. Incremental costs for rental or lease of facilities, equipment or machinery or the purchase of specialized items necessary for the execution of the project (with prior written approval of the CASA);
5. Federal and provincial taxes, including the non-refundable portion of the Goods and Services Tax (GST), if any, that you’ve paid; and
6. Administrative and other costs approved by CASA that are directly related to carrying out the approved application. These include: materials and supplies; planning and consultation; performance reporting; accounting; auditing and evaluation; equipment maintenance expenses; and travel and hospitality conducted in accordance with Treasury Board Directives;

## **Non-Eligible Costs**

For the purposes of this Agreement, CASA will not reimburse the following costs:

1. The refundable portion of the GST, value-added taxes or other items for which a refund or rebate is received;
2. Travel and hospitality costs exceeding Treasury Board Guidelines, or gifts;
3. Costs relating to the acquisition of land or buildings;
4. Capital items not specifically required for the execution of a project;
5. Normal costs of establishing a commercial operation;
6. Profit; and
7. Farm labour costs or measures to train farm labourers.
8. Institutional overhead, organizational levies and other similar indirect costs

## **D: Identifying project funders**

**For public announcements:** Communication of all projects funded through the Canadian Agricultural Safety and Health Project (CASHP) fund, administered by the Canadian Agricultural Safety Association with funding from Agriculture and Agri-Food Canada's Growing Forward initiative, must clearly describe the role of both the government and CASA as a source of funding.

Communication of these projects is understood to be:

- any public announcement,
- any invitation to the public to participate in activities related to the project
- any public announcement of any results flowing from the project

**This includes** media relations( news conferences, news releases and other media products), information/advertising campaigns, printed/audio/visual/electronic materials, website and exhibits. **It DOES NOT include** publications or presentations by project leaders/recipients.

**For publication recognition:** All communications materials may be published in the official language of the project leader's choice but you must advise CASA in writing (email is fine) of your intention to publish any such public announcement or communications at least 30 days in advance. CASA must then advise the Department of this intention. If the Department requires the translation of your communication, it will be accomplished at the Department's expense.

**Contact:** [info@casa-acsa.ca](mailto:info@casa-acsa.ca) or 1-877-452-2272 for more information and electronic logos/wordmarks as follows:

**All three logos must appear on project communications.**

**Logo for the Canadian Agricultural Safety Association:**



Version to appear on materials with predominantly English text.



Version to appear on materials with predominantly French text.

**Logo for Agriculture and Agri-Food Canada:**

Version to appear on material with predominantly English text:



Agriculture and  
Agri-Food Canada

Agriculture et  
Agroalimentaire Canada

Growing Forward 

A federal-provincial-territorial initiative

Version to appear on materials with predominantly French text:



Agriculture et  
Agroalimentaire Canada

Agriculture and  
Agri-Food Canada

Cultivons l'avenir 

Une initiative fédérale-provinciale-territoriale

You may also use a bilingual version of the Growing Forward logo:

Growing | Cultivons  
Forward | l'avenir 

A federal-provincial-territorial initiative  
Une initiative fédérale-provinciale-territoriale

Cultivons | Growing  
l'avenir | Forward 

Une initiative fédérale-provinciale-territoriale  
A federal-provincial-territorial initiative

OR

**Replace the AAFC logo with the Canada wordmark** if you are acknowledging other government funders (other countries or provinces) in the same communication:

**Canada** 

**If you must use copy** rather than logos/wordmarks, the following is satisfactory: Funding is provided by the Canadian Agricultural Safety Association, which receives funding from Agriculture and Agri-Food Canada through *Growing Forward* – a federal-provincial-territorial initiative.