

2016 Program Description and Grant Management Process

1. About the Back to Ag Program

Every year, Canadian farmers and agricultural workers experience life-altering incidents, such as paralysis or lost limbs. The Canadian Agricultural Safety Association (CASA), along with Farm Credit Canada (FCC), and the Rick Hansen Foundation (RHF) has created the **Back to Ag Program** which will allow disabled farmers to apply for funding for the purchase of specialized equipment or adaptation of existing equipment in order to get them back to farming safely.

The program objectives are to:

- Develop and manage a fund that will help farmers who have experienced a life altering incident resulting in a disability, return to work on the farm safely.

2. Request for Applications

CASA is currently accepting applications from farmers who have experienced a life-altering incident resulting in a disability. They must demonstrate that the purchase of specialized equipment or adaptation of existing equipment will help them get back to work on the farm safely.

3. Submit an application

Applications are received on a first come first served basis.

To complete an application form [click here](#). For Terms of Reference, [click here](#).

4. Amount of Funding Available

The Foundation has a minimum of \$60,000 available to disburse for this round of the 2017-18 Back to Ag program.

5. Maximum Grant Amount

The maximum grant amount per individual will not exceed \$10,000. The amount of funding will be determined based on the expenditures that are deemed eligible, reasonable and appropriate for the successful execution and completion of the project.

In concert with the rehabilitation specialist and the farmer, CASA will review the costs and scope of the project to ensure that proposals are reasonable and to determine the final amount of any grant.

6. Process and Procedures:

The following steps outline the Back to Ag Application process:

1. Application form, Terms and Conditions, Program description, and FAQ's are available to view and download at www.casa-acsa.ca and click on the "Grants" tab.
2. Applications can be filled out and emailed, mailed or faxed. Directions are on the bottom of the application form. Applicants will receive notification of receipt of their application within a few week period.
3. Applications will be reviewed for eligibility and completeness by the CASA project officer.
4. All applicants will be contacted to confirm whether or not their application qualifies and will be proceeding to the Review Committee within 6 weeks of receipt of applications.
5. CASA will follow up directly with qualifying applicants and their support to determine the preferred options for support. (up to \$10,000)
6. These options will be put forward to the Review Committee to confirm appropriateness of the support.
7. CASA will issue a grant agreement to the successful individual.
8. CASA will engage with the vendors directly and payment will be issued directly to vendors upon receipt of invoices. Based on the understanding of the project and if requested, a maximum of 25% of the total amount stated in the award letter may be paid to the vendor at the start of the project. In cases where there are variances in the actual cost of equipment vs the amount stated in the award letter, the maximum paid will be the amount of the award letter.
9. As part of CASA's accountability for program expenditures and stewardship to donors, reporting has been developed for the Back to Ag program. The reporting will measure the success of the program.
10. The recipient will be required to complete a short report including an evaluation of the success of the program as well as photographs. Final reports must be submitted within five months of the date of the award letter. A template will be provided by CASA.

7. Back to Ag Program Eligibility Criteria

Each application will be checked to ensure that it meets the following criteria. Applications not meeting these criteria will not be submitted to the Application Review Committee for further assessment.

- a. Eligible application form:
 - i. Completed application form i.e. no missing fields
 - ii. Includes the following attachments:
 - A letter of support from a medical professional that specifically refers to the project application
- b. Eligible recipients:
 - i. Must be resident in Canada;
 - ii. Eligible farmers must be the age of majority in the province they reside and actively be involved in an agricultural operation.
 - iii. Experienced a life-altering incident resulting in a traumatic injury and would like to return to work on the farm safely.
- c. Eligible Project Activities and Expenditures:
 - i. Farming must be conducted in Canada ;
 - ii. Expenditures to be incurred after the signing of the award letter;
 - iii. Renovation, construction and retrofitting of out buildings or equipment including but not limited to:
 - Constructing an interior or exterior ramp;
 - Installing wider doors or installing automated door openers;
 - Raising or lowering sinks and/or counters in outbuilding;
 - Building an accessible washroom in outbuilding;
 - Installing accessible door handles and light switches;
 - Installing an elevator or lift;
 - Construction materials, supplies and related expenditures (i.e. trades);
 - Leasing or purchasing of equipment for the purposes of retrofit, modification, construction or renovation;
 - Fence gate latches
 - iv. Retrofit and Modification of vehicles including but not limited to:
 - Wheelchair and Tractor lifts;
 - Hand controls;
 - Modifications to Grain Augers, Combines
 - Control modifications for Prosthesis
 - v. Provision of accessible information/communication technologies including but not limited to:
 - Speaker phones; Mobile technology software

8. Ineligible Recipients & Projects

- a. Ineligible recipients include, but are not limited to:

- i. Non Canadian residents;
 - ii. Farmers who don't plan to return to work on the farm.
 - iii. Farm Credit Canada employees and CASA employees
 - iv. Incident is not preventing the farmer from farming safely
 - v. Previous recipient of the Back to Ag program
- b. Ineligible Activities or Expenditures
- The following projects or components of projects are **NOT** eligible:
- i. Adaptive technology requests to address chronic diseases
 - ii. Expenditures incurred before the signing of the award letter;
 - iii. Salaries and other employment benefits of any employees of the recipient;
 - iv. A recipient's overhead expenditures, its direct or indirect operating or administrative expenditures unrelated to an eligible product or service delivery;
 - v. Cost of consultation and preparation of the application;
 - vi. Expenditures associated with fundraising or raising additional funds for the project
 - vii. Expenditures of feasibility studies.
 - viii. Activities or expenditures normally funded by existing Government Programs or Insurance Coverage;
 - ix. Any expenditures for which the recipient or a third party is eligible for a rebate;
 - x. Financing charges and interest expenditures;
 - xi. Legal fees;
 - xii. Expenditures for medical and/or rehabilitation treatment.

9. Assessment Criteria

To be eligible for funding an applicant must first demonstrate that he/she meets the mandatory eligibility criteria.

- CASA will follow up directly with the applicant and their support team to determine the preferred options for support. (up to \$10,000)
- These options will be put forward to the Review Committee to confirm appropriateness of the support.
- The "Back to Ag" return to work solution must be comprehensible and realistic.

Note: Decisions made through the application process are final and not subject to further appeal. Decisions regarding grants may be influenced by the amount of funding available at the time an application is received, how well the application meets all of the criteria and intent of the program and how many other applicants might be helped by similar adaptive technology and the willingness of an applicant to cooperate in promoting safety and program awareness.

10. Communications Protocol

CASA may ask recipients to provide additional information, quotes, and photographs that illustrate how their grant has improved their quality of life. Such requests are subject to consent of the recipient.

Many Back to Ag projects have the potential to obtain media coverage. It is important that messaging remains consistent and that any media/public activities acknowledge that the project was made possible as a result of the efforts of FCC, RHF and CASA and if applicable, reflect the contributions of donors. The recipient will accept responsibility of coordinating any project-related media opportunities with CASA.

11. Official Languages

The services offered by the program will respect the obligations pursuant to the *Official Languages Act*. The program has the capacity to communicate and to serve the public in both official languages and to respect language of worker rights and obligations.

General information about the program, and any notice, advertisement or other matter relating to the program are available in both official languages; application forms, terms and conditions and FAQ's are available in both official languages on the CASA-ACSA website.

12. For Further Information

Please refer to our [FAQ's](#) and visit the [CASA website](#) for regular status updates.

CASA commits to contacting all successful and unsuccessful applicants with notification of the decision. However, we regret that we are unable to address individual requests for information.

Thank you for your interest in the Back to Ag program!