

Terms of Reference

PART A:

1. Applicant Information:

- a. The recipient of the adaptive technology may only be an individual (not a corporation). Eligible farmers must be the age of majority in the province they reside in and actively farming.
- b. The recipient cannot be a previous recipient of the Back to Ag grant.
- c. The recipient may not be an employee of Farm Credit Canada (FCC) or Canadian Agricultural Safety Association (CASA).

NOTE: Adaptive technology requests to address chronic diseases are NOT eligible.

NOTE: The maximum grant amount is \$ 10,000

Please provide contact details including name, address, telephone, and email information for the Applicant. If approved please note that funding cannot be paid directly to Applicants. In compliance with charity regulations, CASA will make payment directly to a contractor/vendor for specified work/equipment identified by the Applicant.

2. Contact Information:

Please provide contact details including name, address, telephone and email information for the individual completing this form on behalf of the applicant (**only if different from applicant**). This individual could be family, friend, neighbor, medical worker for example and is only required to be filled out if the applicant is unable to complete the form themselves. If the applicant is not the recipient, then by applying the applicant promises that they have the permission or authority to apply on behalf of the recipient and to provide the personal information of the recipient for all of the purposes of this program.

PART B:

3. Traumatic Injury Description:

- Please describe the circumstances that caused the traumatic injury including:
 - What were the circumstances that caused the traumatic injury
 - Level of injury
 - Date of incident
- How is the injury impairing your ability to work safely on the farm?

4. Letter of Support:

- The applicant must provide a letter of support from a medical professional (i.e. Doctor, Occupational Therapist) that specifically refers to the project application and verifies that the project will assist the recipient in returning to work on the farm. The letter could also provide recommendations for return to work solutions. **CASA reserves the right to contact this party directly.**

PART C:

5. Reporting Requirements:

- As part of the CASA's accountability for project expenditures and stewardship to donors, reporting has been developed for the Back to Ag program. The reporting will measure the success of the projects.
- For Individual Projects, the recipient will be required to complete a short report including an evaluation of the success of the Project and photographs of the adaptive technology. This report must be submitted by the applicant within 5 months of receiving the BacktoAg support. By checking this box the applicant is agreeing to provide CASA a report. A Report Template will be provided.

6. Checklist

To ensure the application is complete, please complete the checklist as follows:

- **Attachments:** The applicant must attach a letter of support. The letter should specifically refer to the project application and verifies that the project will assist the recipient in returning to work on the farm. The letter could also provide recommendations for return to work solutions.
- **Confirmation:** The applicant must check the box to confirm that CASA may contact the recipient (if the applicant is not the recipient), vendor, and medical professional, to confirm that all information contained in the form is true and that they consent to providing a photo of the adaptive technology. A photo will be useful in determining solutions for others who have sustained similar injuries and want to get back to farming.
- CASA would like approval to contact the applicant or recipient for more information about their story. This answer (yes or no) will not have any bearing on scoring criteria but could be useful in developing educational resources pertaining to safety on the farm.
- The applicant acknowledges that the personal information provided is true to the best of their knowledge. The applicant acknowledges that they have released information that will be used to determine if the applicant qualifies for a grant pursuant to the Back to Ag Program.
- **Signature:** The applicant must sign and date (if submitting by **mail/fax/scanning**) or check the box as accepted and date the application form if submitting by **email**. If submitting by **email**, please save the document with **your name** as the name of the document. Then send the document as an attachment by email to backtoag@casa-acsa.ca

Definitions:

1. *Adaptive Technology:* Any object or system that improves the capabilities of people with physical disabilities.
2. *Farmer:* Eligible farmers must be the age of majority in the province they reside and actively be involved in an agricultural operation that produces at least one of the following products intended for sale: crops (hay, field crops, tree fruits or nuts, berries or grapes, vegetables, seed); livestock (cattle, pigs, sheep, horses, game animals, other); poultry (hens, chickens, turkeys, chicks, game birds, other poultry); animal products (milk or cream, eggs, wool, furs, meat); or other agricultural products (Christmas trees, greenhouse or nursery products, mushrooms, sod, honey, maple syrup products).
3. *Project:* The project is the adaptive technology created to get the applicant back on the farm safely.
4. *Traumatic Injury:* For the purposes of this program Traumatic Injury refers to a physical injury of sudden onset and severity that requires immediate medical attention. Traumatic injuries are acute in nature and not chronic and for this purpose and prevent the farmer from returning back to farming.