



**Terms of Reference
For Members**

2018-2019

**AGRICULTURE FUNDING CONSORTIUM MEMBERS
(the “AFC Members”)**

TERMS OF REFERENCE

INTRODUCTION

The Agriculture Funding Consortium (AFC) provides coordinated funding and stimulates private/public sector participation for Research and Innovation that supports sustainability, diversification and growth for agriculture and the food industry in Alberta. The AFC is an informal body that has no legal standing. It is comprised of 13 organizations; each of which is responsible for establishing its own strategic priorities and investment mandates. It is recognized that each member organization maintains its own Terms and Conditions for grants and investments. The intent of the AFC is to provide a one window approach for applicants to submit applications and for funders to review applications and coordinate funding.

ROLES

1. Provide a forum to share information in a positive and cooperative environment with respect to the proposals, process and the intent of the AFC.
2. Provide governance for the annual call for proposals and project approval process.
3. Review project proposals within the context of each organization’s specific priority areas.
4. Identify and bring forward issues of concern related to specific proposals submitted to the AFC or the AFC process.
5. Provide funding and/or resources to be actively engaged and support the entire AFC process.

ELIGIBLE MEMBERS

1. Active funding agencies and/or commissions which are providing funds for agriculture and food industry research and innovation.
2. Have a mandate to fund projects that can be shown to benefit Alberta agriculture and food industry.

MEMBERSHIP SELECTION AND TERMS

1. Current AFC members may invite and approve new organizations to participate.
2. The AFC Terms of Reference will be circulated to all potential members.
3. The AFC meetings shall have at least one representative from each of the AFC member organizations.
4. An organization that is unable to send a representative to the AFC meetings may have an alternate AFC member organization represent it, e.g., Alberta Bee is represented by the Alberta Crop Industry development Fund (ACIDF).
5. Members, Alberta boards and commissions will be asked annually to participate in the AFC prior to the opening of the LOI.
6. Members participating must sign a confidentiality oath.

MEMBERSHIP / RESPONSIBILITIES

All members will work collaboratively, cooperatively, and participate actively in the work of the agriculture funding consortium.

1. Chair of the Committee:
 - Appointed by consensus, one vote per organization and approved, by the AFC members;

- Reports to the AFC members as required;
- Chairs meetings as required;
- Arranges the regular meetings of the AFC;
- Develops summary spreadsheets of proposals throughout the call;
- Distributes the spreadsheet summary to the members for selection meetings; and
- Tracks policy and process decisions.

2. Members:

- Provide information on their respective organization's priorities, interests and abilities;
- Facilitate proposal review and assessment through their respective organizations; and
- Members of AFC that have been designated as lead for a specific project are responsible for organizing the funding partnership, executing the required contract with the research and innovation provider and managing that project throughout its life. It is expected that the lead funder circulates and request feedback on progress reports from all co-funders in advance of approval of progress reports or release of funding instalments.

MEETINGS:

It is anticipated that the AFC will meet approximately three times per year for review of LOI's, technical review and round table discussion for full proposal. The Chair will develop the meeting agenda and circulate it two weeks prior to the meeting. Other meetings may be called as required.

Meeting logistics will be as follows:

LOI meeting and lunch – Alberta Agriculture & Forestry, Alberta Innovates – location TBD

Technical review meeting and lunch – Alberta Agriculture & Forestry, Alberta Innovates – location TBD

Full proposal review meeting and lunch – Alberta Agriculture & Forestry, Alberta Innovates – location TBD

QUORUM:

Quorum requires two-thirds of the current membership to be represented in person or to be represented by another AFC member for decisions affecting the AFC processes and protocols. Only organizations which will potentially fund proposals can engage in proposal selection.

DECISION MAKING:

Majority: the affirmative votes of a majority of the AFC members in attendance at any meeting of the AFC at which quorum has been met are sufficient to pass a recommendation to the members. All funding decisions are made by the individual organizations, not by the AFC.

DOCUMENTATION, COMMUNICATION, AND REPORTING:

1. Documentation: Each member organization is responsible for its own notes and documentation during the AFC process.
2. Communication:
 - There are no official communications from the AFC since it is not a legal entity.
 - The website for the www.fundingconsortium.ca, that houses information on AFC and the annual calls for proposals will be maintained by Alberta Agriculture & Forestry (AAF).
 - The online application system is maintained by the Alberta Agriculture & Forestry (AAF) and Alberta Innovates (AI). The system is housed with Service Alberta.

DOCUMENT REVIEW:

The Terms of Reference of the AFC shall be reviewed annually as decided by the membership.

The process guidelines, on-line application and contract requirements of the AFC shall be reviewed as required by the membership.

REMUNERATION

Each member is responsible for remuneration, travel, and expenses of its delegates to the AFC.

CONTRIBUTIONS

Members will contribute to the maintenance of the website and/or the on-line application system, as required.

Each member is responsible for confidentiality of all proposals and documents within AFC. All proposals are considered confidential except for the:

- Title;
- Applicant;
- Applicant's organization; and
- Amount requested from the AFC, total project cost and a brief communication summary to avoid duplication – for AFC member use only.

All proposals are to be kept within the AFC membership unless approval has been received from the applicant to share the application or other documentation with potential funders that are not members of AFC (i.e. NSERC).

Once approved for funding, all proposals become the responsibility and property of the funding organizations that provide the funding.