



BC Agriculture Labour Market and Skills Development Initiative

An Initiative under the Agri-Food Futures Fund



Letter of Intent Guidelines

Purpose:

A Letter of Intent is an optional step in the application process to obtain project funding through the BC Agriculture Labour Market and Skills Development Initiative (ALMSDI). Submitting a Letter of Intent for review by the ALMSDI Management Committee is an opportunity for an applicant to obtain initial feedback on a concept or project idea. This preliminary step will let the applicant know if the Committee considers the concept to be potentially appropriate for consideration as a full proposal; it may also prompt some direction from the Committee which may be helpful in developing a successful full proposal.

Content:

- Brief description of the essence of the idea or project being considered
- Indication of how the project would benefit BC agriculture (i.e. how your project meets the goals of the ALMSDI Strategic Plan)
- Indication of who would manage and deliver the project
- Indication of when and for how long the project would run
- Indication of how project results would be disseminated to BC agriculture
- Indication of who the potential partners might be for the project and how they might contribute
- An estimate of the budget that is anticipated to be required
- An indication of how funds are to be raised for the project

Format:

- There are no particular formatting requirements for a Letter of Intent
- Letters of Intent need not be longer than one to two pages.

Submission dates:

For each calendar year, deadlines for applications and letters of intent are established to provide the necessary time for an effective evaluation process. These deadlines are as follows:

- **September 15, 2004**
- **December 15, 2004**
- **March 15, 2005**
- **June 15, 2005**

Submit to:

Agriculture Labour Market and Skills development Initiative
c/o BC Agriculture Council
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Agriculture and
Agri-Food Canada

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Agroalimentaire Canada



Ministry of Agriculture,
Food and Fisheries