

HORN LEVY FUND

Roles and Responsibilities for Operation of the Horn Levy Fund

Cattle Industry Development Council will:

- a) receive and approve the business plan and annual reports from the Horn Fund Committee.
- b) provide secretariat services for the fund.

Secretariat responsibilities will include:

- ensuring the decisions are recorded
- ensuring that the decisions are implemented
- ensuring that the deliverables are received
- financial reporting is carried out in a timely manner.

Horn Fund Committee

a) Committee Make Up:

Industry associations will be invited to elect representatives to serve on the Horn Fund Committee as follows:

BC Association of Cattle Feeders	one representative
BC Breeders and Feeders Association	one representative
BC Cattlemen's Association	two representatives
BC Milk Producers' Association	one representative

b) Exofficio

BC Ministry of Agriculture Food and Fisheries and OII Ownership Identification Inc., may send exofficio representatives to Horn Fund Committee meetings, and from time to time, others may be invited to do so as may be decided by the Committee.

c) Officers

The Horn Fund Committee shall annually elect a chair and a vice-chair from amongst the representatives.

d) Responsibilities

- i. Promote dehorning of cattle for increased safety in the cattle industry and increased value of cattle in BC.
- ii. Establish and maintain policies, procedures and guidelines for the collection of the Horn Levy Fund.
- iii. Establish and maintain policies, procedures and guidelines for awarding funds from the Horn Levy Fund. Procedures include promotion of the funds, review of funding applications, awarding projects, tracking projects and evaluation of project results.
- iv. Prepare annual report for submission to the Cattle Industry Development Council.

Horn Levy Fund

Policies and procedures relating to the use of funds are set out as follows:

Priority for the Use of the Funds – annual review of priorities

Fund Management - Will be the responsibility of the Secretariat.

Signing Authority - the Cattle Industry Development Council will provide signing authority for the Horn Levy Fund.

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APPLICATION FOR PROJECT FUNDING

Title of Project _____

Name of Applicant (Association) _____

Address _____

Name of Contact Phone/Fax/Email _____

Project summary _____

Benefit to the cattle industry of BC _____

Names of other supporters of this application (organizations or individuals) _____

Budget Summary (include complete budget with the application)

Funds requested from the Horn Levy Fund	\$
Funds from other sources (name source)	\$
	\$
Total project costs	\$

Term of project:

This project is set to start on (date) _____

and be completed by (date) _____

(this is the date the final report will be submitted).

Application submitted by:

Signing officer

Name of association

Date submitted

Attach to this page, the following:

- Project Work Plan, including activities, time lines
- Budget, including all expenses and all contributions
- Any other pertinent information such as letters of support etc.

Submit this completed application form and application documents to:

Horn Levy Committee
#4-10145 Dallas Drive
Kamloops, BC V2C 6T4

Phone 250-573-3611
Fax 250-573-5155

This application may be submitted at any time and will be reviewed by the Committee during the month following these cutoff dates: February 28, May 31, August 31 and November 30.

June 2004

GUIDELINES FOR APPLICATION FOR HORN LEVY FUNDING

Funding Guidelines

To access Horn Levy Funds, completed applications for projects will be a requirement.

1. **Eligible Applicants**
Applications will be accepted from British Columbia cattle industry associations (provincial, regional, local etc).
Others interested in accessing the funds should do so through an association as above.
2. **Eligibility Criteria**
Projects that demonstrate to the Horn Levy Committee, a benefit to the cattle industry of BC shall be eligible.
3. **Eligible Expenses**
Generally include all costs to complete a project according to the budget submitted with the application and approved by the Horn Fund Committee.
4. **Payment Schedule**
When approving the application, the committee will establish a payment schedule appropriate to the application. Details of the payment schedule will be outlined in a letter to the applicant with notification of the funding approval.
5. **Reporting Schedule**
In most cases, one final report at the conclusion of the project will be a requirement.
From time to time, interim reporting may be requested. When approving the application, the committee will establish a reporting schedule appropriate to the application. Details will be outlined in a letter to the applicant with notification of the funding approval.
6. **Approval process**
Applications for funding from the Horn Levy Fund will be reviewed by the Horn Fund Committee, and decision as to funding made by that Committee.
7. **Quarterly Review of Applications**
The Horn Fund Committee will regularly review funding applications on a quarterly basis.
Applications received by the deadlines of the end of February, May, August and November will be considered by the Committee during the last week of the following month.

From time to time, it may be necessary for the Committee to consider an application outside of the regular schedule, and the Committee will make every effort to be able to do so when necessary.

Conflict of Interest

Where a Committee member either sponsors or is directly involved in a project application, the member may speak to clarify the application or respond to questions, but must excuse themselves from the evaluation discussion and decision on the proposal. Such instances shall be recorded in the minutes of the meetings.