**[COMPANY/ORGANIZATION LETTERHEAD]**

**Re: Letter of Support for the Organic Science Cluster 4**

Date: **[insert date]**

To: Nicole Boudreau

 Coordinator, Organic Federation of Canada

 12-4475, Grand Boulevard

Montreal, QC H4B 2X7

info@organicfederation.ca

***[Insert Company/Organization Name here]*** is pleased to provide this commitment of financial support for the research and communication activities of the Organic Science Cluster 4 (OSC4), a joint initiative led by the Organic Federation of Canada in collaboration with the Organic Agriculture Centre of Canada at Dalhousie University. This contribution will support research and communication activities of OSC4:

Activity: **[*Title of research activity]***

***Note – Please write Organic Cluster Project if your support is allocated to the whole project (led by the Organic Federation of Canada).***

Led by: **[*Name of Principle Investigator]*** at ***[Institution]***

The contribution, payable/reported to the Organic Federation of Canada, will be as follows:

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Year (Fiscal years beginning April 1) | Cash Commitment ($) | Cash Payment (Date) | In-kind Description or description of incurred expenses for the activity (see more details in Appendix)  | In-kind/expenses($ Value) |
| 2023-2024 |  | To be confirmed upon initiation of OSC4 |  |  |
| 2024-2025 |  | April 30, 2024 |  |  |
| 2025-2026 |  | April 30, 2025 |  |  |
| 2026-2027 |  | April 30, 2026 |  |  |
| 2027-2028 |  | April 30, 2027 |  |  |
| Total |  |  |  |  |

**Please check one:**

|  |
| --- |
| \_\_\_\_ Please accept this letter as a ‘grant’ for the work identified above. |
| I am the signatory of this Letter of Support and I acknowledge that any modification to my contribution commitment will need to be submitted 90 calendar days in advance.**Add initials:** |
|  |

**OR**

|  |
| --- |
| \_\_\_\_ An agreement/contract is needed to support this contributionThe Organic Federation of Canada will submit an agreement to the Company. |

We acknowledge that the cash and in-kind/incurred expenses will be used to leverage Federal Government funds and that a small portion of these funds may be used for administration and communication programs of OSC4.

Sincerely,

**Signature**

**Printed name**

**Position in organization**

**Phone number:**

**Email address:**

**Postal address:**

**APPENDIX**

Contributions of in-kind costs and real incurred expenses are important: they are used to leverage AAFC funding, and AAFC requires clear descriptions of all in-kind contributions and incurred expenses on an annual basis.

As an industry partner providing an in-kind contribution or incurring expenses for the research activity, you will be asked by the Organic Federation of Canada to fill in a form every year to describe and allocate the appropriate value to your contribution. Please see below the description that will help you to estimate the proper value of the contribution that you are committing to provide when you sign the present letter.

|  |  |  |  |
| --- | --- | --- | --- |
| Instructions |  |  |  |
| Please ensure that you provide the fair market value of the eligible in-kind contribution; you will be requested to justify the value by providing references such as detailed receipts, links or invoices for similar expenses. We will sample 20% of your claim to ensure the justification is valid and/or that the expense occurred. |
| Categories of in-kind contributions or incurred expenses: |
| A - Labour  |
| Describe work being done (ex. record keeping, field work, sampling, etc.; tractors, commercial mixer, spray applicator, drier) and provide the name of the individual doing the work |
| Provide a separate line for each individual or piece of equipment doing the work. |
| Calculation = amount of time x rate/ unit time (e.g. 100 hrs x $20/hr = $2,000) |
| Provide a record of the payment, for example a payroll sheet, or a detailed invoice from contracted work |
|  |
| B - Use of equipment  |  |  |  |
| Describe equipment used for the research activity project (ex: tractors, commercial mixer, spray applicator, drier)  |
| Description of calculation = amount of time x rate/ unit time (e.g. 100 hrs x $20/hr = $2,000) |
| C - Materials |  |  |  |
| Describe the type of material provided by your business (ex. compost, fuel, etc.) |
| Calculation = amount of material x cost per unit of material = total cost (ex. 6 tonne of compost x $400/tonne = $2,400)If your business has purchased materials, provide the receipt(s) |
| D- Services provided by your business |
| This category describes labour and labour combined with equipment use. Describe the service (ex. lab analyses, compost application with equipment, crop harvesting) applied only to this research project. |
| Description of calculation = amount x rate/unit time = total (e.g. nitrate analysis on 100 soil samples x $5/sample = $500 |
| E- Use of space  |  |  |  |
| Describe the nature of the space that is being used (e.g. Class 3 farm land, greenhouse, lab bench, etc) |
| Description of calculation = area x rate = total (ex. 5 ha x $300/ha = $1,500; or 10 m2 x $50/m2 = $500) |