



PO Box 32066, RPO Victoria Square,
Regina Saskatchewan, S4N 7L2
Phone: 306-569-1418
Email: admin@saskorganic.com
www.saskorganic.com

Guidelines for Detailed Project Proposals

Saskatchewan Organic Directorate (SOD) - Saskatchewan Agriculture and Food (SAF) Fund

Upon acceptance of your Letter of Intent (LOI), you will be required to complete a detailed project proposal.

Detailed proposals must set out:

- clearly-defined deliverables, consistent with the goals and objectives of the project
- how the project fits with the priorities identified by the Memorandum Of Understanding (MOU)
- how this project builds upon your earlier work or the work of others
- a timeline for completion, including intermediate targets or deadlines for tracking progress
- a detailed budget that includes:
 - labour
 - materials
 - communications
 - transportation
 - infrastructure
 - fees
 - other sources of revenue, including in-kind contributions
- capacity of the organization to complete the project as planned, including:
 - financial administration capacity
 - who will work on the project and their capability of doing the work
 - other funds, grants, partnerships, etc. that will be leveraged
- if a pilot project, how the project will sustain itself after the grant is paid out
- the level of support the project has from other organizations, agencies, etc.
- an evaluation process that provides documentation of how the project has met its goals, deliverables and objectives

The SOD Board or a subcommittee will review the proposals. If a proposal is not quite complete, it may be sent back to the applicant for more information and resubmitted. The SOD Board will then recommend the successful proposals to the SAF-SOD Steering Committee for approval.