

## NOMINATION FORM

Canada's Outstanding Young Farmers Program



### Nomination criteria:

The application can be submitted by a single nominee or can be accompanied by a co-nominee. The co-nominee can be a spouse, sibling or management partner/shareholder. The co-nominee is not required to meet the nomination criteria. The application can only be submitted by a maximum of two people, although a company can have three or more key people.

- Nominees must have an **ownership stake** in the farm and be a **permanent resident of Canada**.
- The Nominee must be responsible for the majority of management decisions in operating the farm. The nominee must **derive 2/3 of their gross revenue from agriculture production** and **not have reached the age of 40 as of January 1** in the year of competition.
- Over **50% of the farm's income**, averaged over the past 3 years, must be derived from the **farm's primary agriculture production**.
- A letter of support (on formal letterhead) from a third party must accompany the application form at the regional level.
- To qualify for the National Awards Program the nominees must be certified winners of their Regional Awards Programs.

### Judging Guideline:

<i>A. Progress in Agriculture Career</i>	<b>40</b>
<i>B. Production &amp; Management</i>	<b>50</b>
<i>C. Financial Progress</i>	<b>40</b>
<i>D. Sustainability &amp; Environmental Benchmarking</i>	<b>30</b>
<i>E. Safety, Education &amp; Marketing</i>	<b>25</b>
<i>F. Contribution to Community, Province &amp; Country</i>	<b>25</b>
<i>G. Other</i>	
<i>H. Oral Presentations</i>	<b>45</b>
<i>I. Interviews</i>	<b><u>45</u></b>
<b>TOTAL :</b>	<b>300</b>

**Selected individuals will be great ambassadors of their farm, the program and agriculture.**

### Frequently Asked Questions (FAQ) Regarding OYF Nomination Forms:

#### **Q: What is OYF?**

A: Our mission is to discover, celebrate and recognize progress and excellence in Canadian agriculture. The business connections and relationships established are invaluable.

**Q: How do you get nominated at regional level?**

A: You need someone to provide a letter of support to submit with the nomination form. It may be from your suppliers, banks, industry or neighbors.

**Q: How do we compete at national level?**

A: You must be selected as a regional winner to compete at National Event.

**Q: How much time do we need to commit?**

A: The time it takes to complete the forms varies. This exercise is valuable in that you take a serious look at your operation- where it was, where it is presently, and where you see it in the future. The regional competitions are approximately 1-2 days in length and the national competition is a 5-day commitment usually held in late November/early December. All related travel costs are covered. The people you will meet and connections you will be make across Canada are invaluable.

**Q: What if we don't win Regionally?**

A: All applicants are eligible and encouraged to reapply until they reach the age limit of 40. Those who compete, regardless of the outcome, automatically become alumni of the association and are encouraged to attend all future events to help welcome new alumni to the association.

**Q: What is difference between Nominee and Co- Nominee?**

A: The nominee must meet all criteria, but the co-nominee may not. Both the nominee and co-nominee will participate in interviews and presentations as equal partner.

**Q: What is primary agriculture production?**

A: All products sourced from your own farm's production. Fifty percent of the farm's income, averaged over the past 3 years, must be derived from that primary production.

**Q: I work part time off the farm or my spouse does, do we still qualify?**

A: Yes, as long as nominee derive a minimum of 2/3 of their gross revenue from agriculture.

**Q: I work with my family on the farm but as an employee, do I qualify?**

A: No. We do require you to have an ownership stake in your operation and be making the majority of management decisions in order to qualify, but if you can show ownership transfer is part of a succession plan, you may be eligible.

**Q: Who judges?**

A: A panel of three judges, comprised of one OYF alumni and two respected industry representatives.

**Q: Who sees my financial information?**

A: We request your financial ratios be calculated and submitted with a verifying signature of your accountant or banker. All information is held as confidential and is used solely by the judges in the selection process. All information is destroyed after the National Event.

**Q: What is "Other Information" on the form?**

A: Information you wish to add to give us a better understanding of your operation.

**Q: What do we win?**

A: The program is a peer recognition of your success.

As regional winner, you will represent your region at the national event. All travel costs, of the nominee & co-nominee, to the national event are covered.

The national awards program alternates through the seven regions, providing participants with the opportunity to experience agriculture across Canada. All nominees become alumni of the association and are encouraged to return to grow the relationships they create with their OYF family.

Two regional winners will be selected as National winners as the year's model representatives of the agricultural industry. Awards will be presented to the winners as follows: male(buckle), female(pin) and an all-expense paid trip to the next national event.

**NOMINATION FORM**

Canada's Outstanding Young Farmers Program



Nominee: \_\_\_\_\_ Date of birth: \_\_\_\_\_

Co-Nominee: \_\_\_\_\_ Date of birth: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ Province: \_\_\_\_\_ Postal code: \_\_\_\_\_

Phone number: \_\_\_\_\_ Website: \_\_\_\_\_

Email: \_\_\_\_\_

Farm name: \_\_\_\_\_ Type of production: \_\_\_\_\_

	Applicant	Co-applicant
Level of education achieved:	_____	_____
Number of years as a farmer:	_____	_____
Percentage of total annual income from farming:	_____	_____
Off farm income:	_____	_____
Number of years working off the farm:	_____	_____

Ownership structure:

Sole Proprietor  Partnership  Corporation  Other (describe) \_\_\_\_\_

What is your percentage of ownership? Nominee \_\_\_\_\_ Co-Nominee \_\_\_\_\_

List other partners, if any: \_\_\_\_\_

If you are not a sole proprietor, what percentage of management decisions do you make? \_\_\_\_\_

Indicate the number of animals: \_\_\_\_\_

Of this total, indicate the number of animals owned individually \_\_\_\_\_ in partnership/corporation \_\_\_\_\_

Indicate the total number of acres under cultivation: \_\_\_\_\_.

Of this total, indicate the number of acres owned:

Individually \_\_\_\_\_ in partnership/corporation \_\_\_\_\_ leased individually \_\_\_\_\_ leased in partnership/corporation \_\_\_\_\_

Family Members & Children (age):

Nominee

Co-Nominee

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Business Social Media Identifiers

FACEBOOK \_\_\_\_\_

Twitter() \_\_\_\_\_

LinkedIn \_\_\_\_\_

Other \_\_\_\_\_

All information and photos included in this form are true and may be used for publication, with the exception of the financial statements, which will be kept strictly confidential. My signature constitutes approval of any prize won at the regional or national competition level. I will participate in the national competition if I am selected as a regional winner. I agree that any income received for the promotion of this contest and the use of information and photos will be entirely for the benefit of the Canada's Outstanding Young Farmers program.

Signature of Nominee

Signature of co-Nominee

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Sponsor: \_\_\_\_\_

Signature: \_\_\_\_\_

Return this form by e-mail to:

Nominee: \_\_\_\_\_

Farm name: \_\_\_\_\_

Please answer the following sections using **Arial 10 font**. Each section should **not be more than 2 pages**. The questions below can be used as a guideline if they pertain to your farming story.

### **TELL YOUR STORY- PAST, PRESENT & FUTURE**

#### **A) Progress in your Agriculture Career** (40 points)

- How and why did you start your farming career?
- What were your goals when you started farming?
- How are your goals different today?
- What stage was the farm / business / operation when you started?
- Where in your career do you believe you are today?
- What problems did you face and overcome since beginning?
- What assistance did you receive to start your career?
- What are your goals for the next ten years?

#### **B) Production, Management & HR** (50 points)

- Describe changes in your production system since you began your career, including new production practices you have adopted.
- What do you envision regarding “future” production practices?
- What farm production and accounting records are kept and how are they used in management analysis?
- Describe management practices utilized and explain how various factors are used in your decision-making process.
- Describe how decisions are made and who makes them in your business.
- How have you adapted technology to your operation?
- How do you address Human Resources if applicable to your operation?

#### **C) Financial Progress** (40 points)

You must also provide info on templates provided at end of nomination form, verified by a third party.

- Discuss your current financial statement:
  - Your strengths today and into the future.
  - Current challenges
  - Describe today’s current challenges.
- How have you added value to your operation?
- What future financial targets do you have for your operation/business?
- What have you done to achieve long term business viability?

### **HOW YOUR STORY FITS WITH THE COUNTRY, PROVINCE AND COMMUNITY**

#### **D) Sustainability & Environment Benchmarking** (30 points)

- Explain what sustainability means to you.
- How have you adapted your sustainability views into your operation?
- How does environmental bench marking apply to your operation?
- Describe soil health, erosion, water, and energy management systems you have incorporated into your operation.
- Describe positive impacts of your environmental farm plan to your business.

**E) Safety, Education & Marketing** (25 points)

- How do you manage farm safety practices?
- How have you addressed mental health issues regarding yourself and your farm business team?
- How has education been part of your business?
- How have you adapted to the wave of changing information streams?
- Describe social media's influence on your farm and business, if applicable.
- Describe how you have developed your marketing plan if required.
- What have you done to adjust and adapt to changing market realities?

**F) Contribution to Community, Province & Country** (25 points)

You must also provide info on templates provided at end of nomination form.

- List local, provincial and national organizations you have been involved in since you began your business. Template provided.
  - Level of involvement and projects undertaken.
  - Years involved in each of the above.
  - Recognitions received.
  - Volunteering and assistance you provide to others.

**G) Other Information**

- If you wish, write a description outlining your farming operation, elaborate on items discussed on the nomination form or include other items related to your farming operation but not already mentioned in the nomination form.

**SHARE YOUR STORY**

**H) Power Point Presentation** (45 points)

15-30 slide (15 minutes- 5 min question period) PowerPoint presentation

- Must consist of 15-30 colour projections that may include multiple images but **no added text (Farm logo only)**. Each projection is to be a static image – **no incoming bullet points** or video clips will be allowed. There are to be **no transitions or animations** in your PowerPoint.
- Presentation to depict your farm activities, achievements, people involved, contributions to improve lifestyle and family.
- Judges will consider clarity, flow, participation, responses to questions

**I) Oral Interviews** (45 points)

- General discussion with a group of judges
- Judges will consider response & participation in discussion with others

FOR NATIONAL EVENT, the following "HIGH RESOLUTION" photos will need to be submitted by email:

- *Nominees working on the farm (front shots only)*
- *Nominee's family*
- *Nominees Head & Shoulders Shot*

**Financial Progress Templates must be verified by your accountant**

**Original Financial Statement when you started farming and Current Financial Statement-verified by your accountant**

**NOMINEE NAME** \_\_\_\_\_

**FARM NAME** \_\_\_\_\_

	<b>THEN</b> (Year Started _____)	<b>NOW</b> (20____)
<b>ASSETS</b>		
<b>SHORT TERM ASSETS</b>		
Cash & farm deposits	_____	_____
Investments (Stocks, Bonds NISA etc.)	_____	_____
Accounts receivable	_____	_____
Crop & market livestock inventories	_____	_____
Farm supplies	_____	_____
Other short-term assets	_____	_____
<b>TOTAL CURRENT ASSETS</b>	<b>_____</b>	<b>_____</b>
<b>INTERMEDIATE ASSETS:</b>	_____	_____
<b>LONG TERM ASSETS</b>		
Land	_____	_____
Buildings include family home	_____	_____
Machinery	_____	_____
Other long-term assets )	_____	_____
<b>TOTAL INT &amp; LONG-TERM ASSETS</b>	<b>_____</b>	<b>_____</b>
<b>TOTAL ASSETS (A)</b>	<b>_____</b>	<b>_____</b>
<b>LIABILITIES</b>		
Operating loans	_____	_____
Accounts payable and accrued liabilities	_____	_____
Current portion of long-term debt	_____	_____

Other current liabilities	_____	_____
<b>TOTAL CURRENT LIABILITIES</b>	<b>_____</b>	<b>_____</b>
Long-term debt	_____	_____
Other long-term liabilities	_____	_____
<b>TOTAL LONG-TERM LIABILITIES</b>	<b>_____</b>	<b>_____</b>
<b>TOTAL LIABILITIES (B)</b>	<b>_____</b>	<b>_____</b>
<b>NET WORTH (A-B)</b>	<b>(C) _____</b>	<b>(D) _____</b>
<b>INCREASE IN NET WORTH (D-C)</b>	<b>(E) _____ or _____%</b>	

**SHORT STATEMENT OF FARMING REVENUE**

	<b>THEN</b> (Year Started _____)	<b>NOW</b> (20____)
<b>REVENUE</b>		
Production Sales	_____	_____
Other Revenue _____	_____	_____
<b>TOTAL GROSS FARM REVENUE</b>	<b>_____</b>	<b>_____</b>
<b>EXPENSES</b>		
Production expenses	_____	_____
Administration expenses	_____	_____
Other farm expenses	_____	_____
<b>TOTAL FARM EXPENDITURES</b>	<b>_____</b>	<b>_____</b>
<b>Earnings before Interest, Taxes, Amortization</b>	<b>_____</b>	<b>_____</b>
Interest	_____	_____
Taxes	_____	_____
Amortization	_____	_____
<b>NET FARM REVENUE</b>	<b>_____</b>	<b>_____</b>



## Ratio worksheet based on current financial statements

a) Working Capital Ratio (Current assets are the assets of a business expected to be converted to cash or used up in next 12 months or within the normal operating cycle of the business. Current liabilities on the other hand are the obligations of a business which need to be settled within next 12 months or within the normal operating cycle. Measures liquidity or ability to meet payment obligations)

Working Capital Ratio =  $\frac{\text{current assets}}{\text{current liabilities}}$  \_\_\_\_\_ (>1.25)

b) Debt to Asset Ratio (Determine the total debt (liabilities) of the company. Calculate the total assets of the company. An asset is defined as anything of value that could be sold or otherwise converted into cash. Divide the debt by the assets. This is the percentage of debt to assets.)

$\frac{\text{Debt}}{\text{Assets}}$  \_\_\_\_\_ (.3-.6)

c) Debt Service Ratio (Ability to cover current debt obligations)

$\frac{\text{Earnings Before Interest, Taxes, Depreciation, Amortization}}{\text{Interest+ Current portion of Long Term Debt}}$  \_\_\_\_\_ (>1.25)

d) Debt to Equity Ratio (Financial leverage- how it can handle adversity)

$\frac{\text{External Debt}}{\text{Equity+ Personal Loans}}$  \_\_\_\_\_ (<1)

Certification of Financial Information

(must be verified by nominee's accountant, banker, or financial management service)

Signature: \_\_\_\_\_

Name: \_\_\_\_\_

Title: \_\_\_\_\_

Date: \_\_\_\_\_

### Contributions Templates

Name	Organization	Length of service	Position held	Projects/ Recognition