

**Application Deadline: NOVEMBER 1<sup>ST</sup>**  
**for the following growing season**  
**Applications are to be emailed to [craftcoordinator@gmail.com](mailto:craftcoordinator@gmail.com)**

## **Part 1: Eligibility Requirements**

### **Farmer**

- Applicants should have a minimum of 3 years farming experience, with at least one year managing their own operation.

### **Internship program**

- Offer a full-season organic farming internship. While details vary from one farm to another, all internships are based on an exchange that involves the intern's labour and commitment, as well as the farmer's instruction, supervision, education, time and commitment.
- The internship agreement is exclusively between the farmer and the intern, and not with CRAFT Ontario.
- During the interview process, the intern must be informed that the farm is a CRAFT South-West (SW) farm, informed what CRAFT SW is, and provided with baseline details about the farm's educational program.
- All interns on the farm are included in the CRAFT SW program and field days. It is not appropriate to have some CRAFT SW and some non-CRAFT SW interns on a farm.
- All interns are sent to all of the monthly CRAFT SW field trips.
- The farmer must post and review with interns their farm's human resource policies that address harassment, health and safety. Farmers shall also post the CRAFT Resource Sheet for Interns and review contracts with interns.

### **Farm operation**

- The farm operates according to organic standards. Organic certification is not required, but practices must meet or exceed the Canadian Organic Standard.
- The farm grows and sells or barter to other people.

### **Farmer Participation in CRAFT SW**

- Each member farm shall:
  - Contribute a membership fee to cover advertising and administration costs. See below for details.
  - Participate in the annual CRAFT SW planning and evaluation meetings, held in a central location, usually Guelph.
  - Have a link to the CRAFT SW website on their farm website (if they have one).
  - Communicate with the CRAFT SW node members via the CRAFT SW farmer listserv.
  - Volunteer one in every three years on a CRAFT SW working group.
  - Attend at least 2 CRAFT SW field days, not counting mega days.
  - Host a CRAFT SW field trip or participate in a panel once per year or as needed.

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## **Part 3: Application Procedure**

### **Inform yourself:**

Applicants should review the two CRAFT manuals:

- For interns: Oh, to grow
  - o <https://ignatiusguelph.ca/wp-content/uploads/2014/07/Oh-to-Grow-Book-2015.pdf>
- For farmers: Nurturing new farmers
  - o <https://ignatiusguelph.ca/wp-content/uploads/2014/07/Nurturing-New-Farmers-2015.pdf>

### **Find sponsors:**

New farms must be sponsored by an existing CRAFT SW farm. The purpose of the sponsor is to act as a support to the applicant during the application process and provide support to the new farm during its first year as a member of CRAFT SW. It is the responsibility of the applicant to find a sponsor among existing CRAFT SW member farms. To find a sponsor, please check our website:

<http://craftsouthwestontario.ca/about/craft-member-farms/>

If you do not have a pre-existing relationship with your chosen sponsor, the sponsor shall carry out a farm visit. The visit is to include a review of lodgings, your educational program, and organic growing practices. The applicant is required to cover the costs (mileage and time) of the visit. Site visits are to be completed by September 30<sup>th</sup>.

**Applicants without sponsors will not be considered.** Be sure to approach your sponsor well ahead of the application deadline so that the sponsor has time to review your application and visit your farm.

### **Develop your education program**

To ensure the quality of internships, applicants must develop a written educational component for their internship program, which is described in a paragraph in their baseline data (see below). As part of developing their written educational component, applicants are required to contact three existing CRAFT SW farms and find out about their respective written educational components. At a minimum, applicants are required to use Oh, to Grow.

### **Membership Dues**

Membership dues for CRAFT SW are \$135 per year. Membership dues must be included with the application form. If an application is not successful, the cheque will be returned to the applicant.

Please make cheques payable to “CRAFT Ontario” and include with your application.

### **Baseline Data**

Please complete the attached questionnaire and include with you application.

## Submit your application

Mail your application, including baseline data, membership dues and name of sponsor to the CRAFT coordinator (craftcoordinator@gmail.com) by October 15<sup>th</sup>.

### Part 4: Baseline Data

Please complete the following, using additional space/pages as needed:

<b>Farm name:</b>	<b>Primary contact:</b>
<b>Tel. #</b>	<b>E-mail:</b>
<b>Website:</b>	
What is the size of your farm (total & area under production)? Where are you located?	
Please list the products your farm produces:	
How many interns do you hope to have for the next season:	
What is the length of your proposed internship program (month to month):	
What type and how many years of farming experience do you have? Please describe:	
Please describe your growing practices and indicate whether you hold organic certification:	

How do you market your farm's products?

Please describe your weekly work schedule, including number of days per week and hours per day:

Please describe a typical working day for interns and the types of tasks expected of interns:

Do you offer on-farm housing to interns? If so, please describe the housing in detail:

Do you offer food to your interns? If so, please describe in detail:

Please describe the stipend you provide your interns:

Please describe any other benefits you provide interns:

Please describe your educational component. List the three CRAFT farms you consulted and how you incorporated their insights:

Please provide the name and contact of a relevant reference:

Name	Telephone	Email

CRAFT South West assumes no liability for the arrangements between the farm(s), farmers, with any particular intern.

CRAFT South West will provide applicants with a decision on their application by December 1<sup>st</sup>.

I agree to abide by and fulfill all of the requirements described above, with the understanding that if I do not, I will be ineligible to continue as a CRAFT farm.

Signature	Date
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