



## Individual Training

### Developing Management Skills Program and Agriculture by Choice Program

#### How to Apply for Funding for Training

##### Eligible Activities

Assistance to individual applicants for strategic agriculture related training, technical skills development, marketing, human resource management and business development initiatives that support the strengthening of management and marketing practices and skills that enhance the viability and profitability of individual enterprises.

Eligible activities include:

- Participation in, and support for, strategic events and projects promoting new training or management concepts, embracing new technology, investigative travel, skills development and evaluating innovative activities.
- Projects focused on specialized training for farm managers or their employees relating to marketing, business and human resource management, production, innovation, or technology, which clearly demonstrate increased benefits to the farm business.
- Support for Beginning Farmers who are entering or transitioning to organic farming.

##### Eligible Costs and Level of Assistance

Assistance towards eligible incremental costs directly related to the project including: registration fees; costs of acquiring on and off farm related training, travel, meals and accommodation (not to exceed the rates set out in the *Province of New Brunswick Travel Directive*); and other costs approved by the Department of Agriculture, Aquaculture and Fisheries (DAAF) considered essential for the successful completion of the project.

Up to 70% of registration fees and up to 40% of the other eligible costs [50% for Beginning Farmer (BF)] for training to a maximum contribution of \$3,000 (\$4,500 for BF) per project. Maximum assistance allowed per applicant is \$6,000 (\$9000 for BF) in each fiscal year (April 1- March 31). Applicants who have an approved Action Plan from the Business Management Self Assessment Initiative are eligible for a contribution of up to 80% of registration fees and up to 50% of the other eligible costs (60% for BF) to a maximum of \$3,750 (\$5,400 for BF) per project. Maximum assistance allowed per applicant with an

approved Action Plan is \$7,500 (\$10,800 for BF) in each fiscal year (April 1- March 31).

Up to 70% of cost related to the annual organic certification fees to a maximum of \$500 in each fiscal year.

## **Steps to Participate in the Program**

1. Client submits completed, signed application form to any Department of Agriculture, Aquaculture and Fisheries (DAAF) regional office or by email to [GFCA.admin@gnb.ca](mailto:GFCA.admin@gnb.ca).
2. Proposal is reviewed and applicant informed in writing by DAAF when project can begin and what eligible costs are approved.
3. Client completes project and submits claim, final report, and project evaluation form, "Feedback on Developing Management Skills and Agriculture by Choice" to DAAF.
4. DAAF reviews project reports and claim, and pays producer for approved eligible costs.

Please attach documentation to your application form covering the following headings:

1. Project Title
2. Project Purpose
  - a. What is the objective of the project.
  - b. How does the project relate to the needs of your farm and/or the agricultural industry.
3. Project Technical Detail
  - a. Provide a detailed work plan to implement your project (what, where, when and why).
  - b. Outline the expertise and resources necessary to complete this project and indicate if it is available.
4. Project Budget
  - a. Provide a detailed budget for the project including all costs.
  - b. Indicate all sources of funding for the project.
5. Project Impact
  - a. How will this project meet the Developing Management Skills or Agriculture by Choice guidelines? How will this project impact your business?
  - b. How many producers/ organizations will benefit from this project?
6. Project Evaluation
  - a. How will you evaluate the success of this project?
  - b. Who will be involved in the evaluation process?
7. Project Reporting
  - a. Indicate the results you intend to report.
  - b. Indicate how you intend to share the results of this project.
  - c. When will a final report be submitted.