

Section 1: Program Information

Program Purpose:

Support innovation and improvement in efficiency and competitiveness in new and existing agri-food processing companies.

Program Description:

Provides assistance to undertake product development activities, enhance efficiency and competitiveness for the value added agriculture and agri-food sector. Assistance is targeted to small and medium sized operations. Value added is defined as any activity that increases the market value of a raised or grown food product.

Eligible Applicants:

- Indigenous People or Organizations
- Agricultural Producers (individuals or groups)
- Agriculture Producer Associations
- Academic or Research Institutions
- Agri-Businesses
- Other individuals or groups capable of achieving program objectives

Program Elements:

A: Product conception and development: Provides funding to undertake the development of new agri-food products.

B: Production improvement: Provides funding for activities that will increase efficiency and competitiveness in agri-food processing companies.

Funds will be awarded on project merit and objectives of the program (risk and benefit to Province of New Brunswick). Merit will be determined by Department of Agriculture Aquaculture and Fisheries based on supporting documents such as, but not limited to, business plan, executive summary, letter of intent, and project details (supporting financial information is encouraged).

Eligible Activities:		
Project Categories and Eligible Activities	Up to a Maximum Cost-Share %	Up to a Maximum of*
Product Conception and Development		
Conception/creation of logo and labels (includes nutritional label)	50%	\$75,000
Specialised training for up to 2 employees or in house training (Cost associated with travel and instructor or course fees)		
Value added business plan/implementation plan/feasibility plan/market research and analysis (aimed at value added)		
Product testing/Focus group (consultant expert fee)		
Production Improvement		
Purchase of specialized and/or automated equipment	50%	\$75,000
Efficiency improvement/Benchmark analysis (consultant expert fee).		

***The maximum cost-share % is not guaranteed. A lower cost share may be approved. The maximum dollar amount is for all activities combined over the life of the program.**

Note: Eligible activities are limited to post-harvest activities.

Ineligible Activities:

- Normal and ongoing operating and maintenance costs incurred by recipients.
- Purchase and/or implementation of items which are considered normal or ongoing operating expenses.

Section 2: Administration

Program Duration:

The Canada / New Brunswick 'Canadian Agricultural Partnership' policy framework is a five year federal, provincial and territorial Initiative which will operate from April 1, 2018 to March 31, 2023, unless otherwise announced. Program applications are welcome on an ongoing basis until funding is exhausted.

Approved projects must be completed within the fiscal year for which they were approved (April 1 to March 31). Multi-year projects will only be approved for one fiscal year at a time and subject to satisfactory progress. Unless otherwise notified in writing, costs incurred prior to the date of the written project approval will not be eligible for funding. Upon project decision, the applicant will be notified in writing. The name of the designated Project Officer will be included on each letter of offer.

Application Process:

Clients are responsible to submit a completed application form and attach any additional required documentation (as described in the program guidelines) and submit to any Department of Agriculture, Aquaculture and Fisheries (DAAF) regional office or directly to the CAP Administrator, Industry Financial Programs, Department of Agriculture, Aquaculture and Fisheries, P.O. Box 6000, Fredericton, NB E3B 5H1, or by e-mail to CAP.ADMIN@gnb.ca

Administration of Project:

If approved as part of the project, administration charges not exceeding 10% of the approved contribution may be paid to cover administration costs. The eligible administration costs are based on expenses invoiced to and paid directly by the applicant and claimed as eligible expenses through the project. Eligibility is limited to associations and groups and not applicable to on farm projects.

Applicant Responsibilities:

Upon approval, applicants will receive a **Letter of Offer** which identifies the eligible activities, assistance offered, and the terms and conditions to which assistance is approved. **The Letter of Offer must be signed and returned within 30 days or funding will be forfeited.**

The Applicant must agree to provide access to records and/or premises to staff of DAAF and persons authorized by DAAF for inspection, evaluation, demonstration, audit and public information purposes upon request; provide DAAF any necessary information related to the evaluation of the project and demonstrate a significant contribution to the project. Successful applicants agree to participate in follow up surveys, either by mail, phone or electronically following completion of the project. Consolidated information will be used for program evaluation and policy development.

No current or former public office holder, public servant, Member of the Legislative Assembly or Member of the House of Commons who is not in compliance with applicable conflict of interest guidelines and legislation shall derive any benefit from this initiative.

New Entrants:

Agriculture producers considered New Entrants are eligible for an additional 10% cost share on top of the approved cost share for a particular program. The total cost share will not exceed 100%. New Entrant is defined as an individual who has reported farming income or owned a farm for 5 years or less. The Department of Agriculture, Aquaculture and Fisheries may ask for documentation to determine eligibility as a New Entrant.

Advances:

Upon request, advances may be provided to the successful applicant. Initial advances on project costs may be obtained for up to 50% of the approved project amount. Dependent upon the nature of the project, a subsequent advance for up to 50% of the remaining approved project amount may be provided at the discretion of the project officer.

Travel Costs:

Airfare: 50% of return economy airfare to destination.

Note: A quote from the Airline Company or travel agent for the approximate value of an economy ticket for the proposed travel dates must be included with the application.

Mileage: \$0.20/km to a maximum of 50% of equivalent economy airfare to destination.

Outgoing Mission Per Diems: Per Diem rates for one person to cost share accommodation, travel and meal expenses may be offered as follows:

- \$100 CDN per day with Canada (includes accommodations, meals, ground transport, parking, etc.). **Hotel invoice required for proof of stay.**
- \$150 CDN per day in the United States (includes accommodations, meals, ground transport, parking, etc.). **Hotel invoice required for proof of stay.**
- \$200 CDN per day in Other Countries (includes accommodations, meals, ground transport, parking, etc.). **Hotel invoice required for proof of stay.**

Incoming Buyer Per Diems: \$100 CAD per day. Maximum of 3 days. For costs incurred in NB only.

Submission of Claim:

Upon project completion, the completed Claim for Reimbursement form must be forwarded to the designated Project Officer. These forms must be submitted together with a detailed invoice and proof of payment, which may include the following: an original receipt, image of cancelled cheque (front and back), or statement from financial institution showing transaction.

The claim must be signed and submitted by the claim deadline as identified in the Letter of Offer. Costs included in the claim must be approved and incurred within the approved project dates as identified in the Letter of Offer.

Reimbursement of Claim:

Claims will be made payable to the name of the Applicant as indicated on the application form. Clients are encouraged to apply for direct deposit as a payment option to expedite reimbursement. Clients may contact Service New Brunswick Accounts Payable (http://www2.gnb.ca/content/gnb/en/departments/government_services/procurement/content/direct_deposit.html) or their Project Officer to complete this form.

Tax Form:

Any Amount a client receives through Canadian Agricultural Partnership is funding considered declarable income to the client. DAAF will issue the appropriate tax form to the client.

Set Off:

Any funds eligible for reimbursement to the client will be applied to amounts outstanding owed to the Government of New Brunswick first, and remaining amounts (if any) disbursed to the client. Funds applied to outstanding debts will be reflected on the client account statement.

HST:

The non-reimbursable portion of HST may be provided as an eligible cost for certain organizations (i.e. Not-for-profit organizations). Appropriate documentation showing the applicant's eligibility for HST reimbursement must be provided at the time of the application. Any amounts for HST reimbursement requested must be included in the project application.

Arm's Length Transactions:

Unless otherwise stated in the program guidelines, all businesses from which eligible goods and services are purchased should be at arm's length from the applicant. A person or entity is considered to be at arm's length if they are not related to the applicant, and are not affiliated or controlled by another member of the applicant's business. Related individuals are defined as those that are connected by blood relationship, marriage, common-law partnership or adoption.

Project Reporting:

Project reporting may be required as part of an approved project. In these cases, applicants are required to submit an interim report and/or final report following project completion. A portion of the approved funding may be held back until the required final report, satisfactory to the project officer, has been submitted and is complete. Failure to submit an acceptable final and/or interim report may impact future funding approval decisions and may result in a holdback of reimbursement on project claims. Unless otherwise specified in a written agreement, the results from the project may be published.

The Department of Agriculture, Aquaculture and Fisheries, reserves the right to terminate this program or to modify these Guidelines at any time without notice.