

Section 1: Program Information

Program Purpose:

Encourage the growth, profitability, sustainability and self-sufficiency of New Brunswick's agriculture, agri-food, agri-product, agri-science and agri-processing sectors.

Program Description:

Applicants are eligible for funding assistance for approved activities intended to encourage the growth, profitability, sustainability and self-sufficiency of New Brunswick's agriculture, agri-food, agri-product, agri-science and agri-processing sectors through innovative research and development projects; on-farm demonstration trials; pre-commercialization development activities; on-farm innovation; and adoption of new technologies that have a regional or local impact.

Examples of activities under the program include, but not limited to:

- Projects which address gaps in scientific knowledge that target new innovation opportunities.
- Industry-led research and development projects including integrated pest management, production management, cultivar evaluation trials, and research to support new opportunities/technologies for New Brunswick.
- Support for positions at the graduate level or higher (Highly Qualified People (HQP)) for strategic research related to agricultural science, research, and innovation.
- Proof of concept, product design, bench tests, pilot projects, product testing, and prototyping.
- Pre-commercialization business development requirements such as market studies/analysis, business plans, IP, feasibility studies, etc.
- Activities that trigger the development of economic linkages with commercialization partners to broker or develop new value-chains.
- Innovative technology and practices that are new, not generally available, or not widely adopted in a given region or sector.
- Development of new equipment or other technologies for use on-farm, as well as adapting existing equipment or technologies in a new and innovative manner for use in New Brunswick.
- Demonstration trials to accelerate technology transfer of techniques or practices that will be of benefit to New Brunswick farmers.

Eligible Applicants:

- Indigenous People or Organizations
- Agriculture producers (individuals or groups)
- Agriculture producer associations
- Academic or research institutions
- Agri-businesses
- Other individuals or groups capable of achieving program objectives

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Program Elements:

A. Innovative Research and Development: To provide financial assistance to support short to medium term (1-5 years) innovative research and development projects which can improve profitability, competitiveness, sustainability and self-sufficiency of the agriculture, agri-food, agri-product and agri-science sectors in New Brunswick.

[For detailed information on eligibility and program guidelines, please go to Section 2.](#)

B. Accelerating Agricultural Innovation: To provide financial assistance to accelerate new product, practice or process development leading to their commercialization or adoption which can improve the profitability, competitiveness, sustainability and self-sufficiency of the agriculture, agri-food, agri-product and agri-science sectors in New Brunswick.

[For detailed information on eligibility and program guidelines, please go to Section 3.](#)

C. Innovative Technology and Demonstration: To support the early adopters of new technologies or practices as well as supporting the development, adaptation, or demonstration of technical innovations on-farm.

[For detailed information on eligibility and program guidelines, please go to Section 4.](#)

Eligible Activities:		
Project Categories and Eligible Activities	Up to a Maximum Cost-Share %	Up to a Maximum of
Innovative Research and Development		
Projects with significant potential for sector wide benefit.	100%	\$60,000
Projects primarily benefit individual agribusiness, farmer or group of farmers.	50%	\$30,000
Accelerating Agricultural Innovation		
Projects with significant potential for sector wide benefit.	100%	\$60,000
Projects primarily benefit individual agribusiness, farmer or group of farmers.	50%	\$30,000
Innovative Technology and Demonstration		
Supporting early adopters of new technologies (<i>i.e.</i> equipment) or practices to assess their effectiveness in New Brunswick.	30%	\$25,000 per year (\$75,000 over life of program/applicant)
Supporting investments in the development or adaptation of technical innovations on farm.	30%	\$25,000 per year (\$75,000 over life of program/applicant)
Demonstration trials to accelerate technology transfer of techniques or practices.	100%	\$7,500

Note: Direct project costs such as salaries and benefits, travel, materials, supplies, equipment, rentals and leases, laboratory analysis, translation and administration (maximum 10%) as well as other costs considered necessary for the successful completion of the project will be considered. Non-recoverable portions of HST will also be an eligible expense if included within submitted project budgets.

Application Deadline:

The Department of Agriculture, Aquaculture and Fisheries reserves the right to set deadline(s) for applications.

Application Requirements:

1) Project Background (Limit: 500 words)

- If this project is a continuation of a previously approved multi-year project a copy of a progress report must be provided along with any proposed changes to the original proposal and budget. Applications will not be processed without a copy of this report.
- Has funding for this project been requested from other sources? What is the status of that application?

2) Objectives of Project (Limit: 250 words)

- Clearly state the objective(s) of the project.

3) Project Deliverables (Limit: 250 words)

- Clearly list the deliverables that can be expected upon the submitted project completion. Upon project completion and submission of a final report, the final deliverables and outputs will be evaluated and compared to the original projected deliverables. Do not list anticipated deliverables outside the scope of the submitted project for which future funding may be required to complete.

4) Situation Analysis/Project Justification (Limit: 1 page)

- Provide rationale and details on the need for the project.
- Provide relevant literature review information in support of the project.
- Indicate the expected commercial and/or economic benefits and impact to New Brunswick's agriculture, agri-food, agri-product, agri-science and agri-processing sectors.
- Explain how the project is expected to encourage the growth, profitability, sustainability and self-sufficiency of New Brunswick's agriculture, agri-food, agri-product, agri-science and agri-processing sectors.
- Indicate the potential commercial application/market potential for project results.
- Indicate how this project will advance the sector as a whole.

5) Project Details (Limit: 2 pages)

- List in chronological order the activities, time allotted per activity and expected completion date. If a multiyear project, give details of what aspects of project will be completed each year.
- Describe project activities in detail.
- Describe in detail the methodology to be used to accomplish project objectives.
- Explain where the project will take place.
- Indicate if there are partners involved in this project other than the ones providing funding.

6) Project Team (Limit: 100 words)

- Provide the names, qualifications, and experience of the project leader and team who will be carrying out the project. For research describe the role, activities and research that the principle researcher will be committing to this project.

7) Evaluation Plan (Limit: 100 words)

- Provide a detailed evaluation plan and include what results will be measured/evaluated, how they will be measured /evaluated and who will do the evaluation.
- For Research and Development projects, describe possible next steps for the research or technology transfer.

8) Communication Plan (Limit: 100 words)

- Describe what combination of annual and final reports are planned.
- Describe how the results of the project will be communicated.
- If the applicant seeks confidentiality of project results, state any conditions and time frames associated with this request.

9) Intellectual Property (Limit: 50 words)

- Identify any opportunities that may exist for development of Intellectual Property and identify who would own the Intellectual Property.

Section 2: Innovative Research and Development

Objectives: To provide financial assistance to support short to medium term (1-5 years) innovative research and development projects which can improve profitability, competitiveness, sustainability and self-sufficiency of the agriculture, agri-food, agri-product and agri-science sectors in New Brunswick.

For projects expected to have sector wide benefits, indication of industry support must be provided. If projects are not submitted through a representative New Brunswick agricultural industry association, a letter indicating the association's support and potential benefit to overall industry must accompany the application.

Eligible Activities:

- Projects which address gaps in scientific knowledge which target new innovation opportunities.
- Industry-led research and development projects which can improve profitability, competitiveness, sustainability and self-sufficiency of the agriculture, agri-food, agri-product and agri-science sectors in New Brunswick. Examples of projects include integrated pest management research, production management research, cultivar evaluation trials, research to support new opportunities/technologies/minor commodities and new commodities with potential for growth for New Brunswick, and other research activities strategic to New Brunswick.
- Salary related costs and expenses for positions at the graduate level or higher (*Highly Qualified People* (HQP)) for strategic research related to agricultural science, research, and innovation.

All eligible projects must be science-based and demonstrate sound scientific understanding and leadership. Preference may be given to projects that involve a Professional Agrologist or a member of another relevant professional organization.

Levels of Assistance:

Note: Industry is expected to provide significant in-kind and/or cash contributions towards the project. Industry contribution will be considered when evaluating the project.

Up to 100 % funding towards eligible costs may be considered where there is significant potential for sector wide benefit. Maximum contribution per project shall not exceed \$60,000 per year.

For projects that will primarily benefit an individual agribusiness, farmer or group of farmers, up to 50% funding towards eligible costs may be considered. Maximum contribution per project shall not exceed \$30,000 per year.

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Level of assistance will be dependent upon such factors as organization type (for profit, not-for-profit), industry support, potential benefits, total cost of project, applicant contribution, and degree of risk.

Projects will be evaluated based on: 1) comprehensive project description; 2) project impact to the New Brunswick agriculture, agri-food, agri-product, agri-science or agri-processing sectors; 3) experimental design, timeline and action plan; 4) budget and financing (cost/benefit); 5) project management plan and expertise; and 6) support to the NB climate change action plan.

Section 3: Accelerating Agricultural Innovation

Objectives: To provide financial assistance to accelerate new product, practice or process development leading to their commercialization or adoption which can improve the profitability, competitiveness, sustainability and self-sufficiency of the agriculture, agri-food, agri-product agri-science and agri-processing sectors in New Brunswick that have a regional or local impact.

For projects expected to have sector wide benefits, indication of industry support must be provided. If projects are not submitted through a representative New Brunswick agricultural industry association, a letter indicating the association's support and potential benefit to overall industry must accompany the application.

Eligible Activities:

- Activities required to move knowledge gained from research along the innovation continuum through to the pre-commercialization or pre-adoption phase in support of the development of new agri-products, processes or practices.
- Activities to resolve pre-commercialization issues are eligible.
- Examples include proof of concept, product design, bench tests, pilot projects, product testing, prototyping as well as associated pre-commercialization business development requirements such as market studies/analysis, business plans, IP, feasibility studies, *etc.*
- Activities that trigger the development of economic linkages with commercialization partners to transfer or develop new value chains.

Eligible Assistance:

Note: Industry is expected to provide significant in-kind and/or cash contributions towards the project. Industry contribution will be considered when evaluating the project.

Up to 100 % funding towards eligible costs may be considered where there is significant potential for sector wide benefit. Maximum contribution per project shall not exceed \$60,000 per year.

For projects that will primarily benefit an individual agribusiness, farmer or group of farmers, up to 50% funding towards eligible costs may be considered. Maximum contribution per project shall not exceed \$30,000 per year.

Level of assistance will be dependent upon such factors as organization type (for profit, not-for-profit), industry support, potential benefits, total cost of project, applicant contribution, and degree of risk.

Projects will be evaluated based on: 1) comprehensive project description; 2) project impact to the New Brunswick agriculture, agri-food, agri-product, agri-science or agri-processing sectors; 3) experimental design, timeline and action plan; 4) budget and financing (cost/benefit); 5) project management plan and expertise; and 6) support to the NB climate change action plan.

Section 4: Innovative Technology and Demonstration:

Objectives: Support early adopters of new technologies or practices as well as supporting the development, adaptation, or demonstration of technical innovations on-farm.

Eligible Activities:

1. Supporting early adopters of new technologies (i.e. equipment) or practices to assess their effectiveness in New Brunswick.
 - Eligible technical innovations and practices will be new, not generally available, or not widely adopted in a given region or sector.
 - Only where required to conduct a proper and suitable evaluation will more than one project of any new technology be considered.
 - In order to be considered for funding, a strong formal evaluation and communication plan must be part of the project.
 - Expenses associated with the evaluation and communication plan are eligible expenses if conducted by an independent third party.
2. Supporting investments in the development or adaptation of technical innovations on-farm, which contribute to on-farm sustainability, profitability and competitiveness.
 - Innovations could be developed by farmers or groups of farmers, or could be sourced from domestic or international science or technology developers and adapted to the New Brunswick context.
 - This could include development of new equipment or other technologies for use on-farm, as well as adapting existing equipment or technologies in a new and innovative manner for use in New Brunswick.
 - In order to be considered for funding a strong formal evaluation and communication plan must be part of the project.
 - Expenses associated with the evaluation and communication plan are eligible expenses if conducted by an independent third party.
3. Demonstration trials to accelerate technology transfer of techniques or practices that will be of benefit to New Brunswick farmers.

Proponents must have the support of industry and agree to report and disseminate project results.

Levels of Assistance:

1. Supporting early adopters of new technologies or practices: Up to 30% funding towards eligible costs may be considered for approved projects. Maximum contribution per project shall not exceed \$25,000.
 - Eligible items may include such items as equipment, machinery, and other technologies that are new to New Brunswick.
 - In addition, expenses associated with a formal third party (e.g. consultant) evaluation and communication plan are eligible for up to 100% funding to a maximum of \$1,500 per project. In-house reports are also permissible but are not eligible for funding.

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2. Supporting investments in the development or adaptation of technical innovations on-farm: Up to 30% funding towards eligible costs will be considered for approved projects. Maximum contribution per project shall not exceed \$25,000.
 - In addition, expenses associated with the formal third party (e.g. consultant) evaluation and communication plan are eligible for up to 100% funding to a maximum of \$1,500 per project. In-house reports are also permissible but are not eligible for funding.

The Department of Agriculture, Aquaculture and Fisheries **limits the total funding assistance provided to any one applicant in sub-activity “1” and “2” to \$75,000 over the life of the program** (excluding a maximum of \$1,500 for evaluation per project).

3. For demonstration trials to accelerate technology transfer of techniques or practices up to 100% funding towards eligible costs may be considered where there is significant potential for sector wide benefit. Maximum contribution per project shall not exceed \$7,500 per year.

Level of assistance will be dependent upon such factors as organization type (for profit, not-for-profit), sector capacity, industry support, potential impact/ benefit, applicant contribution and total cost of the project.

Projects will be evaluated based on: 1) comprehensive project description; 2) project impact to the New Brunswick agriculture, agri-food, agri-product, agri-science or agri-processing sectors; 3) experimental design, timeline and action plan; 4) budget and financing (cost/benefit); 5) project management plan and expertise; and 6) support to the NB climate change action plan.

Section 5: 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% contribution, provided the contribution does not exceed the established maximums under each program. The total contribution from all government sources will not exceed 100% of the eligible costs. 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.