

Section 1: Program Information

Program Purpose:

To foster an agricultural industry that is environmentally sustainable, responsive to the impacts of climate change and contributes to a reduction in the emission of greenhouse gases

Program Description:

The program will assist producers to evaluate the environmental and climate change risks associated with their operations, acquire knowledge and tools to address these risks, provide financial incentives to help them implement solutions and assist them to enhance their land base.

Eligible Applicants:

- Indigenous peoples 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

Program Elements:

A: Environmental Management Planning: This element will support and promote the development, adoption and implementation of environmental management practices through knowledge transfer activities such as workshops, development and implementation of environmental management tools, and production of technical resource materials. This element is also intended for studies on climate change adaptation and preparedness and to potentially support the implementation of response plans at the producer or regional level.

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

B: Agro-Environmental Clubs: This element will provide funding to assist the Agro-Environmental Clubs in their efforts to support farms with quality services and leadership with environmental awareness, Nutrient Management Planning, Integrated Pest Management, soil health, information for on-farm improvements, and Environmental Farm Planning. The Clubs will also foster environmental leadership across agricultural sectors and regions. The membership or outreach of the Clubs will be expanded to support the agricultural community to widen the knowledge, and information and technology transfer as it relates to environmental sustainability. Agro-Environmental Clubs will promote and hold field days and professional development events to include non-members to help establish Club members as role models for the farming community.

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

C: Food Processor / Packer / Abattoir Waste Management Systems: This element will assist small to medium food processors, packers and abattoirs to develop and construct waste management systems to help address environmental and public health concerns.

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

D: Adoption of Environmental Beneficial Management Practices: This element will assist producers in taking concrete steps to improve the environmental performance of their operations. A menu of options will be available for targeted implementation of on-farm actions including an increased focus on promoting public benefit practices. There will also be a focus on energy conservation and energy audits with programs that can be used to retrofit facilities or enhance farming practices to become more energy efficient. Participation will be predicated on the completion of an eligible Environmental Farm Plan (EFP). Only agricultural producers (individuals or groups) are eligible under this element.

[For detailed information on eligibility and program guidelines, please go to Section 5.](#)

Eligible Activities:			
Project Categories and Eligible Activities		Up to a Maximum Cost-Share %	Up to a Maximum of
Environmental Management Planning			
Development of environmental management tools and dissemination of environmental knowledge		100%	\$5,000
Agro-Environmental Clubs			
Salary and expenses for agrologist coordinators		-	\$53,000/ club/year
Food Processor / Packer / Abattoir Waste Management Systems			
Design and purchase of manufactured technologies, or construction of waste management systems for food processors, packers and abattoirs (to address identified problems in existing facilities only)		30%	\$50,000 over life of CAP
Adoption of Environmental Beneficial Management Practices			
Eligible Activity	Environmental Benefit	Cost Share	Caps
Manure Storage and Handling (based on current number of animals at time of application only)			
Increased storage to meet winter spreading restrictions (including satellite storage)	1. Improved water quality	30%	\$50,000 over life of CAP
Containment systems for solid and liquid manure (includes covers to reduce runoff and dilution)			
Assessment and monitoring of existing manure storage infrastructure			
Manure composting systems including windrow turners, windrow covers, coverlifters and impermeable base			
Dewatering systems, recycling, nutrient recovery systems, solid/liquid separators			

Manure Management and Treatment			
Storage covers (to reduce greenhouse gas emissions and odours)	<ol style="list-style-type: none"> 1. Reduced odour 2. Reduced greenhouse gas emission 	35%	\$30,000 over life of CAP
Installation of methane collector, off-gassing/flaring equipment, catalytic converters and biofilters			
Anaerobic biodigestors for manure management			
Manure Land Application			
Specialized/modification to equipment for improved manure application	<ol style="list-style-type: none"> 1. Reduced odour 2. Improved nutrient uniformity 3. Improved water quality 4. Reduced greenhouse gas emission 	30%	\$10,000 over life of CAP
Farmyard Runoff Control			
Upstream diversion around farmyards; downstream protection (eg. Catch basins, retention ponds, constructed wetlands, effluent treatment)	<ol style="list-style-type: none"> 1. Improved water quality 	30%	\$20,000 over life of CAP
Construction of impermeable base for minimizing runoff from livestock pen areas and confinement areas (feed bunks, water infrastructure, walls and electrical costs are not eligible)			
Protection of Existing Water Supplies			
Sealing & capping old water wells	<ol style="list-style-type: none"> 1. Improved water quality 	30%	\$6,000 over life of CAP
Protecting existing water wells and livestock ponds from contamination			
On-Farm Water Supply			
Agricultural water source development - water wells, ponds (must have livestock excluded and if necessary alternative water system installed), springs, dams (must be responsive to historic needs on farm and not to support new development)	<ol style="list-style-type: none"> 1. Water supply 2. Climate change adaptation 	35%	\$30,000 over life of CAP

Sustainable Irrigation Management			
Irrigation equipment modification or improvement to increase water or nutrient use efficiency including network capable weather stations	<ol style="list-style-type: none"> 1. Improved water quality 2. Climate change adaptation 	35%	\$15,000 over life of CAP
Equipment to prevent backflow of altered irrigation water into water sources			
Improved infiltration galleries and irrigation intake systems			
Nutrient Recovery from Waste Water			
Dewatering, recycling, and nutrient recovery systems for wastewater from milkhouses, fruit and vegetable washing, and greenhouses	<ol style="list-style-type: none"> 1. Improved water quality 	30%	\$30,000 over life of CAP
Cropland Drainage			
Surface and subsurface drainage for the removal of excess water from actively farmed land. Activity may include design and installation of tile drainage systems, open ditches and land forming for surface drainage	<ol style="list-style-type: none"> 1. Climate change adaptation 	35%	\$50,000 over life of CAP
Soil Health and Management			
Construction and repair of erosion control structures: contour terraces, grassed and rocked waterways, gully stabilization, bank stabilization, erosion control matting, silt fencing, drop inlet systems and enhanced infiltration systems, in-channel control, retention ponds and erosion control dams	<ol style="list-style-type: none"> 1. Climate change adaptation 	35%	\$50,000 over life of CAP
Precision Nutrient Management			
Precision farming applications: GPS information collection, GPS guidance, manual and variable rate controllers for variable fertilizer application	<ol style="list-style-type: none"> 1. Improved water quality 2. Reduce greenhouse gas emissions 	35%	\$15,000 over life of CAP
Conservation Tillage/Nutrient Placement			
Equipment modification on pre-seeding implements for restricted zone tillage for row crops, seeding and post seeding implements for low disturbance placement of seed and fertilizer	<ol style="list-style-type: none"> 1. Soil health 2. Reduced greenhouse gas emissions 3. Climate change adaptation 4. Improved water quality 	35%	\$15,000 over life of CAP

Integrated Pest Management			
Equipment modification for improved pesticide application (ex. Limit drift. Sensors and equipment for precision application to reduce total used)	<ol style="list-style-type: none"> 1. Improved water quality 2. Enhanced biodiversity 	30%	\$30,000 over life of CAP
Information collection and monitoring to apply pesticides when economic thresholds are reached)			
Cultural control practices/Eco-weeders			
Mobile water tanks			
Shelterbelt Establishment			
Establishment of shelterbelts for farmyard, livestock facilities, wildlife habitat enhancement and field windbreaks	<ol style="list-style-type: none"> 1. Enhanced biodiversity 2. Reduced energy use 3. Carbon sequestration 	35%	\$25,000 over life of CAP
Riparian and Buffer Establishment			
Buffer establishment and planting of forages, shrubs and trees for riparian protection	<ol style="list-style-type: none"> 1. Improved water quality 2. Enhanced biodiversity 3. Climate change adaptation 	75%	\$50,000 over life of CAP
Riparian Area Grazing Management			
Alternative watering systems for livestock - where livestock no longer has access to a watercourse as a result of protection project	<ol style="list-style-type: none"> 1. Improved water quality 2. Enhanced biodiversity 3. Climate change adaptation 	75%	\$50,000 over life of CAP
Fencing to manage grazing and improve riparian condition or function (fencing of the water/wetland frontage only is eligible)			
Improved riparian crossings (streams, wetlands, etc)			
Riparian erosion control utilising environmental hydrologic engineered solutions			
Wetland Restoration and Enhancement			
Protection/restoration of existing wetlands and construction of new wetlands	<ol style="list-style-type: none"> 1. Improved water quality 2. Enhanced biodiversity 3. Climate change adaptation 	75%	\$50,000 over life of CAP

Product and Waste Management			
Improved on-farm single use storage and handling of agricultural products (eg. Liquid fertilizer, double walled petroleum storage and pesticide storage facilities, single use structures only) dry fertilizer storage facilities will not be eligible for funding	1. Improved water quality	30%	\$5,000 over life of CAP
Improved on-farm storage, handling, and disposal systems for agricultural waste (eg. Fruit and vegetable cull piles, wood waste)			
Composting systems for agricultural waste (eg. Fruit, vegetable, wood, straw residue)			
Professional Agro-environmental Planning			
Professional (P.Ag., P.Eng. or RPF) consultative services to develop agro-environmental management plans, including but not limited to nutrient management plans (collection and lab analysis of soil, manure and other soil amendments are not eligible costs), agro-forestry management plans, grazing management plans, water or irrigation management plans, riparian health plans, integrated pest management plans	1. Benefits are specific to the plan being developed	50%	\$10,000 over life of CAP
Electronic decision support tools		30%	\$4,000 over life of CAP
On-farm Energy Efficiency Upgrades			
On-farm energy efficiency audits (Producers are also eligible for financial assistance from NB Power toward the cost of the energy audit)	1. Reduced energy use 2. Reduce greenhouse gas emission	35%	\$5,000 over life of CAP
Implementation of on-farm energy efficiency action (Producers may also be eligible for financial assistance for NB Power toward implementing energy efficiency upgrades)		35%	\$30,000 over life of CAP
On-farm Renewable Energy			
Implementation of alternate energy sources on-farm	1. Reduced energy use 2. Reduce greenhouse gas emission	35%	\$15,000 over life of CAP
Engineering and financial analysis of on-farm implementation of alternate energy		50%	\$2,000 over life of CAP

Section 2: Environmental Management Planning

Objectives: The purpose of this element is to foster environmental leadership across agriculture sectors and regions by increasing knowledge, and information and technology transfer as it relates to environmental sustainability.

Eligible Activities:

- Field demonstrations.
- Workshops.
- Preparation, promotion, and distribution of tools and educational and technical materials to and by producers, farm organizations, educational institutions, and other interested stakeholders needed to explain the principles and practices associated with environmental management and renewable energy sources.

Eligible Applicants:

- Indigenous peoples or organizations.
- Agriculture producer associations.
- Academic or research institutions.
- Agri-businesses.
- Other individuals or groups capable of achieving program objectives.

Level of Assistance:

- Funding of up to 100% of eligible activities to develop awareness activities and appropriate educational materials.
- Funding of up to 100% of eligible activities for farm organizations or Agro-Environmental Clubs to hold workshops or field days to introduce farmers to the environmental management planning concept, related technologies, farm practices, departmental programs, and technical support. Priority may be given to projects that have a provincial or commodity based scope.
- Funding up to 100% of eligible activities for development and/or acquisition of environmental management tools and training in the use of these tools.
- Funding of up to 100% of eligible activities for projects covering the production of technical material and activities to increase awareness of energy efficiency and alternate renewable energy sources.
- Funding up to 100% of eligible activities for training activities for the industry and auditors for energy efficiency.

Section 3: Agro-Environmental Club Program

Objectives: The purpose of this element is to foster environmental leadership across agriculture sectors and regions by increasing knowledge, and information and technology transfer as it relates to environmental sustainability.

Eligible Costs: Up to 100 % of salary for Club Coordinator and expenses incurred in the carrying out of eligible activities. Club members are expected to contribute financially to the operation of each club through the payment of annual dues.

Eligible Activities:

Activities may include:

- Assisting producers with the preparation of Environmental Farm Plans
- Developing Nutrient Management Plans
- Co-ordinating professional development and field day events for producers
- Liaising with local and provincial agricultural and environmental groups
- Increasing IPM awareness and education activities

Eligible Applicants: Agricultural producer associations.

Level of Assistance: A maximum annual contribution of up to \$53,000 per approved club prorated to the number of months that the club employs a full-time Club Coordinator.

Additional Requirements:

1. **Annual Work Plan:** An Annual Work plan will be submitted by April 30 each year detailing the key activities and deliverables which will be carried out by each specific club in that particular fiscal year
2. **Annual Report:** An Annual Report will be submitted by May 15 each year detailing the members of the Club and activities that have been carried out by the club during the previous funding year. The Annual Report should include details on numbers of club members with approved EFP Action Plans and numbers of Beneficial Management Practices (BMPs) implemented. The Annual Report should also include details on number and subjects of field days, meetings, training events carried out by the Club and the number of non-members who have benefited from the activities of the Club.

Section 4: Food Processor / Packer / Abattoir Waste Management Systems

Objectives: This element will assist small to medium food processors, packers and abattoirs to develop and construct waste management systems to help address environmental and public health concerns.

Eligible Activities:

- System design
- Environmental studies required to support the assessment of waste management options and the implementation of environmentally sustainable disposal of unusable by-products
 - Projects can include purchase of manufactured technologies or construction of waste management systems for food processors, packers and abattoirs.
 - Calibration and sampling required in the initial activation of these systems are eligible project costs.
 - On-going operational costs associated with these systems or with other forms of waste disposal are not eligible expenses.

Eligible Applicants: Small to medium food processors, packers and abattoirs.

Level of Assistance: Funding of up to 30% of approved budget items to a cap of \$50,000 over the life of the Canadian Agricultural Partnership (2018 - 2023).

Section 5: Adoption of Environmental Beneficial Management Practices

Objectives: To facilitate activities aimed at conserving and enhancing the natural resources utilised by the New Brunswick agriculture industry, to minimise the impact that agricultural activities can have on the environment, and to provide support for activities which have a public benefit component. This element is for implementation of Beneficial Management Practices (BMPs) under the Canadian Agricultural Partnership Environmental Sustainability and Climate Change priority area.

In the case of transactions that are deemed not to be at arm's length, equipment rates shall not exceed those specified under the *Crown Construction Contracts Act* (<http://laws.gnb.ca/en/showfulldoc/cr/82-113/20150408>) and labour rates shall be supported by payroll documentation. "Arm's Length" is defined in Section 6: Administration.

Eligible Applicants: All owners/operators of farms established in New Brunswick are eligible to apply under this program provided they meet the following conditions:

1. Have an approved EFP Action completed in the 4th edition (2004) of the EFP Workbook or the corresponding electronic version. The EFP Action Plan must have had a comprehensive update completed no more than 5 years prior to the date of receiving approval for a BMP.
2. To access funding under the On-Farm Energy Efficiency Upgrades BMP and the On-Farm Renewable Energy BMP, the applicant must have, or obtain, an on-farm energy audit, completed by an auditor registered with NB Power (in addition to an approved EFP),

Level of Assistance: The total program cap for an individual farm operation for all combined BMP activities will be \$50,000 between April 1, 2018 and March 31, 2023.

Section 6: 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.