

## Section 1: Program Information

### Program Purpose:

Provide funds to accelerate the adoption and implementation of recognized food safety assurance systems, including food safety, biosecurity, traceability and animal welfare in the production, processing, transportation and distribution of New Brunswick Agri-Food products. Funds will be available to educate New Brunswick consumers on the benefits of retaining and enhancing food production, both in terms of economic activity and life style. Funding will be available to illustrate agricultural concepts, technology, production techniques and to promote understanding of agricultural science, environmental responsibility and sustainability to NB students and the general public. All of which are in an effort to boost further growth for a strong and sustainable Agri-Food system.

### Program Description:

Promote the agriculture sector, its connection to a healthy life style and to demonstrate to New Brunswick and Canadian consumers that New Brunswick farmers and food processors produce safe high quality food. It will provide funding to primary producers, processors, abattoir owners, commodity or other agriculture food organizations to improve food safety and quality and promote these aspects to ensure trust and confidence in New Brunswick agriculture. Funding will also be used to support youth training and education of consumers.

### Eligible Applicants: (Common for all programs)

- 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. Assurance Systems Program, Food Safety and Quality Systems:** This element will provide funding to support on farm and post farm food safety programs and post farm Agri-Food safety training and development. It will provide support for food safety training and awareness seminars, workshops, conferences and web-based activities, as well as pre-audit evaluation, initial, and final audits for producers and processors. The element will also assist with equipment purchases to enhance food safety and quality for on farm and post farm projects.

**B. Development and Implementation of a National Agriculture and Food Safety Traceability System:** This element will assist applicants with purchase of equipment and systems, implementation of traceability pilot projects and to hire consultant to aid with on farm and post farm traceability programs.

**C. Biosecurity Implementation:** This element will provide assistance to raise the awareness of and to implement of-farm bio-security programs and measures.

**D. Animal Welfare Assurance Systems:** This element will provide funding to facilitate implementation of Animal Welfare Programs by industry.

**E. Agriculture Awareness:** Funding will be provided to promote agriculture awareness at trade shows, seminars and school events. For profit and not for profit organizations that educate producers, beginning farmers and the general public about the benefits of agriculture and a healthy life style are eligible applicants.

**Levels of Assistance:**

Maximum assistance is \$50,000 over the life of the program for all applicants except commodity groups. Maximum assistance for individual businesses is \$15,000 per year except for abattoirs under the Assurance Systems Program which has a maximum of \$50,000 per year.

Projects involving/benefiting one agriculture producer can be supported up to 50% of eligible activities. Group applications involving 2 or more agriculture producers can be supported up to 70% of eligible activities. Agriculture producers associations can be supported up to 100% of eligible activities.

Higher levels of assistance may be considered for strategic projects with significant benefit to the agriculture sector.

<b>Eligible Activities:</b>		
<b>Project Categories and Eligible Activities</b>	<b>Up to a Maximum Cost-Share %</b>	<b>Up to a Maximum of</b>
<b>Assurance Systems Program, Food Safety and Quality Systems</b>		
Implementation of On-Farm Food Safety Programs	50 - 70 - 100%	\$15,000
On Farm & Post-Farm Agri-Food Safety, Training and Development	50 - 70 - 100%	\$50,000
Implementation of Post-Farm Food Safety Programs	50 - 70 - 100%	\$50,000
<b>Development and Implementation of a National Agriculture and Food Traceability System</b>		
On Farm Equipment and Systems	50 - 70 - 100%	\$15,000
Traceability Pilot Projects	50 - 70 - 100%	\$50,000
On Farm Livestock Traceability Program	50 - 70 - 100%	\$15,000
Adoption of On Farm Livestock Traceability Programs by Commodity Groups	50 - 70 - 100%	\$50,000
<b>Biosecurity Implementation</b>		
On Farm Equipment, Systems and Training	50 - 70 - 100%	\$15,000
Implementation of On Farm Biosecurity Systems by Commodity Groups	50 - 70 - 100%	\$50,000
<b>Animal Welfare Assurance Systems</b>		
On Farm Training, Development of Plan, and Audit	50 - 70 - 100%	\$15,000
Equipment and Infrastructure Changes to Meet Codes of Practice	50 - 70 - 100%	\$15,000
Development of Animal Welfare Assurance Systems by Commodity Groups	50 - 70 - 100%	\$50,000
<b>Agriculture Awareness</b>		
Funding to organizations, for preparation of training material, train the trainer, workshops & seminars.	50 - 70 - 100%	\$50,000

## 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](mailto: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](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.***