



Growing Forward

# Canadian Integrated Food Safety Initiative

Food Safety Systems Development

Program Guide



Agriculture and  
Agri-Food Canada

Agriculture et  
Agroalimentaire Canada

Canada

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## **1.0 About This Guide**

These guidelines provide general information for those considering completing an application to the Food Safety Systems Development component of the Canadian Integrated Food Safety Initiative.

## **2.0 General Information About Agriculture & Agri-Food Canada**

### **Agriculture and Agri-Food Canada**

Agriculture and Agri-Food Canada (AAFC) provides information, research and technology, and policies and programs to achieve security of the food system, health of the environment and innovation for growth.

### **Growing Forward**

Growing Forward is an integrated and comprehensive plan that focuses on key results in the areas of competitiveness and innovation, society's priorities and proactive risk management over five years (2008-2013). The vision for Growing Forward is a profitable and innovative agriculture, agri-food and agri-based products industry that seizes opportunities in responding to market demands and contributes to the health and well being of Canadians.

## **3.0 The Food Safety Systems Development Component of the Canadian Integrated Food Safety Initiative**

The Canadian Integrated Food Safety Initiative (CIFSI) has been designed to incorporate a complementary and mutually reinforcing set of programs to meet Growing Forward policy objectives by supporting efforts to address food safety issues.

The objective of the Food Safety Systems Development Component of the CIFSI is to support organizations in developing national, government-recognized on-farm and/ or post-farm Hazard Analysis of Critical Control Points (HACCP) or HACCP-based food safety systems using a two-phase system:

- Phase 1: The organization will develop a national strategy to determine the feasibility and approach of developing a food safety system.
- Phase 2: The organization will develop a national food safety system by documenting the approach to production. This will include analyzing hazards and developing practices to mitigate or prevent risk; developing the management system; developing and disseminating training and audit materials, developing tools to manage and keeping the system up-to-date; and developing and updating pilot manuals and user guides for

approved food safety systems, maintaining a database of qualified auditors, and other activities designed to make systems practically available for implementation.

Once developed, the systems will be eligible for Canadian Food Inspection Agency (CFIA)-led recognition with the participation of provinces and territories.

#### **4.0 Eligible Applicants**

To be eligible to participate in the Food Safety Systems Development Component of the CIFS, an applicant must:

- Be a Canadian national, non-profit organization that is involved directly or indirectly in producing, marketing, distributing, or preparing food; or
- Be a Canadian regional, non-profit organization that is not represented by entities at the national level, and that can demonstrate its ability to deliver a national initiative.

Applicants must be legal entities and capable of entering into legally binding contracts.

#### **5.0 Eligible Projects**

Eligible projects will comprise of activities that will allow organizations to support, develop, and prepare for implementation of food safety systems.

Only systems that deal with food products for human consumption, as well as related inputs that would affect food safety, such as animal feed, are eligible for funding.

Note: Systems for aquaculture and seafood products, and non-food products, including pet foods, are not eligible for funding under this initiative.

Phase 1 projects establish a national integrated food safety strategy. Project activities may include:

- identifying issues that need to be addressed;
- articulating goals;
- determining the activities to be undertaken to help achieve goals; and
- determining whether the sector is ready to implement systems.

Phase 2 projects develop a food safety system; a management system; and the training, audit and communication materials to prepare in implementing the system. Project activities may include:

- developing a food safety implementation strategy;
- developing HACCP-based food safety models;
- developing producer manuals;

- developing producer workbooks;
- pilot testing the food safety producer manuals;
- developing training and audit materials; and
- developing management systems.

Periodic interim review of an existing food safety system required to maintain government recognition.

Multi-association projects provide funding for collaborative initiatives to address systems development issues that affect a multitude of industry associations. These projects could include negotiations on recognition protocols, management systems, common data systems development, delivery of systems to clients, development of common best management practices, and generic training.

## **6.0 Eligible Costs for Reimbursement**

Eligible costs for reimbursement may include:

- Incremental cost of services, such as salaries and benefits, specific per diem fees, or actual project or program disbursements;
- Consultant fees, technical advisors;
- Incremental costs for rental or lease of facilities equipment or machinery necessary for the execution and performance of the project may be eligible with prior approval by AAFC;
- Costs related to staff training, equipment, or machinery necessary for the execution and performance of the project may be eligible with prior approval by AAFC;
- The purchase of capital items, such as computers, office equipment and furnishings necessary for the execution and performance of the project may be eligible with prior approval by AAFC. Reimbursement of the capital expenditures will normally be limited to the amount of the asset expensed during the life of the project;
- Related shipping and transportation costs for eligible goods and services;
- Hospitality and travel costs within Treasury Board guidelines;
- Translation of public information in an official language; and
- Other costs may be eligible for reimbursement upon discussion and prior approval by AAFC.

All eligible costs must be **incremental** costs related to the project to be reimbursed. Incremental means the increase in costs as a direct result of the project being funded.

Project costs can normally be incurred when a fully executed contribution agreement is in place. Should costs be incurred prior to the completion of a contribution agreement, the applicant assumes the risk of not being reimbursed should the specific costs be deemed ineligible under the resulting agreement or in the event an agreement is never executed.

## **7.0 Available Funding**

Food Safety Systems Development Component of the CIFSFI normally provides contributions to any one recipient up to a maximum of \$60,000 for a Phase 1 project, and \$1,000,000 for a Phase 2 project.

Multi-association projects will normally be provided with up to \$200,000 per year per multi-association; up to 25% of the total contribution for multi-associations will be eligible for travel and hospitality costs.

All funding is limited up to 90% of eligible project costs. The remaining project costs must be cost-shared by the recipient through either cash or in-kind contributions.

Payment is made through the terms and conditions of a detailed contribution agreement. Total assistance from all government sources should not exceed 90% of the total resources required for the project.

## **8.0 Application Process**

Ensure all eligibility criteria are met prior to proceeding with the application process.

To apply, you must complete an application form in its entirety. The form is available online or you can request a copy by contacting CIFSFI by email or by phone at (613) 773-1931.

The Application Form has complete step-by-step instructions on how it should be completed and what type of information to include.

Be clear and concise when filling out the application; explain clearly what is to be completed and why. Remember that the proposal will be assessed by several people who may not be familiar with the organization's background, or with the situation in the region where the project will take place. The use of point form lists, charts or other techniques to simplify the presentation is encouraged.

Applicants may submit their applications by email at [cifsi-icisa@agr.gc.ca](mailto:cifsi-icisa@agr.gc.ca); however, a duly signed hard copy must be forwarded by mail to:

Agriculture and Agri-Food Canada  
c/o Canadian Integrated Food Safety  
Initiative  
1341 Baseline Road  
Tower 7, 8<sup>th</sup> Floor  
Ottawa, Ontario, K1A 0C5

***Distribution of the Information:** Any financial, commercial, scientific or technical information provided in the application will be treated in accordance with the Access to Information Act.*

## **9.0 Application Deadline**

Applications may be submitted at any time until September 30, 2012 or until funding is all committed, and will be considered on a first-come first-served basis.

All project activities must be completed no later than March 31, 2013.

## **10.0 Assessment Criteria & Process**

Once an application has been submitted to CIFSI:

- An acknowledgement letter is forwarded to the applicant.
- The application will be reviewed. CIFSI may contact the applicant to request additional information.
- The application will be assessed:
  - To ensure the applicant has met all eligibility criteria.
  - To ensure the applicant has the capacity to deliver the project.
- Written notification of final approval or rejection will be provided to the applicant.

## **11.0 The Contribution Agreement**

If the project is approved, a contribution agreement will be issued and signed by the recipient and AAFC to provide the financial assistance.

The contribution agreement specifies the terms and conditions for the contribution, such as:

- Key deliverables;
- Eligible costs and budget;



- Payment schedule;
- Reporting requirements;
- Privacy Act requirements; and
- Official languages requirements.

When the contribution agreement is fully signed, work on the project may begin and claims for reimbursement of eligible costs may be submitted to CIFSI in accordance with the agreement.

If costs are incurred prior to the completion of a contribution agreement, the applicant assumes the risk of not being reimbursed if the specific costs are deemed ineligible under the resulting agreement or in the event an agreement is never executed.

The agreement is a legally binding document between the recipient and AAFC; it is critical that it is understood in its entirety. If requested, a CIFSI Officer will be happy to review the agreement clause-by-clause with the recipient prior to the signing of it.

## **12.0 For More Information**

For more information on the Canadian Integrated Food Safety Initiative:

Website: [www.agr.gc.ca](http://www.agr.gc.ca)

By email: [cifsi-icisa@agr.gc.ca](mailto:cifsi-icisa@agr.gc.ca)

By telephone: (613) 773-1931

By fax: (613) 773-1911

By teletypewriter: (613) 759-7470

Mailing Address:

Agriculture and Agri-Food Canada  
c/o Canadian Integrated Food Safety  
Initiative  
1341 Baseline Road  
Tower 7, 8<sup>th</sup> Floor  
Ottawa, Ontario, K1A 0C5