



Growing Forward 2

A federal-provincial-territorial initiative

AgriMarketing Program

Assurance Systems Stream

Applicant Guide

AgriMarketing program. Assurance systems stream

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For more information reach us at www.agr.gc.ca or call us toll-free 1-877-246-4682.

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1.0 Purpose

The purpose of this document is to provide you, the Applicant, with information about the AgriMarketing Program and its stream, Assurance Systems. In addition, this guide will assist you in completing and applying for funding under this stream.

2.0 Description of the AgriMarketing Program

The AgriMarketing Program is a five-year (2013-2018), \$341 million program consisting of a combination of government initiatives and contribution funding for industry-led projects. Its objective is to improve the agriculture, agri-food and agri-based products sector's competitiveness in domestic and international markets by supporting industry in gaining and maintaining access to markets and capitalizing on market opportunities. It will achieve this objective through activities to be grouped into four streams:

- Breaking down trade barriers;
- Building market success;
- Market development; and
- Assurance systems.

There are two contribution funding streams that support industry-led projects under the AgriMarketing Program: Market Development and Assurance Systems. This guide focuses on the Assurance Systems stream.

3.0 Assurance Systems stream

3.1 Description

The Assurance Systems stream will support the development of Canadian national assurance systems and standards, such as food safety systems, animal and plant health surveillance systems, market attribute/quality standards and traceability systems, and their related tools.

Buyers and the markets are increasingly demanding that industry demonstrate that their products are produced using specific processes or have certain characteristics, and that industry is effectively managing risks to animal, plant and human health. The objective of the Assurance Systems stream is to support the Canadian agriculture, agri-food and agri-based products industry to meet buyer and market demands for assurance and to enhance its competitiveness, both at home and abroad. This involves strengthening industry capacity to make credible and verifiable assurance claims by supporting industry in identifying, developing, verifying, disseminating and utilizing market-relevant assurance systems, standards and related tools.

This stream builds on programs that supported assurance activities under previous agricultural frameworks such as *Growing Forward* and the *Agricultural Flexibility Fund*. Contribution funding under this stream will focus on assurance systems projects that show a progression from

previous development work/projects (where applicable) toward the completion of an assurance system. Integration and benchmarking could also be considered progression of an assurance system's development. With the increased importance of these assurance systems to meet market demands, Agriculture and Agri-Food Canada (AAFC) will prioritize projects that can clearly demonstrate market relevance and the importance and impact of the project's results on the sector, particularly the immediacy/urgency of market impacts.

AAFC expects that funded projects will result in processes and procedures that provide consumers and buyers with confidence that associated risks along the food supply chain are adequately addressed and that relevant claims can be proven – that food is safe, it was sourced from a healthy resource base, and that it incorporates the attributes they seek and for which they will pay.

- Food Safety Systems – Projects should focus on industry-led development and completion of producer/enterprise manuals, training of auditors/trainers and the management system.
- Surveillance Systems – Projects should focus on industry-led activities and tools to support the development of a national disease surveillance system for all farmed animals and/or cultivated plants. Projects cannot duplicate the surveillance activities of the Canadian Food Inspection Agency or provincial/territorial governments.
- Market Attribute/Quality Standards – Projects should focus on industry-led development of market relevant attribute or product standards and of tools to assist in demonstration of adherence to such a standard.
- Traceability Systems – Projects should focus on industry-led development and implementation of a system that can track and trace a plant, animal or product to support product claims of market attributes or for the purposes of emergency management in the plant or animal sector.

3.2 Duration

The Assurance Systems stream will expire on March 31, 2018.

3.3 Maximum Funding Amount

The approved funding amount for each eligible Assurance Systems project will be determined as part of the application review process; however, the maximum AAFC contribution normally will not exceed \$1,000,000 per project.

3.4 Cost Sharing

Projects will be cost-shared with industry. Cash contributions to eligible costs demonstrate industry's commitment to assurance systems and are seen as a proof of the importance of the project to the industry. As such, it is expected that Applicants will contribute a certain amount of cash for each project.

A minimum of 25% contribution to eligible costs is expected from Applicants. The Applicant's contribution can be made up of funding from the Applicant and its collaborators or other levels of government (within the stacking limits noted in Section 3.4.1), but for all eligible projects a minimum of 15% cash contribution is required.

3.4.1 Stacking Limit

The stacking limit refers to the maximum level of total Canadian government funding (federal, provincial/territorial, and municipal) an Applicant can receive towards the total eligible costs of a project.

The Assurance Systems stream stacking limit normally will not exceed 85% of the total eligible costs required for the project.

3.4.2 Cash contributions

When eligible costs are resourced by an approved cash outlay they can either be eligible for reimbursement by AAFC or be part of the Applicant's contribution to the project.

For example, if a project requires specific human resources to undertake direct project activities and an Applicant devotes existing staff with the required skills to meet that requirement, then the cost of those resources is considered as cash. These labour costs can either be considered eligible for reimbursement by AAFC or be part of the Applicant's contribution to the project.

3.4.3 In-Kind contributions

In-kind contributions are goods and services that are contributed to a project and that require no outlay of cash by the Applicant. In-kind contributions form part of the Applicant's project share and therefore are not reimbursable by AAFC.

To be eligible, in-kind contributions:

- Must be essential to the project's success;
- Are resources that would, if not provided, have to be purchased or contracted by the Applicant;
- Reflect fair value* and be substantiated by the Applicant in their application, and be confirmed by AAFC during the project assessment process; and
- Cannot normally exceed 10% of the total eligible costs.

* Fair value of in-kind contributions should reflect current, relevant and market-based information or another methodology acceptable to AAFC.

3.5 Application Intake

Applications can be submitted at any time until September 30, 2017 or until all funding has been fully committed and will be assessed based on individual merit and the criteria outlined in Section 5.1 - Assessment Criteria.

3.6 Eligible Applicants

Eligible Applicants must be legal entities capable of entering into a legally binding agreement.

Eligible Applicants are:

- Not-for-profit industry organizations operating on a national basis along the Canadian agriculture and agri-food value chain;
- Not-for-profit industry organizations operating on a regional basis along the Canadian agriculture and agri-food value chain that are not represented at the national level and can demonstrate their ability to deliver a national project;

- Other non-governmental, not-for-profit entities if they can clearly demonstrate how they will achieve the objective and results of the Assurance Systems stream; and
- Academic institutions if they can clearly demonstrate how they will achieve the objective and results of the Assurance Systems stream.

Ineligible Applicants include:

- Individuals
- For-profit organizations/businesses
- Other levels of government

3.7 Eligible Activities

While there are a number of different types of assurance systems, the types of activities involved in developing these industry-led systems are generally similar. Eligible activities are of the following nature and type:

- Systems and standards development activities that are national in scope such as:
 - Assessments, analysis, consultations, and/or comparative studies;
 - Generic models, methodologies, manuals, codes of practice and management systems;
 - Training and audit materials to prepare in implementing the system;
 - Pilot projects, technology assessment, testing and adoption;
 - Recognition /verification processes.
- Development of national assurance systems tools that support implementation such as those that enable:
 - Data collection, standardization, storage, management systems, services, verification and reporting;
 - Measurement collection to demonstrate compliance with an assurance system;
 - Increasing network/information sharing capacity
- Communication, knowledge transfer and awareness activities such as:
 - Training-the-trainer/auditor workshops;
 - Dissemination of national standards, systems and tools information; and
 - Development of communications materials such as newsletters, web sites and online resources directed to industry or for national/international promotion.
- Integration of national assurance systems
- Benchmarking of national systems/standards to international or private standards
- Management of a single, national multi-species traceability database and/or zoning site

Note: The fish and seafood sector may only apply for projects to develop traceability systems.

Ineligible activities include those of the following nature and type:

- Re-benchmarking or certification renewal to an international or private standard after initial benchmarking status has been received;
- Payment of annual fees, regular reviews and regular reporting associated with maintaining benchmarking or recognition status; and
- Project activities intended to directly influence/lobby governments.

3.8 Eligible Costs

Eligible costs are the incremental project costs that fall within the recognized cost categories and respect all conditions and limitations set out in this Guide and the contribution agreement if the Project is approved.

Eligible costs are categorized under standard cost categories for all funding projects. Eligible costs under the Assurance Systems stream include:

- Administration
- Salaries/Benefits
- Contracted Services
- Travel
- Capital/Assets
- Other Direct Project Costs

Eligible costs must be presented, in the budget, under the standard categories for all funding projects, as identified in Annex B – Cost Categories.

An Applicant may use cash and in-kind contributions towards their percentage of contributions towards eligible costs. In-kind contributions cannot exceed 10% of eligible project costs. The remainder of the Applicant's contribution must be made in cash.

NOTE: AAFC may allow eligible costs to be incurred after a complete funding proposal has been received by the program, but prior to the signing of a contribution agreement if AAFC deems this necessary for the achievement of objectives under the project and if such costs are reasonable, incremental and required to carry out the eligible activities to which they relate. Please note, however, that even if an Applicant is advised that their project is approved and the Applicant starts incurring costs, no costs can be reimbursed unless a Contribution Agreement is ultimately signed between the Applicant and AAFC. Thus, any costs incurred prior to the signing of a Contribution Agreement would be incurred solely at the Applicant's risk without obligation of payment by AAFC.

Notwithstanding the preceding, the program start date is April 1, 2013, and in no instance will any costs incurred prior to that date be eligible for reimbursement.

3.9 Ineligible Costs or Limitations

Ineligible costs include:

- The refundable portion of the GST, value-added taxes, or other items for which a refund or rebate is received;
- Costs being reimbursed under an existing federal, provincial, territorial, or municipal program;
- Capital items not specifically required for the execution of a project;
- Legal fees associated with the incorporation of an organization;
- Planning costs to apply for funding;
- Any other costs incurred by eligible recipients in relation to approved projects, and not otherwise listed as eligible, may be ineligible for reimbursement at the discretion of AAFC.

Limitations of eligibility include:

- To be eligible, all activities must show a progression from previous work/projects, where applicable, and/or market relevance.
- All international travel and hospitality must be pre-approved by the Minister in writing.

4.0 How to Apply

4.1 Application Form

Applicants must ensure all eligibility criteria are met prior to proceeding with the application process. Applications can be submitted for review at any time until September 30, 2017 or until the funding has been fully committed.

Applicants are encouraged to contact a program officer by e-mail (assurance@agr.gc.ca) to discuss their project proposal.

To apply, you must provide a complete application package. An application will be considered complete when the documentation noted in Section 4 – How to Apply, has been provided.

AAFC will acknowledge receipt of each application. Upon receipt, AAFC will review the application package and advise whether it is considered complete. Incomplete documentation will result in applications being placed on hold until all necessary information is received.

You can request a copy of the Application Form by contacting Assurance Systems by e-mail (assurance@agr.gc.ca) or by phone at 1-877-246-4682.

In the Application Form, when describing the project, provide:

- Brief project overview
- Rationale for the project
- How it meets the objectives of the Assurance Systems stream
- Demonstration of the sector's need for the project
- Description of the work that was accomplished through previous applications or through previous independent work on any relevant assurance systems in the organization, where applicable.

Be clear and concise when filling out the application; explain clearly what is to be completed and why. The use of point form lists, charts or other techniques to simplify the presentation is encouraged. The additional information required (listed in Section 4.4 - Additional Requirements) should be provided in separate Word/PDF documents, not within the Standard Application Form.

4.2 Work Plan

Using the Work Plan Template, Applicants are required to provide a description of all activities to be undertaken in the project, including the deliverables, start and completion dates, and overall project outcomes.

4.3 Budget

Applicants are required to provide an estimate of costs to be incurred related to all eligible activities related to their proposed project, along with contributions from all sources of funding using the Budget form in the Application package. For assistance in completing the Budget form, please refer to the instructional sheet provided. Where multiple activities form a single project, it is recommended that proposed eligible costs be broken down by each major activity in the project. Applicants are encouraged to review Annex B (attached to this document) for assistance with the categorization of the eligible costs within the Budget form. The Treasury Board Secretariat Directive on the Management of Expenditures on Travel, Hospitality and Conferences will be used as a baseline for assessing proposed eligible costs for travel and hospitality.

Applicants must complete the Budget form, in which they should include an estimated cost to complete a financial audit should it be required by AAFC.

4.4 Additional Requirements

In addition to the Application Form, Work Plan and Budget, other supporting documentation needed for the assessment of the application include:

- Consent to Disclose Personal and/or Business Information form (Annex A) – this document is used to obtain written consent for the disclosure of personal information and/or business information, of a third party, to AAFC. Any information submitted about an individual and/or organization other than the Applicant is considered to be third party information, and the information will be used for the purposes of assessing projects under AAFC program streams.
- One page Executive Summary
- A copy of the organization's Certificates or Articles of Incorporation, or if not a corporation, other official documentation attesting to the legal status of the Applicant
- A copy of the last two years financial statements and the most recent interim financial statements
- Endorsement letters for the project (if available)
- Annex C - Copyright Permission Form
- Market relevance – the Applicant should provide supporting documentation that demonstrates market relevance/demand for the project and its activities. This could include public reports, economic analysis, and/or letters or other forms of formal requests from buyers or markets.
- Information supporting strategic importance of proposal – this document should outline longer term goals and why they are necessary to achieve, how the Applicant will achieve them and when the Applicant will achieve them, as well as how the Applicant will maintain the assurance system in the long-term.
- Project team – this document should outline the various working groups, committees and project teams, their responsibilities and tasks, as well as how they are accountable to your organization.

How to submit the Application Package:

Applicants should send an original, signed copy of the Application and all attachments and supporting documentation, along with an electronic copy (e.g., CD ROM, USB key) in original software format (e.g., Microsoft Word, Excel) to:

Agriculture & Agri-Food Canada
AgriMarketing Program
Tower 7, Floor 7, Room 221
1341 Baseline Road
Ottawa, ON, K1A 0C5

Alternatively, the electronic version of the application and attachments in original software format may be sent by e-mail (assurance@agr.gc.ca) with the signed original and attachments sent by mail or courier to the above noted address.

5.0 Assessment and Approval

5.1 Assessment Criteria

Once an application has been submitted to AAFC, the application will be assessed against the following criteria:

- the completeness of the application;
- the Applicant has met all eligibility criteria;
- the Applicant has the capacity to deliver the project;
- the proposed activities, including outcomes, support the program/stream objective;
- the degree to which the proposed project can demonstrate a current or potential market opportunity or need;
- the degree to which the issue to be addressed by the proposed project will affect the sector(s) in question within the next 5-10 years (the immediacy of the demand or need);
- the proposed activities and costs are eligible, reasonable and required to meet the project objectives;
- the proposed activities show a progression from previous projects or advance an assurance system towards completion, where applicable;
- all sources of funding, including any in-kind support, for the project to be funded under this program are identified; and
- whether the project fits within one of the current priorities.

Priorities will be determined on an on-going basis. Currently, market relevance, livestock traceability and projects related to food for human consumption have been identified as priorities. Preference may be given to project proposals with higher levels of industry contributions in accordance with Section 3.5.

Written notification of final approval or rejection will be provided to the Applicant in accordance with our service standards. If an Applicant is successful, the program will provide a written decision letter, which will outline the level of funding awarded and any other conditions, if applicable.

5.2 Contribution Agreement

If the project proposal is approved, a contribution agreement will be issued and signed by the Applicant 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.

The agreement will be a legally binding document between the successful Applicant and AAFC; it is critical that it is understood in its entirety. A Recipient Guide will be provided to contribution Recipients with the contribution agreement which will explain important provisions and requirements in the agreement. It should be reviewed immediately upon receipt. If requested, a Program Officer would be happy to review the agreement clause-by-clause with the Recipient prior to its signing.

This Applicant Guide is legally part of the contribution agreement; as such any requirements listed here must be respected by the Recipient.

5.2.1 Payments to Recipients

Payments to contribution Recipients will be based on either reimbursement of eligible costs or advances based on immediate cash requirements. The conditions to pay based on reimbursement or advance will be set in the contribution agreement.

Advances shall be limited to the immediate cash requirements of the recipient and shall not exceed the cash management provisions as set out in the agreement, pursuant to AAFC's risk-based framework.

Final payment of Canada's contribution funding will follow AAFC's receipt of the final accounting of eligible costs incurred and paid by the recipient. The total amount of the contribution provided by the Minister will not exceed eligible costs actually incurred and paid, or AAFC's portion of incurred eligible costs pursuant to the terms of the agreement, as applicable.

For each payment requested by the Recipient, AAFC will require a:

- Cover letter attesting to the costs reported and the payment/advance requested;
- Financial Update;
- Copy of the Recipient's general ledger for the project; and
- Other documents required by AAFC to support the costs being claimed.

AAFC may also require progress and performance reports.

5.2.2 Reporting Requirements

Reporting requirements of Recipients include:

- Periodic financial updates;
- Periodic progress and performance reports;
- Final financial update and final performance report.

The frequency of reports will be determined based on the risk of the recipient/project (as determined by the Departmental Risk Management Framework for Recipients/Projects – see Section 6.1 – Risk Framework).

Other reports, such as a financial audit report, may be required at the Minister's discretion or based on the risk of the recipient/project.

6.0 Notes

6.1 Risk Framework

AAFC will conduct a risk assessment to determine the overall risk level of the project.

The results (risk level) of the assessment does not determine eligibility for funding but will affect the frequency of progress reporting, the frequency in which advances can be provided, the amount of funds to be held back on actual expenses (holdback), and frequency of site visits and provide recommendations to the recipient audit departmental strategy. AAFC's contribution agreement has been designed to accommodate this framework and its results.

Each approved Applicant will be notified of the risk level by way of a letter that accompanies the contribution agreement for the project.

6.2 Intellectual Property

AAFC may collect, use and share an Applicant's information, which includes, but is not limited to, documentation prepared in the administration of the Assurance Systems stream of the AgriMarketing Program, with other AAFC programs, or with other departments or agencies of the Government of Canada, or other levels of government in Canada, for purposes that include, but are not limited to: the use of the Applicant's information in the administration of the Program; ensuring efficiencies and effectiveness to set up and administer agricultural and other government programs; determining the possible availability of funding for the Applicant's project under another program or initiative, and examining the scope and effectiveness of agricultural programming in Canada. Applicants must sign a consent form allowing AAFC to reproduce and distribute the whole or any part(s) of their applications for these purposes.

AgriMarketing Program's Assurance Systems stream is an initiative pursuant to which contribution funds may be paid to Recipients. Title to the intellectual property developed by the Recipient of contribution funding will vest in the Recipient or in a third party, as may be negotiated by the Recipient and the third party. However, AAFC will engage in program administration activities and in other follow-up activities related to the initiative that are undertaken for the public good. AAFC may require the inclusion of a non-exclusive, world-wide and royalty-free license allowing AAFC to reproduce and to distribute by any means the whole or any part of documents generated by or for the Recipient for these purposes, within the Department, within the Government of Canada, or to other governments, as part of the contribution agreement.

AgriMarketing Program's Assurance Systems stream is an initiative whose purpose is to support the development and use, for the public good, of standards or systems. As such, AAFC may also

require the inclusion of a non-exclusive, world-wide and royalty-free license within the contribution agreement allowing AAFC to publish or make the standards or systems-related materials available for non-commercial purposes, and a requirement that the recipient of funding ensure that any third party owner of the intellectual property rights in the standards or systems-related materials will grant such a license to AAFC.

6.3 Retention and Disposition of Assets

AAFC will include terms in the contribution agreement to allow AAFC to direct that assets purchased with contribution funds be retained until the completion of the project, or disposed of beforehand in the manner that AAFC determines or to such person as AAFC authorizes. This means that if the Recipient wishes to dispose of assets purchased using the Minister's contribution, then a prior request for authorization to do so will have to be sent to the Minister or his representative.

AAFC will have no property rights or security interests in any assets purchased with contribution funds.

6.4 Official Languages

6.4.1 Language of Service

Applicants and Recipients are encouraged to communicate with AAFC in the official language of their choice. AAFC will ensure that it has the capacity to review and assess applications and project deliverables in both official languages.

6.4.2 Language Obligations for Successful Applicants

Depending on the nature of the program, the Recipient, and specific project activities to be undertaken, Canada may require the Recipient to conduct certain activities, make information available to, or interact with the public in one or both official languages on terms and conditions to be specified in the Contribution Agreement. For example, if the project is national in scope, takes place in an area that is designated bilingual or the target audience involves both French and English-speaking participants, Canada may impose conditions in order to ensure that Canada is in compliance with the requirements of the federal *Official Languages Act*.

In all cases however, the Recipient will be required to ensure that public acknowledgement of AAFC's support for the project and project-specific communications products are expressed in both English and French.

Contribution funding from the Assurance Systems stream can be used to assist with the costs associated with these obligations as long as they fall within the definition of eligible costs and are included within the project budget.

6.5 M30 Law (for Quebec organizations only)

The Act Respecting the Ministère du Conseil Exécutif (M-30) may apply to an Applicant in the Province of Québec. Applicants will be required to complete an additional information form and, if they are subject to the requirements of the Act, to obtain written authorization and approval from the Government of Quebec prior to execution of any funding agreement.

6.6 Privacy Notice

Personal information provided in or with this application package will be used to communicate regarding the application and is being collected under the authority of the *Department of Agriculture and Agri-Food Act*. The personal information will be protected in accordance with the *Privacy Act* and described in standard Personal Information Bank, Public Communications PSU 914.

The Applicant has the right to access their personal information held by Agriculture and Agri-Food Canada and to request changes to incorrect personal information by contacting the AAFC Access to Information and Privacy Coordinator at ATIP-AIPRP@agr.gc.ca.

6.7 Environmental Considerations

Under the *Canadian Environmental Assessment Act 2012* (CEAA 2012), an environmental assessment of a project may be required if the project is listed on the Regulations Designating Physical Activities. Likewise, if the project is located on federal land, an environmental effects evaluation may be required pursuant to CEAA 2012. To determine if a project is listed in the Regulations, or to clarify the definition of federal land, Applicants are directed (in Section B6 of the Application Form), to access the CEAA 2012 website at <http://laws-lois.justice.gc.ca/eng/acts/C-15.21/page-1.html>. If Applicants determine that their projects are listed on the above-referenced Regulations or are located on federal land, Applicants should contact AAFC's Environmental Services Unit at environmentalservice@agr.gc.ca for further information.

Apart from the CEAA 2012 requirements, Applicants must still obtain any other relevant federal, provincial, territorial or municipal authorizations or permits. Applicants should include such information in section B5 of the application form, along with an explanation of the environmental risks and mitigation strategies associated with the project. Environmental risks could include potential effects on water bodies, fisheries, wildlife (especially rare species), air quality, noise, human health, soils, vegetation, Aboriginal activities such as hunting, fishing and gathering, and traditional Aboriginal lands. Such effects can result from a project's air emissions, effluent releases, waste production, increased traffic, proximity to residential areas or Aboriginal land, and other project characteristics

7.0 Contact Information

Details about the Assurance Systems stream of the AgriMarketing Program can be obtained at www.agr.gc.ca/agrimarketing.

For further information please contact us toll-free at 1-877-246-4682, or by e-mail (assurance@agr.gc.ca).

Annex A: Consent To Disclose Personal and/or Business Information Form



ANNEX A: CONSENT TO DISCLOSE PERSONAL AND/OR BUSINESS INFORMATION FORM

The purpose of this document is to obtain your written consent for the disclosure of personal information and/or business information to Agriculture and Agri-Food Canada (AAFC). With your consent, the Applicant will use this information in or with a Project Application Form that requests funding under the applicable AAFC program.

Use and/or Disclosure

The personal/business information is being collected under the authority of the Department of Agriculture and Agri-Food Act and may be used by AAFC, or disclosed to third parties, for the purpose of assessing and reviewing the eligibility of the Applicant and the Project under the applicable AAFC program and to verify the accuracy of the information provided in or with the Project Application Form.

AAFC Treatment of Personal Information and Business Information

The personal information that is released, via this consent, will be treated in accordance with the *Privacy Act* and described in the Personal Information Bank identified in AAFC's online version of the applicable Program Guide. The business information that is released, via this consent, will be treated in accordance with the *Access to Information Act*. Information on these Acts is available at the following website: <http://laws.justice.gc.ca>.

You have the right to access the personal information held by AAFC and to request changes to incorrect personal information by contacting the Access to Information and Privacy Coordinator at ATIP-AIPRP@agr.gc.ca.

All the information provided in or with the Project Application Form will be administered in accordance with the retention requirements of the applicable AAFC program.

Voluntary Consent

The consent provided in this form is voluntary and that one may, without any prejudice to oneself, decline to provide it.

I hereby consent to the provision of my personal information and/or business information by the Applicant

for the purpose of the submission of the Project Application Form for funding to the applicable AAFC program

AgriMarketing Program

☐ Personal Information ☐ Business Information

Print name Print business name (if applicable)

Signature Date

Annex B: Cost Categories

Administration

Administration costs necessary to complete the project, such as:

- Office supplies and materials
- Office space
- Telecommunications/Audiovisual
- Postage and freight

Salaries/Benefits

Salaries and benefits directly related to completing the activities of the project.

Contracted Services

Professional or specialized services for which a contract is entered into, such as:

- inspection
- consultant/expert services
- installation/construction
- financial auditing (required for the project)
- Environmental Assessment
- project management
- research

Travel

Travel costs directly related to the project, such as:

- meals
- incidentals
- accommodations
- transportation
- hospitality (where eligible)

Capital / Assets

Capital Assets are tangible assets that are purchased, constructed, developed or otherwise acquired and:

- Are required for the execution of the project;
- Have a useful life extending beyond one fiscal year and are intended to be used on a continuing basis; and
- Are not intended for resale during the life of the project.

Costs such as:

- equipment
- computers
- buildings

Other Direct Project Costs

Other costs for project-related deliverables, such as:

- shipping
- printing
- conference fees/registration fees
- consumable materials
- construction material costs
- translation
- marketing costs related to production of materials/documents/marketing plans

Annex C: Copyright Permission Form

In addition to the implied consent at law allowing AAFC to reproduce and distribute any part of or the whole of the documentation provided in or with this Project Application Form for purposes consistent with the receipt, assessment and subsequent treatment of the Application, the Applicant also grants AAFC permission to reproduce and distribute the whole or any part of the said documentation to third parties to determine eligibility for other AAFC, Government of Canada or provincial programs from which the Applicant might benefit, and to evaluate the scope, direction and effectiveness of agricultural programming and research in Canada. The Applicant's voluntary grant of, or refusal to grant, this copyright permission in no way affects the Applicant's eligibility under this AAFC Program.

☐ Consent

OR

☐ Refuse

Name of Applicant: _____

Name of Signatory: _____ Title / Position: _____

Date: _____