



Growing Forward 2

A federal-provincial-territorial initiative

AGRIINNOVATION PROGRAM

Enabling Commercialization and Adoption Stream

Applicant Guide

AgrilInnovation Program: Enabling Commercialization and Adoption Stream

© Her Majesty the Queen in Right of Canada, represented by the Minister of Agriculture and Agri-Food (2013).

Electronic version available at www.agr.gc.ca/AgrilInnovation

ISBN 2291-1464

AAFC No. 119557E

Paru également en français sous le titre

Programme Agri-innovation : Volet commercialisation et adoption

For more information reach us at www.agr.gc.ca or call us toll-free 1-855-773-0241.

Table of Contents

1.0	Purpose	3
2.0	Description of the AgriInnovation Program.....	3
3.0	Enabling Commercialization and Adoption Stream	3
3.1	Description	3
3.2	Duration	4
3.3	Maximum Funding Amount	4
3.4	Cost Sharing	4
3.4.1	Stacking Limit	5
3.4.2	In-Kind contributions	5
3.5	Application Intake	5
3.6	Eligible Applicants	5
3.7	Eligible Activities	5
3.8	Eligible Costs	6
3.9	Ineligible Costs or Limitations	7
4.0	How to Apply.....	7
4.1	Application Form.....	8
4.2	Work Plan.....	8
4.3	Budget	8
4.4	Additional Requirements	8
5	Assessment and Approval.....	10
5.1	Assessment Criteria	10
5.2	Contribution Agreement.....	11
5.2.1	Payments to Recipients.....	11
5.2.2	Reporting Requirements.....	11
5.2.3	Repayment Requirements	11
6	Notes.....	12
6.1	Risk Framework.....	12
6.2	Intellectual Property	12

6.3	Retention and Disposition of Assets	12
6.4	Official Languages	13
6.4.1	Language of Service	13
6.4.2	Language Obligations for Successful Applicants	13
6.5	M30 Law (for Quebec organizations only).....	13
6.6	Privacy Notice	13
6.7	Business Information	14
6.8	Environmental Considerations.....	14
7	Contact Information.....	15
Annex A: Consent To Disclose Personal and/or Business Information Form		16
Annex B: Cost Categories		17
Annex C: Copyright Permission Form.....		19
Annex D: Project Screening Summary		20

1.0 Purpose

The purpose of this document is to provide you, the applicant, with information about the AgriInnovation Program and its **Enabling Commercialization and Adoption stream**. In addition, this guide will assist you in completing and applying for funding under this stream.

2.0 Description of the AgriInnovation Program

The objective of the AgriInnovation Program is to accelerate the pace of innovation by supporting research and development activities in agri-innovations and facilitating the demonstration, commercialization and/or adoption of innovative products, technologies, processes, practices and/or services. The aim is to enhance economic growth, productivity, competitiveness, adaptability and sustainability of the Canadian agriculture, agri-food and agri-based products sector and assist in capturing opportunities for the sector in domestic and international markets.

The overall program budget from April 1, 2013 to March 31, 2018 is \$468 million. This includes contribution funding, Agriculture and Agri-Food Canada (AAFC) research support for collaborative projects with applicants, and the cost of AAFC Program administration.

There are two streams under the program: the Industry-led Research and Development stream, and the Enabling Commercialization and Adoption stream. **This guide focuses on the Enabling Commercialization and Adoption stream.** For applicant funding specific to this stream, please refer to Section 3.3 of this guide.

3.0 Enabling Commercialization and Adoption Stream

3.1 Description

The objective of the Enabling Commercialization and Adoption stream is to facilitate the pre-commercial demonstration, commercialization and adoption of innovative agri-based products, technologies, processes or services. The funding under this stream is designed to support, and reduce the financial risk associated with, these late-stage activities of the innovation continuum, which is defined as the movement of innovation from research and development, through bench-scale testing, piloting, pre-commercial demonstration, to full commercialization.

The Enabling Commercialization and Adoption stream provides for repayable contributions to approved industry-led pre-commercial demonstration, commercialization or adoption projects. In order to be eligible for funding under this stream, applicants must clearly demonstrate:

- the innovative aspect of the proposed product, process, technology or service;
- technical feasibility and readiness for market of the innovation;
- sufficient evidence from the market to support the need and demand for the innovation;
- the managerial capability to successfully complete the project; and,
- the financial capacity to complete the project and to repay the contribution.

In addition, applicants must show that their project contributes to one or more of the following benefits to Canada:

- increased revenues or decreased operating costs in the agricultural sector;
- increased demand for primary agriculture and/or agri-based inputs; or,
- increased employment in the sector.

Priority will be given to projects that involve one or more of the following:

- the pre-commercial demonstration or commercialization of a recently proven (i.e. within the last five years) innovation in the Canadian agriculture, agri-food and agri-based products sector;
- the creation or expansion of export markets; or,
- an innovation that is transformative* for the sector;

*where transformative is defined as leading edge with the potential to introduce a significant improvement or adaptation to the sector, for example:

- a new form of input transformation (e.g. in the way that fractionation or freeze drying has resulted in new applications for ingredients);
- significant improvement or market-demanded change in product attributes (e.g. cold pasteurization, Individually Quick Frozen, or irradiation) or product packaging (e.g. aseptic and atmospheric packaging); or,
- new category development (e.g. bioactives).

3.2 Duration

The Enabling Commercialization and Adoption stream will expire on March 31, 2018.

Projects must be completed by March 31, 2018, and any costs incurred after that date will not be eligible for reimbursement.

3.3 Maximum Funding Amount

The maximum funding available for any project under the Enabling Commercialization and Adoption stream is \$10 million, and will not normally exceed \$2 million for pre-commercial demonstration projects.

Further, the total maximum contribution to an applicant from all streams under the AgriInnovation Program cannot exceed \$10 million per year.

3.4 Cost Sharing

The eligible costs related to a project are to be shared between AAFC and the applicant.

Applicants are responsible for contributing funds sufficient to cover at least 50% of the total eligible costs related to their project under the Enabling Commercialization and Adoption stream of the AgriInnovation Program. Their financial contribution could include cash from operations, commercial loans and lines of credit, as well as funding the applicants have secured from industry partners or other governments.

3.4.1 Stacking Limit

The stacking limit refers to the maximum level of total Canadian government funding (federal, provincial/territorial, and municipal) a recipient can receive towards the total eligible costs of a project. The stacking limit cannot exceed 75% of total eligible costs for a project under the Enabling Commercialization and Adoption stream.

3.4.2 In-Kind contributions

In-kind contributions are not recognized as eligible under the Enabling Commercialization and Adoption stream of the AgriInnovation Program.

In-kind contributions are defined as contributions made towards eligible project costs that require no outlay of cash by the recipient, but to which a dollar value can be attributed and substantiated.

3.5 Application Intake

Intake of applications under the Enabling Commercialization and Adoption stream is continuous. That is, applications can be submitted for consideration at any point during the life of the AgriInnovation Program, until the available budget has been fully allocated. Once all funds have been allocated, a notice will be posted on the program website indicating that applications are no longer being accepted for the Enabling Commercialization and Adoption stream.

Please note that the timing of application submissions must allow for projects to be completed by March 31, 2018, which is the program end date.

3.6 Eligible Applicants

To be eligible for funding under this stream, applicants must be for-profit corporations including for-profit cooperatives. Please note that individuals are not eligible for funding under this stream.

3.7 Eligible Activities

Eligible activities are of the following nature and type:

- Commercialization of innovative agricultural, agri-food or agri-based products, technologies, processes or services where the innovations will be introduced to the market at the successful completion of the project;
- Adoption of innovative agricultural, agri-food or agri-based products, technologies, processes or services where recent innovations are adopted and adapted to existing operations;
- Pre-commercial demonstration of innovative agricultural, agri-food or agri-based products, technologies, processes or services, where all necessary testing and piloting has been completed and the innovation is within 24 months of market, and which involve one or more of the following:
 - demonstration to a targeted user in order to secure a key customer necessary to penetrate the market;
 - production of samples for market validation; or,
 - creation of a reference or showcase site for pre-commercial demonstration.

The above activities may include:

- construction, expansion or modernization of a facility or site to demonstrate, commercialize or adopt an innovative agricultural, agri-food or agri-based product, technology, process or service;
- purchase and installation of equipment;
- training and development of staff necessary for the successful completion of the project; and,

- marketing activities where they form a minor component of a project, i.e. projects solely involving the development or implementation of marketing plans are not eligible.

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 under the Enabling Commercialization and Adoption stream include:

- Salaries/Benefits
 - labour including wages/salaries and benefits, and specific per diem fees;
- Contracted Services
 - professional or specialized services needed to undertake eligible project activities and for which contracts are entered into;
 - costs of contracted work related to compliance with the Canadian Environmental Assessment Act 2012;
- Capital Assets
 - building purchase, renovation, site improvement, leasehold improvements and construction costs;
 - machinery, equipment, and software purchase and installation costs;
- Other Direct Project Costs
 - rental, lease of facilities, equipment or machinery;
 - goods and services and all related shipping and transportation costs;
 - construction or operating licenses and permits required to carry out the project;
 - start-up costs, including interest capitalized during construction, insurance during construction, fees and charges for operation of equipment for adjustment and calibration, and training;
 - production of materials required to fulfill obligations under the agreement, including translation and production of materials in the second official language;
 - marketing costs, such as hiring of marketing expertise and other related activities as may be deemed necessary to the success of the project;
 - materials/consumables needed to undertake the project; and
 - other reasonable costs directly related to the project, at the discretion of AAFC.

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

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

Notwithstanding that the following costs may have been or may be reasonably and properly incurred by the recipient during the performance of project activities, they are considered ineligible costs under the Enabling Commercialization and Adoption stream. These ineligible costs include:

- capital items not specifically required for the execution of the project;
- refundable portion of the Goods and Services Tax/Harmonized Sales Tax, value-added taxes, or other items for which a refund or rebate is received;
- any cost, such as amortization that would not result in a direct, out-of-pocket expense for the recipient;
- land;
- goodwill;
- existing equipment or buildings owned by a related party;
- hospitality (e.g. alcohol, meals, entertainment, gifts, etc.);
- travel;
- research and development costs;
- any portion of any cost that, in AAFC's opinion, exceeds the fair market value for that cost item; and,
- any other expenditure not specifically listed as eligible or otherwise approved as eligible.

4.0 How to Apply

Potential applicants should review the eligibility criteria and other requirements published in this guide prior to beginning the application process.

The application process involves the following steps:

1. Before investing valuable time and effort in completing an application package, applicants are requested to first complete Annex D, the **Project Screening Summary** and submit it to the program at AIP-PAI@agr.gc.ca.

IMPORTANT NOTE: The Project Screening Summary is used to establish an applicant's potential eligibility for funding under the Enabling Commercialization and Adoption stream. At this stage, an applicant may be rejected for funding and advised accordingly if an AAFC review of the Project Screening Summary determines that the project does not meet the eligibility criteria of the stream.

2. If the proposed project appears to meet the eligibility criteria and other assessment criteria (see section 5.1 below), a program official will contact the applicant to provide the application package and provide guidance on preparing the application and the supporting documentation required. For those applicants who submit a full application, final determination of eligibility will be made based on an assessment of the full application package.

3. Applicants must submit an original, signed copy of the application along with all additional required information and attachments, as well as an electronic copy (e.g., CD ROM, USB key) of application components in original software format (e.g., Microsoft Word, Excel) to:

Agriculture & Agri-Food Canada
AgriInnovation Program
Tower 7, Floor 8, Room 130
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 to AIP-PAI@agr.gc.ca, with the signed original and attachments sent by mail or courier to the above-noted address.

4. AAFC will acknowledge receipt of each application package within two business days of receipt. Following receipt, AAFC will check and advise whether the application and attachments are complete. All incomplete application packages will be placed on hold until the necessary information is received.

Applications can be submitted for review at any point from the time the program is announced until the program has fully allocated its available budget; however, no funding decisions will be communicated prior to April 1, 2013, the start date of the program.

4.1 Application Form

A complete application package consists of a completed AAFC Application Form, a project Work Plan, a Budget, and such additional supporting documentation required by the program to fully assess the project's merit to be funded.

Below is an overview of what is expected in each component of the application.

4.2 Work Plan

This template, when completed, should describe the project activities, timelines, and deliverables.

4.3 Budget

This template, when completed, will outline the total project costs, and detail all estimated eligible costs of the project being proposed for funding, and the sources of funding for the project.

Applicants are encouraged to review Annex B (Cost Categories) for assistance with the categorization of eligible costs within the Budget form.

4.4 Additional Requirements

Applicants should submit the following information, where applicable, to support the completed Application Form, Work Plan and Budget:

- any required, signed Consent to Disclose Personal and/or Business Information forms (see Annex A to this Guide). ***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, for example, CVs of key management personnel.

- a completed Enabling Commercialization and Adoption Project Outcomes, Project Financing Plan and Benefits to Canada templates;
- a completed Business Plan template (if applicant is using an existing business plan rather than the provided template, the applicant must ensure that all elements of the program template is covered adequately within the submission or must attach supplementary information to address any missing elements);
- documentation in support of the costs detailed in the project budget, such as quotes, estimates or contracts;
- a copy of the applicant's Certificate or Articles of Incorporation;
- a copy of any inter-company or other agreements impacting the proposed project;
- an organizational chart indicating names and titles of the management team;
- CVs or information on experience/skills of key management personnel;
- a diagram of the applicant's corporate structure and a list of the key shareholders, including parent and subsidiary companies and their interrelationships and mandates;
- copies of the organization's annual financial statements (audited, review engagement) for the past three years or since the date of business start-up where the business is less than three years, the latest interim (audited or unaudited) financial statements, and, if applicable, the most recent annual report or audited financial statements of the parent company or principal owner. For diversified organizations, the financial statements of the division or branch directing the project must also be included;
- a copy of the annual pro forma financial statements (Income Statement, Balance Sheet, and Cash Flow Statement), and assumptions used to arrive at projections for the duration of the proposed work plan plus the three following years of operation – for the overall company operations including the project identified separately;
- copies of all financing agreements related to the project financing plan;
- copies of any relevant federal, provincial, territorial or municipal authorizations or permits required to undertake or successfully complete this project, and any documentation that may be required pursuant to the *Canadian Environmental Assessment Act 2012*;

- documentation indicating the market need for the innovative product, process, technology or service being commercialized, such as market research and letters of support from potential customers; and,
- a completed and signed copy of Annex C – Copyright Permission.

5 Assessment and Approval

5.1 Assessment Criteria

Applications under the Enabling Commercialization and Adoption stream will be assessed for:

- eligibility (of applicants, innovations, activities, costs, location, project timelines);
- how the project will fit into and improve upon the applicant's existing business;
- capability of the applicant to successfully complete the project including:
 - financial capacity including evaluation and validation of all sources and levels of project financing, both government and private; and,
 - managerial capability (experience and track record).
- financial, management and marketing capacity of the applicant to generate ongoing and/or increased revenues necessary for business viability and repayment of the contribution;
- impact of the project on the competitiveness of the applicant;
- benefits to Canada to be derived from the project such as increased demand for primary agriculture and agri-based inputs, increased revenues, and job creation;
- level of risk associated with the project after mitigation measures proposed to manage/reduce risk have been considered; and,
- market need/demand for the results of the project, both domestically and internationally.

Priority will be given to projects that involve one or more of the following:

- the pre-commercial demonstration or commercialization of a recently proven (i.e. within the last five years) innovation in the Canadian agriculture, agri-food and agri-based products sector
- the creation or expansion of export markets; or,
- an innovation that is transformative* for the sector.

* where transformative is defined as leading edge with the potential to introduce a significant improvement or adaptation to the sector, for example:

- a new form of input transformation (e.g. in the way that fractionation or freeze drying has resulted in new applications for ingredients);

- significant improvement or market-demanded change in product attributes (e.g. cold pasteurization, Individually Quick Frozen, or irradiation) or product packaging (e.g. aseptic and atmospheric packaging);
- new category development (e.g. bioactives).

AAFC may consult applicants to obtain clarifications of the application or additional information where deemed necessary for assessment. Once the assessment process is complete, the program will provide the applicant with a written decision by letter. If the project is approved for funding, the letter will specify the level of funding awarded and outline any other conditions that may apply to funding approval. A program officer will then work with the applicant to complete a contribution agreement.

Applications under the Enabling and Commercialization stream will not be processed on a first come, first served basis. The program reserves the discretion to give precedence to projects that fall within the cited priority areas of the stream and for which complete application information has been provided. The program will render funding decisions in accordance with published departmental service standards.

5.2 Contribution Agreement

An applicant that is approved for funding will be required to enter into a contribution agreement which will outline the maximum amount of funding AAFC will provide to the approved applicant (or recipient) toward eligible costs, and the terms and conditions under which this funding will be provided, including the responsibilities and obligations of both AAFC and the recipient.

5.2.1 Payments to Recipients

Payments will be made based on claims submitted to AAFC for eligible costs incurred by the recipient in accordance with the terms of the contribution agreement. Each claim must be supported by details of the costs being claimed and certified by an authorized official of the recipient.

Advances may be available based on project risk (see Section 6.1) and where need is substantiated.

5.2.2 Reporting Requirements

Successful applicants will be required to provide periodic financial, work plan progress and performance reports as required under the terms and conditions of the contribution agreement with AAFC.

5.2.3 Repayment Requirements

Repayable contributions will be repaid over a period of up to 10 years following project completion. The amount to be repaid and repayment schedule will be set out in the contribution agreement. Repayments will normally begin 1 year following the completion of the project.

No interest is payable on contribution funding, with the exception of interest charged on late payments and debts owed to the Crown, should such situations arise.

6 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 Enabling Commercialization and Adoption stream of the AgriInnovation 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.

The Enabling Commercialization and Adoption stream of the AgriInnovation Program 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.

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 Enabling Commercialization and Adoption 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 for communication regarding the application and for its assessment and review of eligibility, 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 Business Information

The business information provided in or with this application package 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 purposes of assessing and reviewing the eligibility of the applicant and the project and may be used for the purposes of audit, analysis, risk assessment, and evaluation of the applicant and/or the project. As per the Copyright Permission requested in Annex C, information provided may also be used by AAFC or disclosed to third parties to determine eligibility for other AAFC, Government of Canada, or provincial/territorial programs from which the applicant may benefit.

All information provided to AAFC through the AgriInnovation Program application process and in relation to approved projects is subject to the provisions of the Access to Information Act and Privacy Act. Information on these Acts is available at the following website: <http://laws.justice.gc.ca>.

It is the applicant's responsibility to clearly identify, on any documentation it submits to AAFC, the information it considers to be commercially confidential. This information will not be disclosed unless required by law, including the Access to Information Act, or upon the express authorization of the applicant.

A list of approved projects may be published on the AAFC website including the name of the recipient, the project name, and the amount of AgriInnovation Program contribution. This information, along with a description of the project, may be made public in project funding announcements or other promotions and in other government documents including public reports on the progress of government initiatives.

6.8 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.

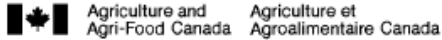
7 Contact Information

Details about the Enabling Commercialization and Adoption stream of the AgriInnovation Program can be obtained at www.agr.gc.ca/AgriInnovation.

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

Agriculture & Agri-Food Canada
AgriInnovation Program
Tower 7, Floor 8, Room 130
1341 Baseline Road
Ottawa, ON, K1A 0C5

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

AgriInnovation 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

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: _____

Annex D: Project Screening Summary

Enabling Commercialization and Adoption Stream

IMPORTANT NOTE: Please note that the Project Screening Summary is used to establish applicant eligibility for funding consideration and applicants may be rejected for funding under the Enabling Commercialization and Adoption stream on the basis of this submission.

Company Name (legal and trade names, if different):

Primary Contact:

Project Location (Province):

Website:

Telephone:

E-mail:

Applicant Information:

1. Are you a for-profit corporation or cooperative capable of entering into a legal binding contract?
☐ Yes ☐ No
2. Please provide a brief profile of your company and your business. Please include such details as principle area of focus and the length of time in business.

Project Information:

3. What is the estimated timeframe of the project (start and end dates)?

Start Date _____ End Date _____

4. Please identify the nature of your project (select one of the following):

- ☐ pre-commercial demonstration (whereby you have successfully completed all necessary testing and piloting of the innovation and are currently within 24 months of market);
- ☐ commercialization (whereby your innovation will be introduced to the market at the successful completion of the project); or,
- ☐ adoption (whereby you will be an early adopter of a recent innovation and will have adapted it to your operation at the successful completion of the project).

5. In the following section, please describe your project and in particular, the innovative nature of the product, process, technology or service that you intend to demonstrate, commercialize or adopt. Please address the following (as applicable):

5.1 – Innovative product or service:

- a) Describe your product or service.
- b) What are the key attributes and what is the value proposition of your product or service?
- c) Describe how your product or service is different from what is used in the sector or what is currently available in the market.

5.2- Innovative method, technology or process:

- d) Describe the technology you intend to use.
- e) What are they key attributes and benefits of the technology?
- f) Describe how your technology is different from what is used in the sector or currently available in the market.

Note: At the full application stage, the Program will require that evidence be provided to support the level of innovation described in your project, through such means as research reports, third party validations, intellectual property documents, etc.

Funding Information:

6. What are the estimated total eligible costs of the project?
7. Describe the project activities for which you require funding (e.g. capital expenditures such as construction or equipment, contracted services, salaries and benefits, other).
8. How do you propose to fund the total project? (Please note that the Enabling Commercialization and Adoption stream may provide up to 50% of eligible costs to a maximum of \$10 million for the commercialization or adoption stages and, normally, up to \$2 million for the pre-commercial demonstration stage).
 - a. Please indicate all funding sources and the amount of funding from each source. (Among these please include and identify all government funding, including any contributions from the AgriInnovation Program, other AAFC programs or other government sources whether federal, provincial, territorial or municipal).
 - b. How much funding have you secured? (If not yet secured, please indicate when funding is expected to be secured.)
9. Are you able to provide annual financial statements for the last three years? If not, please explain.
 - a. Are your annual financial statements audited, review engagement or other?

Market Readiness:

10. Describe what market analysis and testing has been completed to support the commercial potential of your project or the innovation you are adopting (i.e. third-party market analysis).
11. Describe your potential client base and the steps taken to establish that market to date.
12. Have you identified and established the necessary supply chains required for the completion of the project?

Technical Readiness:

13. Describe if there are any regulatory requirements, permits or certifications that will be sought as part of your pre-commercial demonstration project or necessary to successfully complete your commercialization or adoption project and enter the market. (Please provide details, including the current status.)
14. Will your project provide one or more of the following benefits to Canada? (Please provide details to all that apply)
- ☐ Generate economic activity or decrease operating costs in the agri-based sector; and/or,
 - ☐ Generate demand for primary agricultural products or agri-based ingredients;
 - ☐ Create jobs.