



Growing Forward 2

A federal-provincial-territorial initiative

AGRICOMPETITIVENESS

Fostering Business Development Stream

Applicant Guide

AgriCompetitiveness Program, Fostering Business Development stream, Applicant Guide.

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AAFC No. 11968E

Paru également en français sous le titre : Le Programme Agri-compétitivité, Volet Favoriser le développement des entreprises, Guide de demandeur.

AAC No. 11968F

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1.0 Purpose

The purpose of this document is to provide you, the Applicant, with information about the AgriCompetitiveness program and its stream Fostering Business Development. In addition, this guide will assist you in completing and applying for funding under this stream.

2.0 Description of the AgriCompetitiveness Program

The AgriCompetitiveness Program is a five-year (2013-2018), \$114.5 million program comprising a combination of government initiatives and contribution funding for industry-led projects. This program has been designed to support the industry including individual producers to adapt to rapidly changing and emerging domestic and global opportunities, and issues. This will in turn support increased market responsiveness, and business and entrepreneurial development/capacity. In addition, the objective of the AgriCompetitiveness program (ACP) is to enhance the capacity of the sector to develop leadership, strategies, networks and tools for improving competitiveness, adapting to challenges, innovating and managing risk.

It will achieve this objective through activities currently grouped into three streams:

- Facilitating Sector Capacity;
- Fostering Business Development; and
- Facilitating and Supporting a Modern Regulatory Environment.

There is one contribution funding stream that supports industry-led projects under the AgriCompetitiveness Program: Fostering Business Development. This guide focuses on the **Fostering Business Development** stream.

3.0 Fostering Business Development stream

3.1 Description

Fostering Business Development is a 5-year \$15.6M stream. The yearly allocation is approximately \$3.1M per year.

This stream will continue AAFC's past support of sector activities that allow agri-businesses to transition, adapt and improve their profitability and resilience, by nurturing entrepreneurial capacity through the development of youth, young and established farmers, farm safety initiatives, skills and individual and industry leadership.

Funding under this stream is limited and will be directed to not-for-profit organizations operating nationally in Canada whose proposed projects are national in scope and which support and complement Growing Forward 2 provincial initiatives with similar objectives.

In order to ensure the greatest sector benefit from available funding, priority consideration may be given to those project proposals which continue activities commenced under the Business Development program of the Growing Forward Framework.

Neither commodity organizations nor academic institutions will be eligible for funding under this stream as Initial Recipients.

3.2 Duration

The Fostering Business Development stream will expire on March 31, 2018.

3.3 Maximum Funding Amount

The maximum contribution/payable amount to any one Applicant who is considered as an Initial Recipient as defined in section 3.6.1 will not exceed \$2 million per year. The maximum contribution/payable amount to any one Applicant for all streams under the AgriCompetitiveness Program is \$10 million per year.

3.4 Cost Sharing

AAFC's contribution will be limited to 50% of eligible costs. The Applicant's matching contribution may be made up of cash and in-kind contributions from the Applicant and its industry partners and/or other levels of government (within the Stacking Limits as outlined in section 3.4.1). For eligible projects, a cash contribution is required from the Applicant.

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. Generally, the maximum level of total Canadian government funding will not exceed 85% of eligible expenditures. The remaining percentage may be made up of Applicant or private sector funding using cash or in-kind or a combination of both.

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. Generally, the Applicant's matching cash contribution should equal at least 80% of AAFC's contribution.

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
- Should normally be equal to or less than 20% of AAFC's contribution. Any in-kind contribution beyond the 20%, will not normally be considered for matching purposes.

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

3.5 Application Intake

AAFC will accept proposals from not-for-profit organizations, which operate nationally in Canada and have significant experience in delivering services and/or products for farmers and producers to develop their agri-businesses entrepreneurial capacity in one or more of the following areas:

- Developing of youth, young and established farmers;
- Delivering farm safety initiatives;
- Developing business skills; and
- Developing individual and industry leadership.

3.6 Eligible Applicants

Eligible Applicants, interested in receiving direct funding from the Fostering Business Development stream, must:

- Be Legal entities capable of entering into a legally binding agreement;
- Be not-for-profit organizations operating nationally in Canada; and
- Have significant experience delivering Fostering Business Development type activities as described in section 3.5 above.

Neither commodity organizations nor academic institutions will be eligible to receive direct funding from the Fostering Business Development stream.

Some Applicants, if successful in receiving funds under the Fostering Business Development stream, may also act/operate as Initial Recipients and further disburse funding to other recipients, known as Ultimate Recipients. Ultimate Recipients receive contribution funding approval and allocation through the Initial Recipient. Ultimate Recipients must be legal entities capable of entering into a legally binding agreement; and be not-for-profit organizations.

3.7 Eligible Activities

Eligible activities are of the following nature and type:

- Facilitation of sharing and expansion of skills and knowledge among industry members, researchers and experts;
- Development, sharing, access and dissemination of information through events, conferences, workshops, trainings, tools, web sites, newsletters;

- Strengthening the ability of businesses in the sector to manage transformation, respond to change and adopt innovation in their business operations;
- Development of business management, assessment and planning capacity in the industry and businesses;
- Development of leadership and entrepreneurship throughout the sector and for youth and beginning farmers; and,
- Facilitation of the implementation of business and strategic plans at the individual level to increase the potential to seek opportunities, increase profitability and manage the wide range of risks they face, including operators and family safety.
- The Applicant's core costs are eligible project activities; however, no AAFC funds will support these activities and they must be funded by the applicant.

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 application is approved.

Eligible costs are categorized under standard cost categories for all funding projects. Eligible costs under the Fostering Business Development 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 cost categories within Activities for all funding projects, as identified in Annex B – Cost Categories.

An Applicant may use cash and/or in-kind contributions towards their percentage of contributions towards eligible costs.

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 (CA) 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 purchase of land or buildings;
- Alcohol, entertainment, gifts (such as gifts for speakers or facilitators);
- Minor assets and capital items not specifically required for the execution of a project;
- Normal costs of establishing a commercial operation;
- Refundable portion of the GST, value-added taxes, or other items for which a refund or rebate is receivable;
- Cost for activities intended to directly influence/lobby governments; and
- Other costs not specifically required for the Project.

4.0 How to Apply

AAFC will accept proposals from not-for-profit organizations which operate nationally in Canada and have significant experience in delivering services and/or products for farmers and producers in one or more areas of developing agri-businesses entrepreneurial capacity, including the development of youth, young and established farmers; farm safety initiatives; and business skills, individual, and industry leadership development. The following must be included in the Application Package:

- Completed standard application form;
- A one-page executive summary of the project(s);
- Work Plan (please use template provided by AAFC);
- Budget (please use template provided by AAFC and reference Annex B if required);
- A copy of the organization's certificates and/or Articles of Incorporation;
- A copy of the last two years' audited financial statements and the most recent interim financial statements;
- Endorsement letters for the project(s) (if applicable);
- Annex A – Consent to Disclose Personal and/or Business Information Form (if applicable);
- The required supporting documentation outlined in 4.4 Additional Requirements below; and,
- Annex C – Copyright Permission Form.

The Standard Application Form is available electronically or in hard copy format by contacting FBD-FDE@agr.gc.ca or by phone at 613-773-2038.

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

4.1 Application Form

Applicants will apply with the standard departmental application form which includes the budget and work plan. The Application Form Consists of information on the applicant:

- Applicant Information
- Organization Information
- Primary and Secondary Contact Information
- Signing Official Information
- Mailing Address
- Organizational Capacity
- Project Information
- Primary Location of project
- Project Results/Benefits
- Contributors/External Parties
- Project Risks
- Environmental Considerations

4.2 Work Plan

Applicants are required to provide a description of the activities to be undertaken, including the deliverables/outcomes and dates of completion using the Project Work Plan template. The work plan should be divided up by Activity, then Deliverables.

Applicants that intend to redistribute funds to Ultimate Recipients as described in section 3.6 of this Guide must provide the details of these activities as part of the Work Plan including the organizations who will be receiving the funding.

4.3 Budget

Applicants are required to provide an estimate of costs to be incurred during the period covering the activities of the work plan, along with contributions from all sources of funding using the Budget template in the Application Form.

Applicants are encouraged to review Annex B (attached to this document) for assistance with categorization of eligible costs within the budget form. A detailed Budget that includes forecasts by activity, cost category and fiscal year is required. Applicants should refer to the instructional sheet provided with the budget template for steps on how to complete the Budget.

Fostering Business Development will be using the TBS Guidelines as a baseline for assessing eligible costs for travel and hospitality.

4.4 Additional Requirements

- 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, 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

How to submit the Application Package:

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

Agriculture & Agri-Food Canada
 AgriCompetitiveness Program
 Fostering Business Development stream
 1341 Baseline Road
 Tower 7, Floor 7, Room 309
 Ottawa, Ontario K1A 0C5

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

Agriculture & Agri-Food Canada (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.

5.0 Assessment and Approval

5.1 Assessment Criteria

Project proposals must be related to delivering national services and/or products for farmers and producers in one or more of the areas of developing agri-businesses entrepreneurial capacity, including the development of youth, young and established farmers; farm safety initiatives; and business skills development, and individual and industry leadership development.

Project proposals are expected to support and complement Growing Forward 2 provincial initiatives with similar objectives as well as complement the work already completed under the Growing Forward Framework.

Once an application has been received by the Fostering Business Development administration and has been deemed fully complete, an acknowledgment that the application was received will be sent to the Applicant.

Assessments will consider the overall quality of the application, and the extent to which the application will meet at a minimum, the following:

- The proposed activities, including expected results and outcomes, support program objectives and priorities;
- The proposed activities and expenditures are eligible, reasonable and required to meet the project objectives;
- The Applicant possesses or has access to the qualifications (such as capability/capacity including the necessary technical, financial and managerial capabilities & capacities) and experience required to complete the project; and
- All sources of funding, including any in-kind support, for the project to be funded under this program are identified.

An appropriate funding amount is determined through the application and assessment process. Funding amounts are determined based on factors that include:

- Scope and duration of project(s);
- Reasonability and fair market value of proposed eligible expenses;
- Importance of proposed eligible activities for greater impact to the sector;
- Reasonableness of the overall projected cost of eligible expenditures given the projected outcome(s);
- Other sources of funding; and
- Demonstrated due diligence in obtaining and reporting on performance results.

Further due diligence may also assess such requirements as:

- The technical and financial viability of the project and the proposed work plan;

For Applicants that intend to redistribute funding, the assessment process undertaken will adhere to the process described above. The Ultimate Recipient's activities that are supported by redistributed funds will also be assessed to ensure they meet the objectives of the program. . An Agreement will need to be signed between the Initial and Ultimate Recipients.

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 application is approved, a Contribution Agreement will be issued and signed by the Recipient and AAFC to provide financial assistance.

The Contribution Agreement specifies the terms and conditions for the Contribution, such as:

- Key deliverables;
- Eligible costs and budget;

- Reporting requirements;
- Privacy Act requirements; and
- Official language requirements.

Once the Contribution is signed by both the Recipient and AAFC, work on the project may begin and claims for reimbursement of eligible costs and/or advance requests may be submitted to Fostering Business Development in accordance with the Contribution Agreement.

The Contribution Agreement (CA) is a legally binding agreement between the Recipient and AAFC; it is critical that it is understood in its entirety. A Fostering Business Development Officer will review the CA with the Recipient prior to the signing.

The Applicant Guide (this document) including its Annexes is legally binding and form 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 a request for reimbursement of eligible costs or request for advances based on immediate cash requirements. Advance requests 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 output.

Payment requirements:

- Cover letter, stating the requested payment or advance amount (template provided by AAFC);
- Financial update (template provided by AAFC);
- Progress Reports (as deemed necessary by the risk-based framework output);
- Copy of the Recipient's General Ledger for the expenditures incurred for the project; and,
- Any additional documents required by AAFC to support the expenditures being claimed.

5.2.2 Reporting Requirements

Financial reports – Periodic financial updates stating that all funds received from AAFC have been spent in accordance with the terms and conditions of the Agreement.

Progress Reports – Periodic progress reports on the results and status of the activities and objectives as outlined in the Contribution Agreement. AAFC shall also have the discretion to request periodic updates and status reports as required.

Performance Management Report – An annual performance management report in a form that is satisfactory to AAFC that summarizes the Program scope, results achieved and resources expended on a Fiscal Year basis.

Final Reports

- A final Financial update which describes financial results achieved and whether objectives have been met in accordance with the Contribution Agreement over the life of the project.

- A final Performance report which is best described as whether the results were achieved that were set out in the project's Work Plan.

Financial Statements – A copy of audited financial statements.

The frequency of reports will be determined based on the risk of the Recipient/Project as determined by the Departmental Risk Management Framework (see Section 6.1 – Risk Framework).

Other reports may be required at the Minister's discretion.

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 AgriCompetitiveness – Fostering Business Development, 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.

AgriCompetitiveness – Fostering Business Development is a stream 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 after the completion of the Project, 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 assigned Program Officer.

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 (OL).

6.4.2 Language Obligations for Successful Applicants

Depending on the nature of the program, 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* (OLA).

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 Fostering Business Development 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 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. 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](mailto:AIPRP@agr.gc.ca).

6.6 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 AgriCompetitiveness 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 the AgriCompetitiveness 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.

6.7 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

For further information please contact FBD-FDE@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

AgriCompetitiveness Program

☐ Personal Information ☐ Business Information

_____ Print name _____ Print business name (if applicable)

_____ Signature _____ Date

Annex B: Cost Categories

Administration

Administration costs, necessary to manage the project such as:

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

Salaries/Benefits

Salaries and benefits 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 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: _____