



Agriculture and
Agri-Food Canada

Agriculture et
Agroalimentaire Canada



Agricultural Greenhouse Gases Program



APPLICANT GUIDE >

Canada

Agricultural Greenhouse Gases Applicant Guide

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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 Agricultural Greenhouse Gases Program (AGGP). In addition, this guide will assist you in completing and applying for program funding.

2.0 Description of the Agricultural Greenhouse Gases Program

The AGGP is a \$27 million, five-year (2016-2021) program intended to enhance the understanding and accessibility of agricultural technologies, beneficial management practices (BMPs), and processes that can be adopted by farmers to mitigate agricultural greenhouse gas (GHG) emissions in Canada.

The AGGP will support initiatives that have the potential to lead the way to broader adoption or application of BMPs on farm and by the sector more generally. The program will support efforts to understand the potential impacts of and approaches to mitigate agricultural GHG emissions and will result in better strategies for climate change adaptation across the agricultural sector. As such, the AGGP will ultimately contribute to the mitigation of GHG emissions and other positive longer-term environmental impacts for Canada, which in turn will contribute to the Government of Canada's commitments to the environment and to climate change.

The AGGP contributes to the Government of Canada's continued commitment to the Global Research Alliance (GRA) on Agricultural Greenhouse Gases' efforts to mitigate agricultural GHGs worldwide. The AGGP will promote environmentally responsible agriculture and support the development of approaches and tools that more effectively and efficiently assist the agriculture sector and its partners in mitigating GHGs. To meet this commitment, and to build on previous knowledge gained in the area of agricultural GHG mitigation options, the AGGP will focus on four priority areas (as defined in Annex E):

- a) Livestock systems
- b) Cropping systems
- c) Agricultural water use efficiency
- d) Agroforestry

Emphasis will be placed on priorities/projects that involve conducting research to enhance GHG mitigation understanding, developing new mitigation technologies and BMPs, and transferring information on these practices and technologies to enable successful adoption by farmers to mitigate GHG emissions.

AGGP projects will result in an increased understanding of the chemical, physical and biological processes

that lead to GHG emissions and nutrient losses from agricultural systems (into surface water, groundwater and the atmosphere). The AGGP research will result in the development of diagnostic tools which will help to increase knowledge of agricultural practices that can mitigate and/or reduce the impacts of GHG emissions and nutrient losses.

Proponents are encouraged to collaborate in developing proposals with other stakeholders who share common interests within the program priority areas. Projects that demonstrate coordination, integration and networking in AGGP priority areas are encouraged.

Within each of the four priority areas, the AGGP will fund projects that address gaps along the innovation continuum of Research, Development and Technology Transfer¹ (RDT). Some priorities may have a research gap, while others may have a gap in technology development or knowledge/technology transfer.

Program Principles

AGGP projects will address, in part or in whole, the RDT continuum. Program principles (listed below) should help applicants develop their projects to meet the program's intentions. AGGP projects should:

- a. provide science-based results from GHG mitigation research that are intellectually credible, evidence-based and/or action-oriented to advance knowledge and understanding of GHG mitigation in agriculture
- b. develop new GHG mitigation technologies and practices that Canadian farmers can adopt to improve their environmental performance and profitability
- c. develop, verify and validate GHG mitigation information, practices and technologies
- d. share results to enable outputs/deliverables to be incorporated directly into technology transfer to agricultural groups and individual farmers
- e. address gaps in the development and/or extension of agricultural GHG mitigation technologies and practices
- f. be incremental or complementary in nature and/or build on existing information and not duplicate Agriculture and Agri-Food Canada's (AAFC) or other's existing work
- g. provide information that can be shared in Canada and internationally
- h. foster collaboration in the science community in Canada and internationally
- i. help leverage, through the GRA, science and technology from countries and organizations that have an important or unique science capacity for Canada

2.1 Duration

The Agricultural Greenhouse Gases Program ends on March 31, 2021.

¹ Research: An original investigation undertaken to acquire new knowledge.

Development: The utilization of existing knowledge to generate new applications and solutions that respond to specific needs.

Knowledge and Technology Transfer: The translation and transfer of knowledge and technology solutions to the sector.

2.2 Eligible Applicants

Eligible applicants must be Canadian legal entities capable of entering into legally binding agreements.

Eligible applicants are:

- Not-for-profit organizations, including co-operatives (if applicable);
- Academic institutions;
- Other levels of government (i.e. Provincial / Territorial / Municipal); and
- Aboriginal Groups

Ineligible recipients are those not mentioned as eligible, and include:

- Individuals;
- Financial institutions, including but not limited to, credit unions, chartered banks, trust companies and Farm Credit Canada (FCC);
- Federal government departments and agencies;
- Foreign governments including their departments and agencies, and
- For-profit organizations

2.3 Maximum Funding Amount

The maximum funding available for a project under AGGP will normally not exceed \$2 million.

2.4 Cost Sharing

Eligible costs related to a project, as defined in [Section 2.7](#), are to be shared between AAFC and the successful Applicant (and others where relevant, for example other industry supporters and other governments).

The cost-sharing ratio will be determined based on the extent to which the nature, size and merits of individual projects address program principles.

When including funds from other government sources to meet the Applicant's share, the stacking limit must be respected. The stacking limit refers to the maximum level of total Canadian government funding (federal, provincial/territorial, and municipal) a successful Applicant can receive towards the total eligible costs of a project.

The maximum level of total government funding will normally not exceed 85% of eligible

costs per project.

Priority may be given to projects that demonstrate greater commitment where the applicant intends to assume a greater share of the costs.

2.4.1 Cash Contributions

When eligible costs are resourced by an approved cash outlay, they would 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 a cash outlay. These labour costs would either be considered eligible for reimbursement by AAFC or be part of the Applicant's cash contribution to the project.

2.4.2 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 or industry supporter. 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 or industry supporters;
- Reflect fair value* and be substantiated by the Applicant in their application, and be confirmed by AAFC during the project assessment process and throughout the project lifecycle; and,
- Will not normally exceed 10% of the total eligible costs to complete the project.

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

2.5 Application Intake

- Applicants must submit a full application to be considered for funding. The application package consists of a completed AAFC Project Application Form, including a Project Work Plan and Budget, the AGGP supplemental questionnaire, and additional supporting documentation (listed in [Section 3.1.3](#)) required by the program to fully assess the project.
- The intake period under AGGP is now open until July 8, 2016. Project proposals received by this date will be assessed after the intake deadline. If funds remain uncommitted after the initial intake period, applications may be accepted on an on-going basis.

- Applicants must ensure their application package contains all the necessary documents or the application may be deemed incomplete and not be considered in the first intake period.

2.6 Eligible Activities

Eligible activities pertaining to technology, BMPs, processes and knowledge transfer related to GHG mitigation in agriculture are of the following nature and type:

- Research;
- Development of knowledge, tools and information products;
- Pilot projects, technology assessment and testing;
- Technical assistance; and
- Promotion of GHG mitigation, BMPs and technologies through extension and awareness activities, enhanced partnerships, networking and information sharing.

Note: Projects must be carried out (based) in Canada, however if specialized services or activities must be contracted out of Canada please provide rationale and justification.

2.7 Eligible Costs

Eligible costs are the costs directly related to the project 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 cost categories under the AGGP include:

- Salaries/Benefits
- Contracted Services
- Travel
- Capital/Assets
- Other Direct Project Costs
- Administration (will normally not exceed 8% of total eligible 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/or in-kind contributions towards their percentage of contributions towards eligible costs (see section [2.4 – Cost Sharing](#)).

Note: The program start date is April 1, 2016, and in no instance will any costs incurred prior to the signing of a Contribution Agreement be eligible for reimbursement. Any costs incurred after the program end date, March 31, 2021, will not be eligible for reimbursement, or considered as an industry contribution towards the project.

2.8 Ineligible Costs or Limitations

Ineligible project costs are, but are not limited to, the following:

- Costs not specifically required for the execution of a project;
- Refundable portion of the Goods and Services Tax, value-added taxes, or other items for which a refund or rebate is received;
- Costs related to regular ongoing operational and managerial activities of the organization which are not directly related to the project; and,
- Project activities which support industry efforts to lobby or influence governments; and,
- Project activities which make use of AAFC resources.

Project cost limitations are, but are not limited to, the following:

- Administration costs will normally not exceed 8% of total eligible costs.
- Travel:
 - Per diems will contribute to covering the costs for daily accommodation, meals, local or in-city transportation (buses, taxis, vehicle rentals, etc.), and incidentals (personal phone calls, laundry, insurance, gratuities, etc.) for individual travel.
 - Recipients may:
 - a) claim the established per diem; or
 - b) claim an amount less than the established per diem.
 - Whether using option (a) or option (b), individual invoices and proof of payment for these incurred travel costs will not be required for claims, however, proof of travel is required (i.e., boarding pass, hotel invoice).
 - If using option (a) per diems are payable for every day on travel status as follows:
 - Travel within Canada: \$300 CAD/day (Canadian per day) for each day that ends with an overnight stay;
 - Travel within Canada with no overnight stay: \$70 CAD/day;
 - Travel outside Canada: \$400 CAD/day.

- For the costs of ground transportation to and from the traveller's home/work and the commercial carrier (air, rail, bus), the Recipient may:
 - a) claim a flat rate of \$100 CAD to cover all "to and from" ground transportation expenses per trip. This \$100 will cover costs associated with taxis, buses, or the traveler's own vehicle, including kilometric rates and parking; or
 - b) claim an amount less than the established flat rate.
- Whether using option (a) or option (b), individual proof of payment for all expenses incurred will not be required for a claim.
- The recipient may claim costs for air, rail and ground transportation (to an out-of-city destination) for individual travel as follows:
 - Air: economy rate (not Business or First Class) fare;
 - Private vehicle: kilometric rates (no higher than the rates of the National Joint Council Travel Directive as it stands on the day of travel) as well as costs for parking at the destination;
 - Rental vehicle: the cost for a mid-size vehicle (or the cost of a larger vehicle, based upon factors such as, but not limited to, safety, the needs of the traveler, and the bulk or weight of goods transported); gas, and parking at the destination.
- Recipients are obliged to keep all invoices and proofs of payment, as per the terms of their Contribution Agreement.

Only expenses directly related to the Project activities stipulated in your Contribution Agreement are eligible. Expenses that do not follow AAFC guidelines are not eligible. If you are unsure about a particular expense, or if an expense is unusual, please check with your Program Officer before making a financial commitment.

Please note that prepaid expenses, such as airfares and accommodations paid in advance can only be claimed once travel has occurred.

2.9 Collaboration with AAFC

Under the AGGP, research and development activities supported by AAFC employees are not eligible and cannot be counted as part of AAFC's or a recipient's contribution towards the project. Should an applicant wish to collaborate with AAFC in research and development activities, a separate collaborative relationship involving AAFC personnel will have to be established.

3.0 How to Apply

Please note that the submission of an application creates no obligation on the part of AAFC to provide funding for the proposed project. As an Applicant, you must ensure that you meet all eligibility criteria before submitting your application.

Fax/Mail or Email

For those applying by fax/mail or email, please see the contact information provided in [Section 6](#) to obtain your Project Application Form, the AGGP supplemental questionnaire, a Project Work Plan and Budget template along with the necessary instructions.

A complete hard copy application package consists of a completed AAFC Application Form, a Project Work Plan, a Budget, the AGGP supplemental questionnaire, and such additional supporting documentation (listed in [Section 3.1.3](#)) 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.

3.1.1 Work Plan

The Work Plan provides a description of all project activities and timelines, as well as overall project outcomes. Applicants must complete a Project Work Plan template for the work being performed under a Contribution Agreement.

Describe the activities to be undertaken under this project proposal, including a description and rationale for the proposed methodology/technical approach and associated activities, anticipated start and completion dates for the activities and any outreach and technology transfer plans.

Applicants are also required to provide project performance measures that will be used to measure the outcomes of the project. Please identify the expected outcomes and targets that will result from your project. These may include but are not limited to the following:

Outcome	Performance Indicator
New GHG mitigation information and technologies are developed, verified and validated	Number of technologies developed, verified and validated
	Estimated reduction of GHG expected as a result of implementation for each BMP
	Estimated cost of implementing each BMP
	Number of recommendations made for future

	research
Technology transfer methodologies and approaches related to GHG mitigation targeted at farmers	Number of methodologies and approaches developed
GHG mitigation information and technologies are made available to farmers	Number of new activities, such as BMPs, demonstrated through field days and workshops
Increased knowledge by farmers in the areas of GHG mitigation, BMPs and technologies	Number of farmers that participated in field days or workshops that demonstrate GHG mitigation BMPs and technologies

3.1.2 Budget

Applicants are encouraged to review the [standard cost categories](#) Annex B for assistance with the categorization of costs within the Budget form.

For Project Costs set out in the Budget to be considered Eligible Costs they must fall within the recognized [cost categories](#) and respect all conditions and limitations set out in this Program Applicant Guide, whether or not the Budget is approved by the Parties. For greater certainty, these Eligible Costs must also be reasonable, reflect Fair Market Value and be directly related to the project.

AAFC guidelines will be used as a baseline for assessing eligible costs for travel and hospitality.

3.1.3 Additional Requirements

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

•Executive Summary	Applicants must submit a one-page executive summary of their project.
•AGGP Supplemental Questionnaire	In this questionnaire, applicants must demonstrate the alignment of the project proposal to AGGP's priority areas and principles. The applicant will also include a description of the project methodology and activities, the project milestones, timelines, communication/outreach plan and provide details on the project team.

•A copy of the Applicant organization's Certificate of Incorporation or Articles of Incorporation	Certificates and Articles of Incorporation are issued and filed, respectively, by or with provincial, territorial or federal government that document the applicant's status as a legal entity.
•A copy of the Applicant organization's last two years' financial statements and the most recent interim financial statement	<ul style="list-style-type: none"> • The organization's annual financial statements (audited or reviewed) for the past two years or since the date of business start-up where the business is less than two years old; and • The latest interim (audited or unaudited) financial statements.
•Annex A: Consent to Disclose Personal and/or Business Information Form	Written consent for the disclosure of third-party personal and business information to AAFC. Third party information is information that is not in the public domain and is submitted about an individual and organization other than the applicant. The Department will use this information to assess projects under AAFC program streams. It may also use the information to determine eligibility for other programs and to evaluate agricultural programming.
•Annex C: Copyright Permission Form	Permission Form to grant AAFC the permission to reproduce or redistribute the whole or any part of documentation provided to third parties. Documentation is reproduced or redistributed in order to assess the application as well as to determine eligibility for other AAFC, Government of Canada or provincial programs from which the Applicant may benefit.
• Annex D: Official Language Minority Community (OLMC) Assessment	Voluntary form that will help AAFC improve its programs and services for all Canadians by collecting information on whether the applicant is a member of an OLMC as well as if projects could have a positive impact on OLMCs. The application will not be deemed ineligible or assessed less favourably if this annex is not completed.
• Project Endorsement Letters and Letters of Support (if available, not a requirement)	Letters of support from organizations that will collaborate with the applicant, indicating their support and commitment to the project proposal.

Confidentiality: It is the Applicant's responsibility to clearly identify, on any documentation submitted to AAFC, the information that is considered 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.

4.0 Assessment and Approval

4.1 Assessment Criteria

Applications will be initially assessed against the following criteria:

- Completeness of the application and its eligibility;
- Proposed activities and outcomes support the program principles and priority areas; and
- All sources of funding have been identified.

Further in-depth assessment of the application will be undertaken and includes:

- Alignment with AGGP priority areas (see annex E);
- Applicant's capacity to deliver the project and meet the project outcomes;
- Alignment with AGGP principles;
- Assessing the strategic merit of the project;
- Evaluating the collaborative nature of the project; and
- Reasonableness of the overall projected costs given the expected outcomes.

If you are successful, AAFC will provide a written decision letter outlining the level of assistance awarded and any other conditions if applicable.

4.2 Contribution Agreement (CA)

Successful Applicants who enter into a CA with AAFC will be referred to therein as Recipients. Recipients are required to enter into a CA that outlines the amount of funding AAFC will provide to the Recipient towards eligible costs, as well as the Recipient's responsibilities and obligations.

4.2.1 Payments to Recipients

AAFC will make payments based on claims submitted for eligible costs incurred and paid by the Recipient in accordance with the terms and conditions of the CA. Each claim must be supported by details of the costs being claimed and certified by an authorized official of the Recipient.

Advances may be made available based on AAFC's assessment of the project risk (see [Section 5.1](#))

and where need is substantiated.

4.3 Reporting Requirements

Recipients will be required to provide progress reports using forms to be provided by AAFC, describing the activities completed and progress made towards deliverables, as described in the Project Work Plan (see [Section 3.1.1](#)).

Recipients will also be required to provide performance reports annually and at the end of the project, using forms provided by AAFC. Those reports will track progress against project performance measures.

Financial reporting will be required with each request for reimbursement of expenditures, in addition to year-end accounting and other financial reports.

Other reports may be required at AAFC's discretion.

Note: When completing your Budget form, please ensure that you have allowed sufficient resources to perform this function (see [Section 3.1.2](#)).

5.0 Notes

5.1 Risk Framework

Once a project is approved for contribution funding, AAFC will conduct a risk assessment to determine the overall risk level of the project.

The result (risk level) of this assessment does not determine eligibility for funding but will affect, among other things:

- The frequency of progress reporting;
- How often advances can be provided to the Recipient for contribution funding;
- The amount of funds to be held back (holdback);
- The frequency of site visits; and
- Percentage of supporting documentation required for claim verification

AAFC's Contribution Agreement template has been designed to accommodate this framework and its results. A letter will accompany the CA to outline the requirements for the above.

5.2 Intellectual Property

By signing the application form you are allowing AAFC to reproduce and distribute the whole or any part(s) of your application for the purposes outlined in [Section 5.6 Business Information](#).

The AGGP 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. AAFC may require the inclusion of a non-exclusive, world-wide and royalty-free and perpetual license or sub-license, as applicable, 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. AAFC may also require that such license allow AAFC to reproduce and distribute documents generated by or for the recipient for public purposes to organizations, interested stakeholders, agricultural producers and members of the public.

5.3. Retention and Disposition of Assets

The Department will include terms in the CA to allow AAFC to direct that assets purchased with contribution funds or needed to meet the Recipient's obligations under the CA be retained until the completion of the project or the repayment of AAFC contribution funding (if any). If the Recipient wishes to dispose of the assets beforehand, they will be disposed of in the manner that AAFC determines or to such person as AAFC authorizes. This means that if the Recipient wishes to dispose of assets that are purchased using contribution funds or needed to meet the Recipient's obligations under the CA, then the Recipient must send a request for authorization to do so to the Minister or his representative before disposition. The terms of the CA also allow AAFC to direct, at the completion of the Project, or upon an earlier termination of this Agreement the Recipient to keep, or to dispose of the capital assets acquired by the Recipient using the Minister's Contribution. Note that AAFC will have no property ownership or security interests in any assets purchased with contribution funds.

5.4 Official Languages

5.4.1 Language of Service

Applicants and Recipients are encouraged to communicate with AAFC in the official language of their choice. AAFC reviews and assesses applications and project deliverables in both official languages.

5.4.2 Language Obligations of Recipients

Depending on the nature of the program, the type of Recipient, and specific project activities to be undertaken, the Government of Canada may require the Recipient to make information available to and interact with the public in one or both official languages on terms and conditions to be specified in the Contribution Agreement.

In all cases the Recipient must publicly acknowledge AAFC's support for the project and project-specific communications products. The Department may request that such acknowledgment include text in both official languages. Contribution funding from the AGGP can be used to help cover the cost of conducting activities and communicating with the public in Canada's official languages as long as the costs fall within the definition of eligible costs and are included within the project budget.

5.5 M-30 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 Québec prior to execution of any contribution funding agreement.

5.6 Business Information

AAFC may collect, use and share an Applicant's information, which includes, but is not limited to, documentation prepared in the administration of the AGGP. AAFC will use and share this information for the purposes of assessing and reviewing the eligibility of the Applicant and the proposed project with:

- Other AAFC programs and/or other AAFC Branches;
- Other departments or agencies of the Government of Canada; and
- Other levels of government in Canada.

The information may be shared with the parties mentioned above, for purposes that include, but are not limited to:

- The use of the Applicant's information in the administration, including audit and evaluation of the program;
- Surveying for the Applicant's experience with AAFC;
- Audit, analysis and risk assessment of the Applicant and/or the project;
- Determining the possible availability of funding for the Applicant's project under another program or initiative;
- Examining the scope and direction of agricultural programming in Canada; or
- Ensuring efficiencies and effectiveness in setting up and administering agricultural and other government programs.

AAFC publishes a list of approved projects on the departmental website and may publish such list on other Government of Canada websites. This list would include the name of the Recipient, the project name, and the amount of the AGGP contribution. AAFC may also publicize this information, along with a description of the project, in:

- Project funding announcements or other promotions; and

- In other government documents, including public reports on the progress of government initiatives.

5.7 Environmental Considerations

All projects receiving funding from AAFC must comply with the *Canadian Environmental Assessment Act, 2012* (CEAA2012). It is your responsibility to review whether your type of project is listed on the *Regulations Designating Physical Activities* (<http://laws-lois.justice.gc.ca/eng/regulations/SOR-2012-147/page-3.html#h-1>) and to contact the [Canadian Environmental Assessment Agency](#). Indicate in the “Project Description” section of the Application Form if your type of project is listed on the *Regulations*. Also indicate if the project’s activities are located on Federal Crown land (includes federal and Aboriginal reserve land), on private land or another type of land. If you do not know, indicate that this information is “unknown.”

The Minister of Agriculture and Agri-Food will consider whether your project requires an environmental determination under section 67 of the CEAA 2012 and take the necessary steps if a determination is required and may inform you accordingly.

Provide details on any environmental risks in the “Risk Assessment” section in the Application Form, which includes confirming whether you have or will obtain federal, provincial, territorial or municipal authorizations and permits. AAFC reserves the right to request additional information.

6.0 Contact Information

Details about the AGGP can be obtained at www.agr.gc.ca/aggp.

For further information please contact us toll-free at 1-877-246-4682, or by e-mail at AGGP-PLGESA@AGR.GC.CA.

Applications can be mailed to the following address:
 Agriculture & Agri-Food Canada
 Commercialization and Environmental Programs Division
 Agricultural Greenhouse Gases Program
 1341 Baseline Road
 Tower 7, 8th Floor, Room 242
 Ottawa, ON K1A 0C5

Annex A: Consent to Disclose Personal and/or Business Information



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, to: assess and review the eligibility of the Applicant and the Project under the applicable AAFC program; verify the accuracy of the information provided in or with the Project Application Form; 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.

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*. 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.

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

_____.

Print name

Print business name (if applicable)

Signature

Date

Annex B: Cost Categories

AAFC Standard Cost Categories

Administration

Administration costs necessary to complete the project, such as:

- o Office supplies and materials
- o Office space
- o Telecommunications/Audiovisual
- o 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:

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

Travel

Travel costs directly related to the project, such as:

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



Capital / Assets

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

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

Costs such as:

- o equipment
- o computers
- o buildings

Other Direct Project Costs

Other costs for project-related deliverables, such as:

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

**Contribution Funds for Ultimate Recipients**

AAFC funds that the Initial Recipient pays out to eligible Ultimate Recipients towards the eligible costs of projects that the Initial Recipient approved under the Program.

Note: Initial Recipients must be specifically approved by AAFC to further distribute funds to Ultimate Recipients

Annex C: Copyright Permission



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

Authorized Representative
(Print Name)

Title / Position

Signature _____ Date

Annex D

Official Language Minority Community Assessment

Applicant Outreach and Feedback

The Department of Agriculture and Agri-Food Canada is committed to enhancing the vitality of the English and French linguistic minorities in Canada by supporting and assisting their development and fostering the full recognition and use of both English and French in Canadian society.

The information requested on this form is voluntary and will help AAFC improve its programs and services for all Canadians.
The application will not be deemed ineligible or assessed less favourably if this annex is not completed.

Definition of Official Language Minority Communities (OLMCs): OLMCs are English-speaking communities established within the province of Quebec and French-speaking communities established outside the province of Quebec.

Program / Initiative Name	Application Date (date of application submission):
Applicant Name (as per application):	
In which of the two official languages do you prefer to communicate?	
<input type="checkbox"/> English <input type="checkbox"/> French	
In which official language can you hold a conversation?	
<input type="checkbox"/> English <input type="checkbox"/> French <input type="checkbox"/> Both	
If you are a member of an OLMC, please check the appropriate box:	
<input type="checkbox"/> Anglophone minority community <input type="checkbox"/> Francophone minority community	
If approved, would your project have a positive impact on OLMCs? Please explain.	
I would be willing to be contacted regarding OLMC participation in this program:	
<input type="checkbox"/> Yes <input type="checkbox"/> No	

ANNEX E: Priority Areas and Project Examples

Projects which address more than one priority area are acceptable and encouraged. AGGP projects should:

- a) provide science-based results from greenhouse gas (GHG) mitigation research that is intellectually credible, evidence-based and/or action-oriented to advance our knowledge and understanding of GHG mitigation in agriculture;
- b) develop new GHG mitigation technologies and practices that Canadian farmers can adopt to improve their environmental performance and profitability.

Within the four priority areas, the AGGP will fund projects that address identified gaps along the innovation Research, Development and Technology Transfer (RDT) continuum. In some priority areas, the gap identified may be a need for further research. In other priority areas, the gap may be additional technology development or technology transfer.

The four priority areas on which the AGGP will focus are:

a) Livestock Systems

The livestock industry is a significant contributor to GHG emissions and has recognized that it is a priority to develop and adopt management practices to minimize its environmental impact.

For the livestock industry to mitigate GHGs and profit from potential market opportunities, such as carbon offsets, new information and improved understanding of technologies at the scientific, policy and extension levels are critical.

The research and development to be undertaken under this priority will focus on activities related to ruminant and non-ruminant livestock systems that reduce GHG emissions through:

1. Manure management to enhance the understanding of carbon and nitrogen lifecycles; and
2. Mitigation practices enabled by grazing and feeding strategies.

The following are examples of potential areas of work:

- Developing alternate energy sources such as gas capture technologies for stored livestock manure to utilize wasted energy and reduce GHG emissions;
- Building a more comprehensive understanding of the life cycle of carbon (CO₂ and CH₄) and nitrogen (NH₃ and N₂O) for grazing and intensive livestock management systems to understand the key controlling features of these systems for mitigation;
- Developing the necessary techniques for measuring GHG emissions from livestock across a range of scales;
- Understanding the process of enteric methane production from a microbial/genetic/dietary perspective to an environmental/management practices perspective to achieve economically viable mitigation practices; and
- Developing science-based producer-level extension information to improve understanding, to facilitate adoption of mitigation techniques and to facilitate offset protocol development. Work must reflect cause and effect relationships between effective management factors and net GHG emissions.

b) Cropping Systems

For the crop sector to mitigate GHGs and profit from potential market opportunities, such as carbon offsets, new information and improved understanding of technologies at the scientific, policy and extension levels are critical.

The research and development to be undertaken under this priority will focus primarily on developing knowledge and technology for reducing GHG emissions and maximizing carbon sequestration from:

1. Forage, pasture and rangeland;
2. Wetland and zero tillage management (where significant information and technology gaps are clearly demonstrated); and
3. Fertilizer use efficiency.

This work will occur at the whole-farm scale and/or components within a mixed farming context.

The following are examples of potential areas of work:

- Understanding and quantifying the contribution of forages for conserved feed towards net emissions (emission minus sequestration) for high and low intensity livestock operations;
- Developing and improving techniques and capacity to measure and monitor GHG emissions in the context of cropping-livestock systems;
- Developing whole-farm models, regional models, decision-support systems and calculators for baseline and beneficial management practice (BMP) emission comparisons or providing empirical information to support parameterization; and
- Developing science-based producer-level extension information to improve understanding, to facilitate adoption of mitigation techniques and to facilitate offset protocol development. Work must reflect cause and effect relationships between effective management factors (BMP) and net GHG emissions.

c) Agricultural Water Use Efficiency

Water is critical to sustainable agricultural production. It is the most important single factor limiting crop productivity worldwide. Agricultural water management is influenced by both the application and removal of water in cropping systems (irrigation and drainage). Irrigation is the largest consumer of agricultural water in Canada. There are currently 1.0 million hectares of irrigated land in Canada with some irrigation in every province.

The research and development to be undertaken under this priority will focus on potential increases in GHG emissions that need to be quantified and balanced through the development of mitigation technologies and practices under production systems that are managed using:

1. Irrigation; and
2. Drainage.

The following are examples of potential areas of work:

- Quantifying GHG emissions (N₂O, CH₄ and CO₂) and carbon sequestration under standard irrigated production practice in Canada;

- Assessing and quantifying the impact of irrigation and drainage management on GHG emission in Canada (including tile drainage modifications, such as controlled tile drainage); and
- Developing strategies, technologies and BMPs for minimizing GHG emissions in water-managed production systems while maintaining economic returns to producers. This could include research and demonstration in a number of areas including nutrient management and fertilizer application, irrigation methodology, cropping and agronomic practices, precision agriculture and alternate energy sources for use in irrigation

d) Agroforestry

Agroforestry is the planned and managed integration of trees with crops and/or livestock. Agroforestry systems provide multiple benefits including carbon sequestration and renewable energy. Agroforestry can mitigate GHGs while maintaining or enhancing overall crop or livestock production on farms. The integrated and interactive nature of agroforestry with agricultural production systems means that carbon flows in these systems are quite different from forestry and therefore carbon estimates developed for forest stands do not accurately reflect agroforestry practices and their contribution to carbon sequestration.

The research and development to be undertaken under this priority will focus on understanding, developing and promoting agroforestry practices to support GHG mitigation. Proposals will focus on agroforestry BMPs used in Canada, such as shelterbelts, riparian buffers, alley cropping and silvopastoral systems in relation to the following areas:

1. Agroforestry for carbon sequestration on agricultural land; and
2. The adoption and efficacy of agroforestry practices.

The following are examples of potential areas of work:

- Assessing carbon dynamics in agroforestry practices, including above- and below-ground carbon pools and fluxes;
- Quantifying the potential of agroforestry practices to store carbon on agricultural land;
- Developing methodologies for the measurement, monitoring and verification of carbon in agroforestry systems;
- Quantification of co-benefits, in addition to carbon sequestration, from agroforestry systems; and
- Life cycle assessment and economic analysis to assess sustainability and performance of agroforestry systems for GHG mitigation.