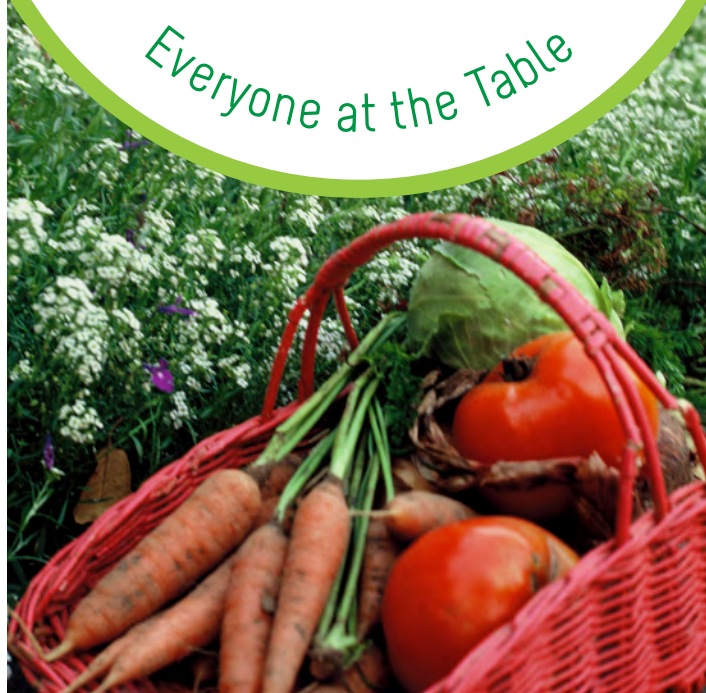




# Food Policy for Canada

Everyone at the Table



## LOCAL FOOD INFRASTRUCTURE FUND

Infrastructure and Equipment Improvement Projects

### APPLICANT GUIDE



Agriculture and  
Agri-Food Canada

Agriculture et  
Agroalimentaire Canada



Local Food Infrastructure Fund, Infrastructure and Equipment Improvement Projects – Applicant Guide

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## Purpose of this guide

This guide will:

1. Help you determine if you may be eligible for funding from Agriculture and Agri-Food Canada (AAFC) under the Local Food Infrastructure Fund – **Stream 1: Infrastructure and Equipment Improvement Projects.**
2. Provide you with directions and explanations to assist you in completing an application for the program's inaugural call for proposals.

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Annex A: How to Apply

## 1.0 About the Local Food Infrastructure Fund

The Local Food Infrastructure Fund (LFIF) is a five year, \$50 million initiative ending March 31, 2024. The program is part of the Government of Canada's Food Policy which is Canada's roadmap for a healthier and more sustainable food system in Canada. The LFIF aims to strengthen food systems and to facilitate access to safe and nutritious food for at-risk populations.

The fund consists of two streams.

The first, entitled ***Infrastructure and Equipment Improvement Projects***, aimed at small community-based organizations will allow them to improve their infrastructure and purchase equipment that is directly related to the accessibility of healthy, nutritious, and ideally, local foods within their community.

The second stream, entitled ***Projects to Strengthen Local Food Systems***, aimed at larger organizations, will target groups of community, private, academic and other organizations that collectively have the mission to reduce food insecurity in a sustainable manner by strengthening or establishing a local food system.

**The following guide will provide information on the Infrastructure and Equipment Improvement Projects Stream. Applicants targeting larger projects may wish to wait for the launch of the second stream in early 2020 to apply.**

### Stream 1: Infrastructure and Equipment Improvement Projects

Under this stream, three calls for proposals will be launched over a period of five years. The first projects may be submitted to the Department of Agriculture and Agri-Food Canada (AAFC) between August 15, 2019 and November 1, 2019.

#### 1.1 Eligible Applicants

Eligible applicants are not-for-profits such as:

- Community or charitable organizations
- Indigenous groups
- Municipal and regional governments in areas where there are no not-for-profit organizations that provide food services

To be eligible, an applicant must:

- Have been in operation for at least two years
- Demonstrate the viability and sustainability of the services to be supported by the project

- Be a legal entity capable of entering into a legally binding agreement

## 1.2 Eligible Projects

Projects should be infrastructure specific and funding should be dedicated to improving access to safe and healthy foods for at-risk Canadians. All projects will be required to demonstrate a public good benefit and outcome. No profits should be derived from the projects undertaken and all benefits should return to the community targeted.

Eligible Projects:

- Capital assets and equipment for the collective production of food such as community kitchens, community gardens, and urban farms
- Equipment needed for the preparation, refrigeration, distribution and storage of food
- Vehicles and transport equipment such as refrigerated trucks and trailers
- Technology systems including digital, production and/or distribution platforms
- Energy systems such as greenhouses and solar panels
- Water infrastructure including irrigation systems and rainwater capture

## 1.3 Eligible Costs

Under the Stream 1: Infrastructure and Equipment Improvement Projects, eligible costs include:

- Capital assets; and
- Other direct project costs (installation costs, including labour and materials)

The following table demonstrates the eligible costs under this program and any limitations or instructions you need to know to help you complete your budget.

<b>Capital Expenditures</b>	
<b>Eligible Cost Items</b>	<b>Limitations</b>
<p>Capital Assets are tangible assets that are purchased, constructed, developed or otherwise acquired and:</p> <ul style="list-style-type: none"> <li>• Are newly purchased and/or constructed items not previously owned</li> <li>• Are required for the execution of the project</li> </ul>	<ul style="list-style-type: none"> <li>• Used capital items are not eligible</li> <li>• The purchase of land or buildings is not eligible</li> <li>• The purchase or lease of private/personal vehicles is not eligible</li> <li>• Assets and capital items not specifically required for the project are not eligible</li> </ul>

<ul style="list-style-type: none"> <li>• Must be retained for two years post project completion and are not intended for resale in the ordinary course of operations</li> <li>• May also include betterments which are defined as being expenditures relating to the alteration or modernization of an asset that appreciably prolong the period of usefulness of the item or improve its functionality</li> <li>• The cost of which is considered to include the purchase price plus other acquisition costs, such as installation costs, freight charges, transportation insurance costs, duties, and the non-refundable portion of provincial sales taxes, GST/HST or other value-added taxes</li> </ul> <p>Examples specific to this program:</p> <ul style="list-style-type: none"> <li>- Refrigerators/freezers</li> <li>- Refrigerated trucks</li> <li>- Community kitchens</li> <li>- Food processing equipment</li> <li>- Cold storage/shelving/forklift</li> <li>- Solar panels/generators/fuel storage</li> <li>- Greenhouses</li> <li>- Community gardens/roof-top gardens</li> <li>- Urban farms</li> <li>- Irrigation systems/rain water capture</li> <li>- Digital systems</li> </ul>	
<b>Other Direct Project Costs</b>	
<b>Eligible Cost Items</b>	<b>Limitations</b>
Project costs associated with the completion of the project (i.e. labour, materials, etc.), not including Capital Assets	<ul style="list-style-type: none"> <li>• The purchase of perishable and/or non-perishable food is not eligible.</li> </ul>

Other ineligible project costs include, but are not limited to:

- Normal costs of establishing a commercial operation
- Labour costs associated with the ongoing operations of any organization
- Costs for activities that are deemed to be part of normal business practice for any Recipient
- Costs for activities intended to directly influence/lobby governments
- Costs related to marketing activities and business promotion
- Hospitality costs
- Costs to prepare the Contribution Agreement or related schedules
- Other costs not specifically required for the project

Retroactive costs may be eligible from November 1, 2019.

Invoices and proof of payment for all costs incurred under a project must be retained and made available to AAFC if/when requested in order for costs to be reimbursed or for audit purposes.

## **1.4 Funding and Cost Sharing**

### **Maximum Funding Amount**

Applicants will be eligible to receive between \$5,000 and \$25,000 in non-repayable funding.

Successful applicants will be required to enter into a Contribution Agreement (CA) with AAFC.

### **Cost Sharing**

As a general rule, applicants must demonstrate that they can provide at least 50% of the total project cost. The applicant contribution can be a combination of cash and in-kind contributions (e.g. materials and labour).

Applicants must clearly indicate all sources of funding for the project, including other industry and/or partner sources of funding from:

- Other federal government departments\*
- Provincial/territorial governments\*
- Municipal government\*
- Industry and/or partners such as:
  - industry associations and networks
  - businesses
  - academia

\*Total government funding (other federal departments, provincial/territorial, and municipal governments) will not normally exceed 85% of total project costs.

### **What is a cash contribution?**

A cash contribution is an expense requiring a cash outlay, by either your organization or by a participant/contributor (such as a partner or other government), during the term of the project. A cash contribution made by another project participant should be reported as part of your sources of funding, and must be an eligible project cost.

### **What is an in-kind contribution?**

In-kind means the fair market value attributed for goods and the fair value attributed for services that are contributed to a project and require no outlay of cash. These contributions must be for eligible project costs. These can not be reimbursed by AAFC.

## **2.0 Expected Results**

LFIF is expected to strengthen food systems to be resilient, integrated and sustainable, and to facilitate access to safe and nutritious food for at-risk populations.

As organizations make increased investments in local food infrastructure, their capacity to provide healthy and nutritious food within their community will increase.

Organizations will be able to provide an improved or more efficient level of service, expanded services, or an increase in the number of service offerings. This increase in capacity will lead to an increased availability of healthy and nutritious food within the communities with projects supported by the LFIF.

## **3.0 Assessment Process**

Proposals will be evaluated based on merit and ranked based on the following priorities:

- Impact in the community (fills an identified food-related need, number of beneficiaries, etc.)
- Relevance of the project to the local context (food security, access to traditional foods for Indigenous communities, access to fresh and locally grown food, etc.)
- Mobilization of the community (concrete participation of various partners, financial contributions, etc.)
- Long-term sustainability of the project (how will the project continue to benefit the community after the investment)



## **4.0 Reporting on your Project**

Recipients will be required to report on expenditures, performance and results.

### **Performance and Results Reports**

Recipients will be required to provide a final report which should include a short story about the impact that the investment has had on the community being served. The report may also include photos, videos and social media posts on the project activities and outcomes.

### **Budgetary Reports**

Recipients must retain copies of quotes, invoices, and proof of payment for eligible project costs incurred. An expenditure report is required with requests for reimbursement and may require proof of purchase up to 40% of total costs

Other reports may be required at AAFC's discretion.

## **5.0 M-30 Act (for Quebec)**

The Province of Quebec's M-30 legislation may apply to Quebec based applicants only. More information on the Act is available online or by contacting the Ministère de l'Agriculture, des Pêcheries et de l'Alimentation (MAPAQ) at [dpci@mapaq.gouv.qc.ca](mailto:dpci@mapaq.gouv.qc.ca).

M-30 applies to various types of Quebec organizations. For example, organizations located in Quebec and receiving more than half of their financing from the Government of Quebec may be subject to the Act.

All Quebec based organizations will have to address this matter and demonstrate their compliance with the Act during the project assessment process, and prior to entering into a CA.

## **6.0 How to Apply**

Applications will be accepted between August 15, 2019 and November 1, 2019. Applicants may submit one proposal per intake period. Priority of funding for each stream will be given to organizations not previously funded in previous streams. Project activities must be completed by March 31, 2021 under this stream.

AAFC offers you the ability to [apply online](#). For information on how to complete a project application, refer to Annex A: How to Apply.

A complete online application package consists of a completed AAFC online Local Food Infrastructure Fund application form, letters of support, and a copy of the organization's

Certificates or Articles of Incorporation.

## **Confidentiality**

It is the applicant's responsibility to identify any information contained in an application that is considered commercially confidential. This information will not be disclosed unless required by law, including the Access to Information Act, or upon express authorization of the applicant.

## **7.0 After you Apply**

Once an application has been submitted, an acknowledgment notice will be forwarded to the applicant.

Note: Applicants should not consider an application as submitted to the program until an acknowledgement notice is received.

Once you submit an application, our goal is to:

- Respond to general inquiries made to our phone number or email address before the end of the next business day
- Acknowledge receipt of applications within one business day
- Assess applications and send approval or a rejection notification letters within 100 business days of receiving a complete application package

Please note that even if a project meets all eligibility criteria, the submission of an application creates no obligation on the part of the Minister or Agriculture and Agri-Food Canada officials to provide funding for the proposed project. The Minister retains discretion to determine, based on other public policy and public interest considerations, whether an application that meets the criteria identified in this Guide will ultimately receive funding.

## **8.0 Contact us**

For more information on the Local Food Infrastructure Fund, please contact us by:

E-mail: [aafc.foodprograms-programmesalimentaires.aac@canada.ca](mailto:aafc.foodprograms-programmesalimentaires.aac@canada.ca)

Telephone: 1-877-246-4682

TDD/TTY: 613-773-2600

Mail:

Agriculture and Agri-Food Canada  
Local Food Infrastructure Fund  
1341 Baseline Road

Tower 7, Floor 8, Room 223  
Ottawa, ON K1A 0C5

## Annex A: How to apply

### General Information

1. Complete the Project Application Form by downloading and saving the form to your computer.
2. Use the step-by-step instructions below to help you complete your application form.
3. See section 1.2 for a list of all additional required documents to ensure you have all the documentation needed to complete your application package.
4. Attach the documents to your form and submit.

If you experience any trouble submitting your application, or if you prefer to apply by mail or email, please contact us by telephone at 1-877-246-4682.

### 1.0 How to complete an application

#### 1.1 Applicant Information

Agriculture and Agri-Food Canada (AAFC) will use the information you provide in this section to establish your organization's identity.

##### Organization type

See section 1.1 of the Applicant Guide to determine if you are eligible to apply under this program.

##### Legal name

Your organization's legal name, as it appears in legal documents such as Articles of Incorporation, Certificate of Incorporation, etc.

##### Operating as (if used)

Enter the name under which your organization operates, if that name is different from its Legal Name.

##### Organization's Website

Enter the website address for your organization.

## **Canada Revenue Agency (CRA) business number**

A CRA business number is a nine-digit number that gives each registered business its own unique identifier. For more information on obtaining a CRA business number, visit the [CRA business number web page](https://www.canada.ca/en/services/taxes/business-number.html).  
(<https://www.canada.ca/en/services/taxes/business-number.html>).

If you do not have a CRA Business Number, or do not wish to share it at this time, enter nine zero's (i.e. 000000000).

## **Primary contact**

Enter the contact information of the person in your organization who is responsible for responding to inquiries regarding this application.

## **Mailing address**

Provide the complete address of your organization's headquarters.

## **Primary project location**

The location where the project will take place other than your organizations headquarter, if applicable.

If you have multiple project locations, the primary location is the one with activities associated to the largest portion of the budget.

## **Organizational capacity**

AAFC will use the information you provide in this section to understand more about your organization and to assess your ability to carry out this project.

## **How many employees work for your organization?**

Include the number of all full-time and part-time employees on your organization's payroll. Do not include contractors.

## **Has your organization been in operation for at least two years?**

Check the appropriate box. Please note that to be eligible to the program, an organization must have been in operation for a least two years.

## **Describe your organization, including how long it has been established, and**

**your organization’s mandate. Describe your target clientele and who it represents, if applicable.**

- Provide your organization’s mandate and priorities.
- Include a brief history of the organization including any significant changes in the past two years (e.g. a significant increase/decrease of staff, changes to executive leadership, including the Board of Directors, a change in mandate, etc.).
- Describe the organization’s past experience delivering community based food initiatives.
- Provide information on your target clientele (i.e. the number of people served by the organization, the quantities of food that you currently produce/distribute, etc.).

**Does the mandate of your organization focus on any of the following groups?**

**Indigenous**

Individuals who are:

- Registered on a band list
- Registered as an Indian under the *Indian Act* living both on or off reserves
- Métis
- Inuit

or, Indigenous communities and governments such as:

- Band and tribal councils
- Governments of self-governing First Nations
- Local governments of Inuit communities
- Métis organizations

**Persons with disabilities**

The *Employment Equity Act* defines persons with disabilities as persons who have a long-term or recurring physical, mental, sensory, psychiatric or learning impairment and who:

(a) consider themselves to be disadvantaged in employment by reason of that impairment; and

(b) believe that an employer or potential employer is likely to consider them to be disadvantaged in employment by reason of that impairment.

Includes persons whose functional limitations owing to their impairment have been accommodated in their current job or workplace.

<b>Visible minorities</b>	The <i>Employment Equity Act</i> defines visible minorities as persons, other than Indigenous peoples, who are non-Caucasian in race or non-white in colour.
<b>Women</b>	Individuals who are born female or who identify as female.
<b>Youth</b>	Individuals aged 30 and under.
<b>Not Applicable</b>	Use this selection if the mandate of your organization doesn't focus on any of the above-listed groups.
<b>Decline to identify</b>	Use this selection if the mandate of your organization might focus on one of the above groups, but you don't want to disclose that information at the time of your application.

**Describe how your organization has the capacity to deliver this project.**

This long-form answer should answer the following questions:

- Has your organization managed other projects on a similar scale to this proposed project/application? If applicable, briefly describe the past projects and their results.
- Are there other partners involved with the project? If applicable, describe their role and contribution to the project.
- Have you considered project risks and mitigation strategies?
- What resources do you have to ensure this proposed project will be successful (e.g. human resources, financial management practices etc.)?
- Does your organization have the capacity to measure and report on the impact of the project?

## **1.2 Project information**

AAFC will use the information in this section, to complete a full assessment of your project.

### **Project title**

Provide a short, descriptive project title.

### **Describe the project that would be undertaken.**

Provide a concise summary of your project.

How would you briefly describe your project to a friend or colleague, or on social media? (i.e. an elevator pitch)

Please note that if your project is chosen for funding, this summary may be published on Government of Canada websites.

**Describe in details the activities that would be undertaken.**

Your answer to this question should describe all capital requirements, including an explanation as to why each item is required to successfully execute the project.

**Describe the benefits for local community that will result from the completion of this project.**

Your answer to this question should:

- While referring to section 3.0 of the Applicant Guide, explain the benefits that will result from the completion of this project.
- Identify how project impacts will be measured.
- Explain how the project will impact at-risk Canadians and/or communities with high rates of food insecurity. Please include any available data on rates of food insecurity in the community where the project will be implemented.

**Which of the following groups will directly benefit from the intent of this project's activities.**

Select each group that will directly benefit through increased access to healthy food as a result of the project as listed in the Applicant Guide.

**Environmental considerations**

**A. Is your project on federal land?**

All projects must comply with the *Canadian Environmental Assessment Act 2012* (CEAA 2012). To help us determine if the CEAA 2012 applies to your project, indicate whether the project is on federal land. Under CEAA 2012, federal land means:

(a) lands that belong to Her Majesty in right of Canada, or that Her Majesty in right of Canada has the power to dispose of, and all waters on and airspace above those lands, other than lands under the administration and control of the Commissioner of Yukon, the Northwest Territories or Nunavut;

(b) the following lands and areas:

(i) the internal waters of Canada, in any area of the sea not within a



- province,
- (ii) the territorial sea of Canada, in any area of the sea not within a province,
- (iii) the exclusive economic zone of Canada, and
- (iv) the continental shelf of Canada; and

(c) reserves, surrendered lands and any other lands that are set apart for the use and benefit of a band and that are subject to the *Indian Act*, and all waters on and airspace above those reserves or lands.

**B. Have you received, initiated, or do you anticipate requiring any local, provincial, territorial, federal environmental authorizations related to this project (this does not include electrical, hydro or gas permits)?**

If a project is on federal land, additional legislative requirements such as permits or authorizations may be needed before a project can begin. AAFC staff will follow-up with you for further details and/or clarification, as required.

Indicate in the Application Form whether you have or will obtain federal, provincial, territorial or municipal environmental authorizations or permits (e.g. a municipal wastewater discharge authorization). Copies of these authorizations or permits may be required by AAFC during the application assessment.

If you have applied for any of the above-mentioned permits, provide details on whether the project has any environmental effects and risks. Positive or negative environmental effects and risks can include those related to air emissions, soil erosion, noise, effluent, waste water, solid waste, odor, construction, rare species and habitat, nearby bodies of water. Any public concerns should also be addressed. AAFC reserves the right to request additional information.

**C. Does the project pose any risks or result in any effects to the environment, including any positive or negative effects on the surrounding environment?**

Environmental effects could include those related to air emissions, noise, effluent, waste water, solid waste, odor, soil erosion during construction, rare species, species habitat, nearby water bodies. Any public concern should also be included.

**Project data collection**

AAFC is committed to the fair and transparent distribution of program funds. We will be using the following questions for reporting purposes only; answers will not directly affect the outcome of your project's assessment.

**Official languages**

AAFC is committed to enhancing the vitality of official language minority communities, supporting and assisting their development, and promoting the full recognition and use of both English and French in Canadian society.

Please note that answering “no” to the following questions will not influence the outcome of your application. However, AAFC will validate and/or discuss this information with you to determine if linguistic commitments should be included in agreements.

**If approved, would your project activities reach an audience of BOTH English-speaking and French-speaking individuals or groups?**

Official language minority communities consist of Francophones outside Quebec and Anglophones in Quebec. These communities are often represented by provincial and regional organizations.

**If approved, would your project activities specifically target an official language minority community (French-speaking people outside Quebec or English-speaking people in Quebec)?**

When it is determined that projects under this program involve activities related to the development and transfer of knowledge and may have an impact on official language minority communities or promote the use of English and French, AAFC will include appropriate linguistic commitments in agreements with your organization and ensure that additional expenses incurred as a result of these commitments are considered eligible for contribution funding.

Activities can include, but are not limited to:

**Communications**

- Project web pages and/or project social media account(s) produced and maintained in both official languages
- Project materials offered in both official languages (brochures, kits, handouts, newsletters, reports, etc.)
- Project-related advertisement in official language minority communities media (newspapers, radio, social media)
- Bilingual coordinator or other contractor hired to help deliver project-related activities in both official languages (e.g. master of ceremony for a project event, workshop facilitator or simultaneous translator)
- Distribution of invitations in both official languages
- Knowledge transfer activities as listed in the Applicant Guide

## Outreach

- One or more official language minority communities are included in the project target groups (e.g. as in-kind or cash partners in project budget or to be invited to project events)
- Other groups representing official language minority communities are consulted to see if there is any potential for involvement on their end
- Travel to or from official language minority communities (costs associated with these project activities included in project budget)

If funded, your organization may be required to publicly acknowledge AAFC's support for the project. In these cases, the department may request that such acknowledgments include text in both official languages.

## Attachments

In addition to the Application Form, the following documents are required as part of a complete application package:

Document name	Description
Signature of Applicant Authorized Representative form	Applicants must have their authorized representative(s) sign and attach this form as part of the online project application package.
A copy of the organization's Certificate 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
Project Endorsement Letters and/or Letters of Financial Support (if available, not a requirement)	Letters of support from stakeholders indicating they believe there is a need for the proposed project and expressing hope that the proposed project will be accepted.  Letters outlining confirmed financial support (cash or in-kind) from all financial contributors to the project, other than the Applicant organization (that is, other industry groups or other government*) must be provided.  *On a case-by-case basis, letters outlining pending support may be accepted from other governments.

## **1.3 Project Costs**

### **1.3.1 Eligible Cost Items**

#### **Name of Cost Item**

Provide a short, descriptive name of the cost item.

#### **Description**

Provide a short description of the cost item that accurately reflects the activities and results of the project.

#### **Cost Category**

Select one of two cost categories.

#### **Infrastructure Type**

Select one infrastructure type from the list provided. Refer to section 1.2 of the Applicant Guide for more information.

### **1.3.2 Sources of Funding**

Please see section 1.4 of the Applicant Guide for information on cost sharing, sources of funding, and government funding stacking limits.

## **1.4 Declarations**

### **Unpaid debts to the Government of Canada**

The recipient of AAFC funds must declare any amounts owing to the Government of Canada. Any amounts due to the recipient under AAFC programs may be set off against any such amounts owing to the Government of Canada under any agreement or any legislation with the Government of Canada.

### **Lobbying activities**

The Applicant must ensure that a person lobbying on behalf of the Applicant is registered and in compliance with the *Lobbying Act*.

More information on the obligations in the *Lobbying Act* can be found on the website of the [Commissioner of Lobbying of Canada](#).

### **Conflict of Interest**

Current or former public servants or public office holders are required to avoid conflict of interest situations while employed by the federal government, and for a period of time following their service. The Applicant acknowledges that any individuals who are subject to the provisions of the *Conflict of Interest Act*, the *Values and Ethics Code for the Public Sector*, the *Conflict of Interest Code for Members of the House of Commons*, any applicable federal values and ethics code or any applicable federal policy on conflict of interest and post-employment shall not derive any direct benefit resulting from this application unless the provision or receipt of such benefit is permitted in such legislation, policy or codes.

### **Consent for Use, Disclosure and Copyright**

Personal information will be treated and disclosed in accordance with the [Privacy Act](#). You have the right to access your 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 Director at [ATIP-AIPRP@agr.gc.ca](mailto:ATIP-AIPRP@agr.gc.ca).

For more information about AAFC's privacy practices, you may refer to the following Personal Information Banks: Public Communications PSU 914 and Outreach Activities PSU 938.

Business information will be disclosed only in accordance with the provisions of the [Access to Information Act](#).

Information on the *Privacy Act* and the *Access to Information Act* is available at the following website: <http://laws.justice.gc.ca>. For further information about these Acts please contact the Access to Information and Privacy Director at [ATIP-AIPRP@agr.gc.ca](mailto:ATIP-AIPRP@agr.gc.ca)

### **Copyright permission**

AAFC may disclose, reproduce and distribute any part of or the whole of the documentation provided in or with this Application Form, within AAFC and to its authorized third parties, including other Government Departments, for purposes consistent with the receipt, assessment and subsequent treatment of the Application.

## **1.5 Submit**

Once you have completed your application form and all the additional documents, please submit your project application.



For technical assistance submitting your application, or at any time during the application process, you can access the technical help file by clicking on the information icon located throughout the Project Application Form.