

# African Swine Fever Industry Preparedness Program: Prevention and Preparedness Stream

Applicant Guide

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Agriculture et  
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Canada



African Swine Fever Industry Preparedness Program: Prevention and Preparedness Stream  
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 African Swine Fever Industry Preparedness Program: Welfare Slaughter and Disposal Stream.
2. provide you with information to assist you in completing the project application form.

Your completed application form should provide AAFC with the information needed to make decisions about eligibility and funding. It is highly recommended that you read this guide and Annex A: How to complete the application form in its entirety before you complete the form.

It is important to note that once an application is submitted, it undergoes a screening process. This initial process does not constitute an assessment of activities or costs, but rather ensures that all information and documentation has been provided as required in the Applicant Guide.

AAFC strongly urges each applicant to:

- 1) carefully read and understand the Applicant Guide;
- 2) carefully read and understand the Annex A: How to complete the application form;
- 3) ensure activities and costs are eligible under the program; and
- 4) fully complete the application including all required documents attached to the application form and ensure that all relevant project details have been included.

## Table of Contents

<b>1.0</b>	<b>About the African Swine Fever Industry Preparedness Program</b>	<b>2</b>
1.1	Eligible applicants .....	3
1.2	Funding and cost-sharing.....	3
1.3	Eligible activities .....	5
1.4	Application deadlines .....	6
<b>2.0</b>	<b>Expected Results</b>	<b>6</b>
<b>3.0</b>	<b>Assessment criteria</b>	<b>7</b>
<b>4.0</b>	<b>Reporting on your project</b>	<b>8</b>
<b>5.0</b>	<b>Considerations</b>	<b>9</b>
5.1	M-30 Act (Quebec organizations only) .....	9
5.2	Intellectual Property .....	9
<b>6.0</b>	<b>After you apply</b>	<b>9</b>
<b>7.0</b>	<b>Contact us</b>	<b>11</b>

### 1.0 About the African Swine Fever Industry Preparedness Program

The African Swine Fever Prevention and Preparedness investment aims to enhance efforts to prevent African swine fever (ASF) from entering Canada and prepare for a potential outbreak.

#### Program Objective

As part of the investment from Agriculture and Agri-Food Canada, the African Swine Fever Industry Preparedness Program (ASFIPP) will provide up to \$23.4 million over 2 years. The program supports the pork industry to:

- address identified gaps in prevention and mitigation efforts
- develop the tools, partnerships, and activities needed to ensure the early detection of ASF and an effective emergency response once detected

For more information on ASF, please visit the [Canadian Food Inspection Agency](#).

The ASFIPP offers support under 2 streams:

1. Welfare Slaughter and Disposal Stream
2. Prevention and Preparedness Stream

The Prevention and Preparedness stream supports industry organizations to enhance the industry's capacity in preparing for the entry of African swine fever into Canada and mitigating its impacts in case of an outbreak through targeted efforts, including:

- biosecurity assessment and improvements including wild pig management
- sector analysis, communication and engagement
- ASF-related research projects.

**Note:** There is a separate application process for the African Swine Fever Industry Preparedness Program: Welfare Slaughter and Disposal stream.

## 1.1 Eligible applicants

The following organization types are eligible under this program:

**1. Not-for-profit:** organizations that operate solely for social welfare, civic improvement, pleasure or recreation, any other purpose except profit. They may include:

- academic institutions
- associations
- Indigenous groups

## 2. Provincial / territorial / municipal government

**Note:** Eligible applicants must be legal entities capable of entering into legally binding agreements.

Consideration may be given to regional applicants if they can demonstrate the ability to deliver a project that contributes to the greater good of the Canadian pork sector in the face of ASF.

## 1.2 Funding and cost-sharing

### Available funding

The maximum AAFC contribution for a project will normally not exceed \$1 million over 2 years.

### Cost sharing

Please note that this program has a cost-sharing requirement.

Eligible project costs will normally be shared between AAFC and you as follows:

- Eligible provincial/territorial/municipal government applicants: a maximum of 60%

- AAFC and a minimum of 40% applicant
- All other eligible applicants: a maximum of 85% AAFC and a minimum of 15% applicant

A more favourable cost-share may be applied for some activities, where the applicant is unable to cost share and where there is a strong benefit to the pork sector.

You must clearly indicate all sources of funding for the project, including your contribution and other industry and/or partner sources of funding including:

- other federal government departments, agencies, and crown corporations\*,
- provincial/territorial governments\*,
- municipal government\*,
- industry and/or partners such as:
  - industry associations and networks,
  - businesses,
  - academia.

\*Total government funding (inclusive of federal departments, agencies, and crown corporations, provincial/territorial, and municipal governments) typically would not exceed 85% but may go above where necessary to foster action and where deemed there is a need for the wider good of the sector but not to exceed 100%.

The applicant's portion of the cost-share can be a combination of both cash and in-kind contributions. In-kind contributions can only account for a maximum of 10% 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 [Contribution Agreement](#). Specifically, a cash contribution is an expenditure for an eligible project cost incurred and paid for by your organization, or another project participant.

AAFC will only reimburse cash contributions for eligible project costs that are incurred and paid for by your organization. A cash contribution made by another project participant should be reported as part of your other 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 eligible goods and services that are contributed to this project and require no outlay of cash during the term of the Contribution Agreement by you or a contributor. These contributions must be eligible costs. They will not be reimbursed by AAFC. More information on in-kind contributions is provided in the Annex A: How to complete the application form.



## Eligible costs

All costs claimed or contributed under the program must fall within the program cost categories and respect all limitations, including effective dates of the Contribution Agreement. For more information and details on cost categories, eligible/ineligible costs and other limitations, refer to the Project Costs section of Annex A: How to complete the application form.

### 1.3 Eligible activities

The program will prioritize projects that support the pork industry's ASF prevention and mitigation efforts to address gaps and position Canada to anticipate the tools, partnerships, and activities that would be required to ensure an early detection of ASF and an effective emergency response once detected. Program priorities and examples of eligible activities are:

- **Biosecurity assessment and improvements including wild pig management**
  - conducting national audit of biosecurity protocols
  - improvement of biosecurity measures, including in transport and manure management
  - knowledge and technology transfer
  - development of strategies in managing the risks posed by wild boars
  - surveillance activities to identify and protect weak points
  - emergency response exercises
  - development of contingency plans
  - centralized purchase of slaughter and disposal equipment (e.g. captive bolt guns, trailers, etc.)
  - strategy development for the usage, training, sharing, storage and/or maintenance of centralized slaughter and disposal equipment.
- **Sector analysis, communication and engagement**
  - industry-led economic modelling, scenario analysis and market place assessment
  - development of communication plans and materials, including translation
  - preparing for and mitigating the mental health consequences of an outbreak
- **ASF-related research projects**
  - research projects to fill knowledge gaps and improve risk management
  - other activities that support the objective of the program.

## 1.4 Application deadlines

Applications will be accepted on an ongoing basis **until November 30, 2023** or until otherwise announced by the program, or until funding has been fully committed. The program ends March 31, 2024.

Applicants who want to complete activities before March 31, 2023 should contact the program to discuss their application.

For detailed information on how to complete a project application, refer to Annex A: How to complete the application form.

## 2.0 Expected Results

The Prevention and Preparedness Stream will help the Canadian hog sector to increase resiliency following detection of ASF. This will be done by enhancing the pork industry's capacity to prevent and prepare for the entry of ASF into Canada and reduce its impacts in case of an outbreak.

The expected outcomes of the Prevention and Preparedness Stream are:

- increased sector knowledge of the tools and strategies necessary to mitigate the impacts of an ASF outbreak
- sector implements the tools and strategies necessary to mitigate the impacts of an ASF outbreak, including for members from underrepresented and marginalized groups
- increased resiliency of the Canadian hog sector

Examples of performance indicators, which are used to measure the relevance and effectiveness of the program, will include:

- number of preparedness actions taken (e.g., tools and strategies developed) to adapt to changing circumstances and respond to urgent or critical issues
- percentage of the preparedness actions that were implemented
- Percentage of preparedness actions that were implemented and expected to benefit underrepresented and marginalized groups by province.
- Average hog farm debt ratio in Canada (total farm liabilities/total farm assets).

Applications must demonstrate how the proposed project will promote industry preparedness for ASF, as well as provide clearly defined targets and performance measures.

### 3.0 Assessment criteria

Project proposals must be related to supporting the pork industry's ASF prevention and mitigation efforts by addressing one or more of the following areas:

- Biosecurity assessment and improvements including wild pig management
- Sector analysis, communication and engagement
- ASF-related research projects

Your application is reviewed against the following criteria:

- the application is complete and the proposed project is eligible
- the proposed activities, including expected results and outcomes, support program objectives and priorities
- all sources of funding, including any in-kind support, for a proposed project to be funded under this program are identified

If the above criteria are met, a more thorough assessment of your application will be done. This will include:

- the degree to which the proposed project can demonstrate ASF prevention and mitigation efforts for the Canadian pork industry
- the proposed activities and expenditures are eligible, reasonable and required to meet the project objectives
- you possess or have access to the qualifications (such as capability/capacity including the necessary technical, financial and managerial capacities) and track record required to complete the project
- evaluation of the project's impact to stakeholders and how it benefits the sector

The assessment process will determine the funding amount for approved projects. This will be based on:

- scope and duration of project
- reasonableness 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
- demonstrated due diligence in obtaining and reporting on performance results

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

Each application will be meticulously reviewed for eligibility, appropriateness, and impact. For an applicant to prove that the activity cost meets each of the above elements, it is important that each activity and corresponding cost is provided in a manner that is required for an appropriate assessment by AAFC.

Please refer to Annex A: How to complete the application form for detailed information on how to complete a project application.

- Each activity requires an explanation of the benefits and impact proposed in each activity, and how each will be measured and assessed.
- Each activity must be clearly defined and articulated in each section of the application.
- Each cost must clearly outline how the value was calculated.

## **4.0 Reporting on your project**

Should you be approved for funding, you will be required to report on finances, performance and results. These reports include:

### **Progress Reports**

You will be required to provide progress reports describing the activities completed and progress made towards deliverables, as described in the Project Work Plan. Progress report frequency is either quarterly, semi-annually or annually, depending on risk level.

### **Performance Reports**

You will also be required to provide performance reports at the end of the project. The reports will track progress against mutually agreed to performance measures outlined in the Contribution Agreement.

### **Financial Reports**

Financial reporting is required with each request for reimbursement of expenditures, in addition to year-end accounting and other financial reports. When submitting a claim for reimbursement, supporting invoices representing 10%, 20% or 40% may be required.

Other reports may be required at AAFC's discretion.

## 5.0 Considerations

### 5.1 M-30 Act (Quebec organizations only)

The Province of Quebec's M-30 legislation may apply to Quebec based applicants only. It is the *Act Respecting the Ministère du Conseil exécutif* (R.S.Q., c. M-30).

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 Contribution Agreement.

### 5.2 Intellectual Property

The Contribution Agreement will contain an intellectual property clause which will confirm that all title to the intellectual property in any materials created or developed by or for the applicant of contribution funding will vest in the applicant or in a third party, as may be negotiated by the applicant. However, AAFC may, at its sole discretion, include a provision in the Contribution Agreement requiring the applicant to grant, or ensure, a non-exclusive, worldwide, perpetual, royalty-free licence to the Crown to such material, in whole or in part, in any form or medium, for internal government administration purposes.

## 6.0 After you apply

Once you submit your application, an acknowledgment notice will be forwarded to you.

**Note: You should not consider an application as submitted to the program until you receive the acknowledgement notice.**

Our goal is to:

- acknowledge receipt of your application within one (1) business day
- respond to general inquiries made to our phone number or email address before the end of the next business day
- assess your application and send you an approval or a rejection notification letter typically within 100 business days of the application being deemed complete.

Applicants who want to complete activities before March 31, 2023 should contact the program to discuss their application. Every effort will be made to accelerate the review of the applications.

After your application is received, AAFC verifies that all required forms and declarations have been completed and there is sufficient detail in the application for a full assessment.

Next, a full review and assessment of your application against the principles and criteria of the program will be carried out by assessors including program administrators and other technical reviewers within AAFC.

AAFC may contact you for more information at any point after you apply.

If your application is approved, a program officer will communicate with you to go over the details of the approval including activities, funding levels as well as start and end dates. The program officer will then follow up with you to negotiate the details and enter into a [Contribution Agreement](#).

AAFC may allow eligible costs to be incurred starting from the ministerial announcement date of August 26, 2022, but prior to the signing of a Contribution Agreement if the Minister 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. It is very important that you understand that in these cases, costs cannot be reimbursed until a signed Contribution Agreement between your organization and AAFC is in place, therefore these incurred costs are done solely at your risk without obligation of payment by AAFC.

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 of 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.

## 7.0 Contact us

Before you apply, please read Annex A: How to complete the application form for detailed information on the application process.

For more information on the Prevention and Preparedness Stream, please contact us by:

Telephone: 1-877-246-4682

TDD/TTY: 613-773-2600

E-mail: [aafo.ASF-PPA.aac@agr.gc.ca](mailto:aafo.ASF-PPA.aac@agr.gc.ca)