

African Swine Fever Industry Preparedness Program: Prevention and Preparedness Stream

Annex A: How to complete the application form

June 2023



Agriculture et
Agroalimentaire Canada

Agriculture and
Agri-Food Canada

Canada

African Swine Fever Industry Preparedness Program: Prevention and Preparedness Stream
Annex A: How to complete the application form

© His Majesty the King in Right of Canada, represented by the Minister of Agriculture and Agri-Food (2023).

Electronic version available at [African Swine Fever Industry Preparedness Program: Prevention and Preparedness Stream](#)

Catalogue No.: A118-66/1-2023E-PDF
ISBN: 978-0-660-49320-6
AAFC No. 13178E

Paru également en français sous le titre
Programme de préparation de l'industrie à la peste porcine africaine : Volet Prévention et préparation
Annexe A : Comment remplir le formulaire de demande

For more information reach us at www.agr.gc.ca or call us toll-free 1-877-246-4682.

Annex A: How to complete the application form

Table of Contents

| | |
|--------------------------------|----|
| GENERAL INFORMATION | 1 |
| ORGANIZATION INFORMATION | 2 |
| ORGANIZATIONAL CAPACITY | 5 |
| PROJECT INFORMATION | 9 |
| PROJECT DATA COLLECTION | 12 |
| WORK PLAN | 14 |
| PERFORMANCE INFORMATION | 16 |
| PROJECT COSTS | 16 |
| ELIGIBLE COST ITEMS | 18 |
| SOURCES OF FUNDING | 25 |
| BUDGET SUMMARY | 25 |
| DECLARATIONS | 26 |
| ATTACHMENTS | 26 |
| SUBMIT | 29 |

Don't forget the details...

People not involved in your organization and/or project do not know your project like you do.

- 1) Explain the project in a clear manner, using all available information,
- 2) Answer the questions (who, what, where, when, why, how, so what),
- 3) Explain clearly what the overall project intends to achieve, and
- 4) Provide the level of detail necessary to show how you established your budget.

GENERAL INFORMATION

Begin by assessing that your organization and activities meet the eligibility criteria detailed in Section 1.1 and 1.3 of the African Swine Fever Industry Preparedness Program: Prevention and Preparedness Stream Applicant Guide.

Agriculture and Agri-Food Canada (AAFC) **will accept proposals** on an **ongoing**

basis until November 30, 2024 or until otherwise announced by the program, or until funding has been fully committed.

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, including the project work plan and budget. 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.
3. See the Additional Documents section 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, please contact us by telephone at 1-877-246-4682.

ORGANIZATION INFORMATION

AAFC uses the information you provide in this section to confirm your organization's identity and to verify your organization's eligibility for funding based on a valid CRA business number.

See Section 1.1 of the African Swine Fever Industry Preparedness Program: Prevention and Preparedness Stream Applicant Guide to determine if you are eligible to apply under this program.

1. Organization type

Your answer to this question must be only one (1) of the following:

- For-Profit
- Not-For-Profit
- Provincial / Territorial / Municipal Government
- Indigenous (First Nations, Métis, Inuit)
- Academia

2. Organizational type – Additional information

Your answer to this question must be one (1) of the following:

- For-Profit
 - Partnership
 - Corporation
- Not-For-Profit
 - Sector Council
 - Corporation
- Provincial / Territorial / Municipal Government
- Indigenous (First Nations, Métis, Inuit)
 - First Nations, Inuit or Métis community and/or government*
 - First Nations, Inuit, or Métis association
 - First Nations, Inuit, or Métis not-for-profit organization
 - First Nations, Inuit, or Métis for-profit organization
- Academia
 - Private University and College
 - Public Degree-Granting College
 - Public Degree-Granting University

* Indigenous government is an Indigenous group with a signed self-government agreement or modern treaty, such as a Tribal Council.

3. Organization identification

Legal name of your organization

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.

Canada Revenue Agency (CRA) business number

Enter the first 9 digits of your 15-digit Canada Revenue Agency (CRA) business number.

Example: 123456789 RR 0001

For more information, visit [Business number \(CRA\)](#).

If you do not have a CRA Business Number, enter 9 zero's (that is, 000000000), but you will need to provide one if approved for funding.

4. Primary contact – for this application

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

First name and Last name

Provide the name of the person in your organization who will be AAFC's primary contact about this application.

Position title

Please give the position title of the primary contact.
For example, Business Owner, President, Executive Director.

Email address, Phone numbers and Fax number

Provide the email and telephone number(s) of the primary contact. If applicable, provide a fax number. Please note AAFC will use this information to communicate with your organization about the application.

Language of correspondence

Provide the preferred language of the primary contact for written and verbal communication.

5. Project contact

If your project is approved for funding, this is the person who will discuss the project with AAFC. This person can be the same as the Primary Contact.

First name and Last name

Provide the name of the person in your organization who will be AAFC's project contact for the proposed project.

Position title

Please give the position title of the project contact.

For example, Business Owner, President, Executive Director.

Email address, Phone numbers and Fax number

Provide the email and telephone number(s) of the primary contact. If applicable, provide a fax number. Please note AAFC will use this information to communicate with your organization about the project.

Language of correspondence

Provide the preferred language, English or French, of the project contact for written and verbal communication.

6. Mailing address

Enter the complete address of your organization's headquarters or regional headquarters.

7. Primary project location

Enter the address where the project will take place if it is different than the Mailing Address, or indicate that the address is the same as the Mailing Address. If there are multiple project locations, for the primary location, enter the address for the project location where activities associated to the largest portion of the budget will take place.

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.

8. 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.

9. Describe your organization (e.g. when it was established, the mandate/mission, and who it serves.)

Include your organization's mandate/mission, priorities, and who it serves. Provide a brief history of your organization including when it was established and any significant changes in the past 2 years (e.g. a significant increase/decrease of staff, changes to executive leadership, including the Board of Directors, a change in mandate, etc.).

10. Responses to question 10 will be used for reporting and program planning purposes, and will not impact the success of the application.

10a. Does the mandate/mission of your organization target any of the following groups? (Select all that apply)

Indigenous peoples

The collective name for the original peoples of Canada and their descendants and consists of distinct, rights-bearing communities comprising First Nations peoples, Inuit, and Metis.

First Nations - are a people composed of many different nations having their own origin, history and culture, and whose members have called North America home for thousands of years. First Nations include status and non-status Indians.

Métis - are a people whose members are of mixed First Nations and European ancestry, are united by a common origin, history and culture, and are generally accepted by the Métis Nation.

Inuit - are a people that inhabit or that traditionally inhabited the northern regions and Arctic coasts of Canada known as Inuit Nunangat, and whose members are united by a common origin, history and culture.

Indigenous organizations may include:

- Aggregated Indigenous entities (as self-defined by Indigenous groups, could be linked by cultural or linguistic background, geographical area or historical treaty lines);
- Associations;
- National and regional Indigenous organizations;
- Indigenous non-governmental and voluntary associations and organizations, including non-profit organizations and corporations; and
- Self-governing Indigenous governments.

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, or

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

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

Members of Visible Minorities

The *Employment Equity Act* defines “members of visible minorities” as persons, other than Aboriginal peoples, who are non-Caucasian in race or non-white in colour.

Women

One of many gender identities. Includes all people who identify as women.

Youth

Individuals aged 35 and under.

2SLGBTQI+

Two-Spirit, lesbian, gay, bisexual, transgender, queer, intersex, and other people who identify as part of sexual and gender diverse communities who use additional terminologies.¹

Not Applicable

Use this selection if the question is not relevant to your organization.

Decline to identify

Use this selection if you do not want to disclose this information at the time of your application.

10b. Is your organization majority owned (50% or more) by one or more of the following groups? (Select all that apply)

See the information above for groups included in question 10a, as well as the following group:

Gender parity

A minimum of 50% women and/or non-binary individuals.

Non-binary - A person whose gender identity does not

¹ [Canada's first Federal 2SLGBTQI+ Action Plan... Building our future, with pride - Women and Gender Equality Canada](#)

align with a binary understanding of gender such as man or woman. It is a gender identity which may include man and woman, androgynous, fluid, multiple, no gender, or a different gender outside of the “woman—man” spectrum.

10c. Does your organization’s Board of Directors have a diverse composition with significant representation (30% or more) from one or more of the following groups? (Select all that apply)

See the information above for groups included in questions 10a. and 10b.

10d. Does your organization have a Diversity, Equity and Inclusion Plan or a Human Resources Plan that supports diversity, equity and inclusion?

Diversity, Equity and Inclusion (DEI) Plan

An employment equity plan addresses under-representation of marginalized groups such as Indigenous peoples, persons with disabilities, visible minorities, women, youth, 2SLGBTQI+ people, and official language minority people and employment barriers they may face. A diversity, equity and inclusion plan goes beyond an employment equity plan to address under-representation and employment barriers for employment equity and equity-seeking groups to advance diversity, equity and inclusion commitments in the workplace.

Human resources plan that supports DEI

A plan that links human resources management to the organizations overall strategic and operational plans and includes objectives to advance diversity, equity and inclusion in the workplace.

10e. Does your organization commit to the 50 - 30 Challenge: Your Diversity Advantage?

The [50 – 30 Challenge](#) is an initiative co-created by the Government of Canada, civil society and the private sector that aims to attain gender parity and significant representation (at least 30%) of other under-represented groups on boards and senior management positions in order to build a more diverse, inclusive, and vibrant economic future for Canadians.

The challenge will allow a variety of organizations to participate across 3 program streams including small and medium enterprises and non-profit organizations, and those without Boards of Directors or senior management teams. The Challenge

includes:

- 1) Organizations that meet the Challenge
- 2) Organizations that are working towards the Challenge.

For more information, please visit: [The 50 – 30 Challenge: Your Diversity Advantage \(Innovation, Science and Economic Development Canada\)](#)

11. Has your organization received any funding from Agriculture and Agri-Food Canada within the last 6 years?

Indicate if your organization has received funding from AAFC within the last 6 years. If yes, and if known, list the program(s) your organization received funding from, the name of the projects and the amount received.

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

Refer to past AAFC funded projects. If no projects have been funded by AAFC, refer to other projects of similar scale that your organization has delivered in the past. For example: describe whether your organization has adequate staffing resources, access to suitable resources, and management capacity; describe the results of the previous projects, level of complexity or expertise used for past projects including experience managing a budget or submitting claims, etc.

PROJECT INFORMATION

AAFC will use the information in this section, in association with your project work plan and budget to determine the eligibility of your project.

13. Project title

Provide a short, descriptive project title that accurately reflects the activities and results of the project.

14. Project objective

Provide a concise summary of your project objective. What is the overall goal of the project? What does the project aim to achieve? How would you briefly describe your project in an “elevator pitch” or on social media? This area should be completed once the proposal has been fully developed so that it can include a summary of the action items and desired outcomes.

The project objective is the “what” of the project. What will be accomplished through this project and what will your organization be asked to report against once the project is completed.

In this section, in a concise manner, please describe the objective of the project you are proposing, summarize the actions that will be undertaken to complete the project and describe the outcome.

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

15. Project description

The project purpose is the “why” and the “how” of the “what” that was outlined in the previous section. This is where you identify the industry needs or gaps your

organization is trying to fill by taking on this proposed project (why) as well as how you are going to achieve this.

Include an overview that will lead into the work plan section detailing the actual activities in the next section of the application. Finally, link your project to the program objective(s) which can be found in section 1.0 of the African Swine Fever Industry Preparedness Program: Prevention and Preparedness Stream Applicant Guide.

Your answer to this long-form question should address:

- Does your project fall within the scope of the program to pursue activities to enhance the industry's capacity to prevent ASF, prepare for its entry into Canada and mitigate its impacts in case of an outbreak?
- How does this project align with the eligible activities described in Section 1.3 of the Applicant Guide?
- How do you plan to achieve the objectives of this project?
- What is your long-term objective and how will undertaking this project contribute to achieving it?
- Does your project fill a gap or need important to the industry and Canada?
- What are the potential outcomes and how will they help prepare for or mitigate an ASF outbreak?
- What could be the short and long term impacts on the industry if this project is not pursued?

Applications must demonstrate how the proposed project will address the industry/sector need, as well as provide clearly defined performance measures and targets.

Project Team Description

This section is your opportunity to demonstrate your organization's capacity to deliver the project, taking into consideration your resources and timelines. Please describe the various working groups, committees and project teams associated with the project, including the following:

- their responsibilities and tasks
- how they are accountable to the organization

16. Environmental considerations

The purposes of the Impact Assessment Act (IAA) include ensuring that projects to be carried out on federal lands or outside Canada are considered in a careful and precautionary manner in order to avoid adverse environmental effects.

Before AAFC provides financial assistance for the purpose of enabling a project on federal lands to proceed, it must determine whether the carrying out of the project, in whole or in part, is likely to cause significant adverse environmental effects.

To help you answer the questions in the Project Application Form, examples and more information follow.

16A. Is the proposal a “project” as defined by the IAA?

Examples of projects include:

- construction of a greenhouse
- installation of a permanent irrigation system
- building construction or demolition
- any other activity related to a permanent human-made work

Activities that are NOT considered projects include:

- administrative or marketing activities
- workshops
- training or hiring staff
- installation of temporary or portable systems
- any other activity not related to a physical work

16B. Where does the project take place?

AAFC has certain obligations under the IAA, if providing financial assistance to projects on federal land. Under the IAA, “federal lands” means:

(a) lands that belong to [His] Majesty in right of Canada, or that [His] 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 area:

- (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.

If you answer “Yes” or “Unsure” to Question A and “Federal lands or lands outside Canada” or “Reserves, surrendered land or other land set apart for the use and benefit of a band and that are subject to the Indian Act” to Question B, further assessment may be required by AAFC. AAFC will contact you as necessary.

PROJECT DATA COLLECTION

Your answers to questions 17a-d will be used for reporting and program planning purposes, and will not impact the success of the application.

17a: North American Industry Classification System

North American Industry Classification System (NAICS) is an industry classification system developed by the statistical agencies of Canada, Mexico and the United States.

For more information, visit [North American Industry Classification System \(Statistics Canada\)](#).

AAFC has selected the NAICS identifiers that best suit this program for reporting purposes. To simplify the selection process, we have sorted the codes into the

following 4 categories:

- Agricultural Production
- Food and Beverage Manufacturing
- Other Manufacturing
- Other

We recognize that not all projects will fit perfectly into one identifier; if this is the case for your project, select the identifier that best applies to the overall intent of your project, or the identifier that best applies to the activity with the highest dollar value.

17b. Select any of the following groups who will directly benefit from the intent of this project's activities

See the information above for groups included in question 10a.

17c. Official languages

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

Do the project activities have the potential to reach an audience of BOTH English speakers and French speakers?

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

Would the project activities specifically target an official language minority community (French speakers outside Quebec or English speakers in Quebec)?

When we find that projects under this program involve activities related to the development and transfer of knowledge and may have an impact on OLMCs or promote the use of English and French, we will include appropriate commitments in agreements with your organization and additional expenses incurred as a result of these commitments will be 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.)

- Directional and educational signs produced in both official languages
- Project-related advertisement in OLMC media (newspapers, radio, social media)
- Bilingual coordinator or other contractor hired to help deliver project-related activities in both official languages (for example, for example, 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 OLMCs are included in the project target groups (for example, for example, as in-kind or cash partners in project budget or to be invited to project events)
- Other groups representing OLMCs are consulted to see if there is any potential for involvement on their end
- Travel to or from OLMCs (costs associated with these project activities included in project budget)

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

Attachments

In addition to the application form, other documents are required as part of a complete application package. The application form includes a checklist in the Project Information tab to track required documentation. Your application cannot be considered until the documentation listed in the Additional Documentation section is attached to this form or submitted directly to AAFC. An incomplete package will not be processed until all documents are received. Further details on required attachments are included in the Additional Documents section.

WORK PLAN

The work plan is an important part of the application form for evaluation purposes. In the work plan, you should include key milestones and a detailed description of each activity.

The work plan will be assessed to determine if activities have been clearly planned and described, and if they are aligned with the project's goals, objectives and purpose.

Each activity must be clearly defined and articulated in each section of the application.

Project application form – work plan instructions

At the top of the work plan tab, enter the start date for the project (first day that work on the first activity will take place) and the end date for the project (the last day that work on the last activity will take place). The fiscal year begins April 1 and concludes March 31.

Activities

To add an activity, press the **+** symbol.
To delete an activity, press the **x** symbol.

Name

Provide a short name for the activity that clearly indicates what it is. Activities and/or cost item names should point to what the activity or cost item is meant to accomplish.

Start Date

Enter the date that the individual activity will start.

End Date

Enter the date that the individual activity will finish.

Description

Provide a description of the activity, which clearly outlines the activity that you would like to undertake. Your goal is to help the reviewers visualize what you want to do, so be specific. Keep in mind to answer the following questions (who, what, where, when, why, and how).

Here are some things to include in your description.

- Where and when will the activity take place?
- How long will it take to complete?
- What methods will you use to deliver the activity?
- What difference will the activity make?
- Who will benefit? (i.e. describe the activity participants)
- What makes the activity worth funding?

Your description should also provide assurances that your activity:

- makes sense,
- is likely to be successful and will make a difference.

PERFORMANCE INFORMATION

This section collects information on how you intend to measure performance and report on results that relate directly to your project. You will be asked to indicate your response to the following:

1. How many preparedness actions will be taken (e.g., tools and strategies developed) as part of this project to adapt to changing circumstances and respond to urgent or critical issues?
2. How many of these actions (e.g. tools and strategies developed) are expected to benefit underrepresented groups (i.e. Indigenous Peoples, Persons with Disabilities, Visible Minorities, Women, Youth, 2SLGBTQI+)?
3. How many preparedness actions (e.g. tools and strategies developed) are expected to be implemented by the sector at the end of this project to effectively mitigate an African swine fever outbreak?
4. How many of the preparedness actions (e.g. tools and strategies developed) that benefit underrepresented groups (i.e. Indigenous Peoples, Persons with Disabilities, Visible Minorities, Women, Youth, 2SLGBTQI+) are expected to be implemented by the sector at the end of this project to effectively mitigate an African swine fever outbreak?

Note that for the purposes of this application, a tool or strategy developed is defined as a plan of action or a means to an end that can be directly implemented by industry to assist in the mitigation of an ASF outbreak. Examples include but are not limited to biosecurity protocols, communication plans, emergency management plans, etc.

PROJECT COSTS

After selecting the Project Costs tab, activities entered in the work plan will be visible.

Activity name

The name of the activity that is visible is the name of the activity that was entered in the work plan and has been carried over to this tab. To view the areas to input, click on the Details button.

At any time, you can see all of the information you have entered for all of the activities by selecting the [[Show all details](#)] button. Similarly, to see only a list of cost items, select the [[Hide all details](#)] button.

Start date

The activity start date (the date that the individual activity will start) will be carried over from the work plan.

End date

The activity end date (the date that the individual activity will finish) will be carried over from the work plan.

Name of cost item

Provide a name for the cost item that clearly indicates what it is.

Depending on the complexity of your application, this could be viewed as your “sub-activity”.

If there is more than one cost category, or more than one cost item within each cost category, you would replicate the name of the cost item for each of the cost category entries under the “sub-activity” so that reviewers are able to determine the cost breakdown of each sub-activity.

For example, if your activity was “**Develop new information, tools, resources, publications**“, this is where you would individually identify:

- the specific information pieces, tools, resources and publications that are going to be developed (what)
- what they would be used for (where)
- (when) they will be used
- what the intended result will be (why)

Use unique cost item names and descriptions so they are different than the cost category name.

For example, if you are asking for funding for travel, specify the types of flights and destinations (for example, two economy flights Edmonton – Ottawa, return).

Description

In this field, describe the cost item in more detail. The description should give a breakdown of how the number was budgeted. This will allow reviewers to determine what the individual cost components are, and determine the reasonableness of the proposed budget. For example, "airfare," is insufficient; the description should be more

detailed, such as, "Roundtrip airfare from Toronto to London for the Great Food Trade Show \$800 x 2 people."

Each cost must clearly outline how the value was calculated.

Explain how your project costs are estimated. This can be done by providing who, what, where, when, why, how and for how long.

This could be illustrated as

- "two economy flights Edmonton – Ottawa, return" *and on a separate line*,
- "meals and accommodations for two people for four days (Aug 20-23)".

Cost category

From the drop-down list, select the cost category (as described below) for each particular budget item:

- salaries and benefits,
- contracted services,
- travel,
- capital expenditures,
- other direct project costs.

ELIGIBLE COST ITEMS

Any costs incurred before August 26, 2022 or after March 31, 2025 are ineligible for reimbursement, nor will they be considered as part of an applicant's cost-share.

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.

The date of the receipt of a complete application or the proposed start date of the project would be the "effective date."

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

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

| Administrative Costs | |
|---|--|
| Eligible Cost Items | Limitations/Instructions |
| <p>Administrative costs are defined as organizations' expenses (such as fundamental operational costs); not directly related to undertaking the project activities but necessary for the organization to manage activities outlined in the work plan and to administer the reporting requirements of the Contribution Agreement, including project management costs.</p> <p>In-kind is not to be considered for administrative costs except for charities or not-for-profit organizations.</p> <p>Under the 10% flat rate, administrative cost items do not need to be detailed, negotiated or substantiated when submitting a claim. However, if subject to a compliance audit, the recipient may be asked to supply supporting documentation. For this purpose, it is important to keep in the mind the following examples.</p> <p>Administrative costs means costs related to:</p> <ul style="list-style-type: none"> • project management costs: management and administrative staff wages not working on outcome of projects, including those who negotiate service contracts, pay the invoices, manage the project budget, monitoring and/or prepare the claims and any financial or progress/performance reports for the project • salaries, Mandatory Employment Related Costs (MERCs), and benefits and/or contract services • administrative office supplies and expenses: | <p>Administrative fees will be calculated at a 10% flat rate that will be cost-shared at the rate listed in the Applicant Guide.</p> <p>Do not include administration costs in your application; the application form will calculate it automatically at a 10% flat rate. This flat rate has been developed to represent the cost of undertaking the administration functions of the contribution agreement. Capital Expenditures over \$100,000 are excluded from this calculation.</p> <p>To ease administrative burden, these costs do not need to be detailed at the time of application and will not be negotiated or need to be validated when submitting a claim.</p> <p>You may also choose to not claim administrative costs, and opt out of the flat rate.</p> <p>NOTE: You are still required to keep all documentation of these costs. If you are subject to an audit, you will need to supply the supporting documents at that time.</p> |

| | |
|---|--|
| <ul style="list-style-type: none"> ▪ basic telephone fees (including fax lines) and cell phones; ▪ hydro ▪ materials and office supplies (for example, pens, pencils, paper, envelopes, cleaning supplies, subscriptions); ▪ monthly internet fees; ▪ postage and courier fees; ▪ office equipment (for example, computers, printers, photocopiers) ▪ office space (rent) and related utilities, maintenance and property taxes; • audit fees (if eligible); • bank fees (if eligible); • insurance (fire, theft, liability) (if eligible); • legal fees (if eligible); • administrative information technology (IT) products and services, including maintenance. • other overhead type expenditures relating to the organization's office. | |
|---|--|

Salaries and Benefits

| Eligible Cost Items | Limitations/Instructions |
|---|--|
| <p>Salaries and benefits paid to or on behalf of staff to execute activities outlined in the project workplan. These costs do not include completing financial or performance reports for the project.</p> <p>Includes Mandatory Employment Related Costs (MERCs), Employment Insurance (EI), Canada Pension Plan (CPP), Quebec Pension Plan (QPP), vacation pay and benefits*.</p> <p>*Benefits mean payments an employer is required to make by virtue of company policy or a collective agreement such as contributions to a group pension plan.</p> | <ul style="list-style-type: none"> • Salaries and benefits must be additional to existing costs. • Costs must be substantiated through supporting documentation, such as timesheets. • salary and benefit costs do not include incentive amounts such as performance pay (for example, bonuses), or benefits that are considered perks, such as a gym membership or parking allowance. • Severances are not eligible. • Benefit costs must not exceed 25% of the eligible salary costs for each employee who works on the project. • These costs do not include those salary costs incurred for employees completing administrative financial or |

| | |
|--|---|
| | performance reports for the project. Those costs are included as part of administration. |
| Contracted Services | |
| Eligible Cost Items | Limitations/Instructions |
| Professional or specialized services for which a contract is entered into, such as: <ul style="list-style-type: none"> • inspection • project management to undertake activities • consultant/expert services • installation/construction • financial auditing (required for the project) • environmental assessment • research | <ul style="list-style-type: none"> • A contract should be in place with the contractor, including payment terms and deliverables. • Recipients must use a fair and competitive or otherwise justifiable and generally accepted sound business process that results in competent and qualified contractors working on the project. |
| Travel | |
| Eligible Cost Items | Limitations/Instructions |
| Travel costs directly related to the project, such as: <ul style="list-style-type: none"> • per diems (meals, incidentals and taxis) • accommodations • transportation, such as airfare • hospitality (where eligible) | <ul style="list-style-type: none"> • When travel is approved, claimants have an option to claim for these expenses using one of the following options: <ol style="list-style-type: none"> a. claim the applicable per diem amount listed below, or b. claim actual travel costs up to the maximum daily amount listed below. <p>Whether using option (A) or (B), invoices for daily travel costs will not be required, however, proof of travel is required for the claim (ex. boarding pass, hotel invoice, trip report). Recipients must also keep all invoices and proof of payment per the terms of their Agreement.</p> <ul style="list-style-type: none"> • The per diems will contribute to covering the costs for daily accommodation; meals; local or in-city transportation at the destination (buses, taxis, vehicle rentals, etc.); ground transportation, including parking, to and from the public carrier terminal; entry documents, |

| | |
|--|---|
| | <p>including passports and visas; insurance (all types); and required inoculations, vaccinations, X-rays and certificates of health; dependent care; and incidentals (personal phone calls, laundry, gratuities, currency exchange fees, etc.) for individual travel.</p> <ul style="list-style-type: none"> • If using option (a), per diems can be claimed for every day on travel status as follows: <ul style="list-style-type: none"> i. travel within Canada: <ul style="list-style-type: none"> - day trip outside of the travellers's headquarters with no overnight stay: \$100 CAD/day - domestic trip outside of the traveller's headquarters with an overnight stay: \$400 CAD/day ii. travel outside Canada: <ul style="list-style-type: none"> - international day trip outside of traveller's headquarters with no overnight stay: \$125 CAD/day - any US trip outside of traveller's headquarters with an overnight stay: \$475 CAD/day - any International trip ((not including US) outside of traveller's headquarters with an overnight stay: \$575 CAD/day • The recipient may claim cost for air, rail and ground transportation (to an out-of-city destination i.e. more than 50km (100km roundtrip) outside of |
|--|---|

| | |
|--|---|
| | <p>the city) for individual travel as follows:</p> <ul style="list-style-type: none">a. air: Economy Class for domestic travel. Economy or Premium Economy Class for international travel. Bookings should be made during the effective dates of the Contribution Agreement, as outlined in the <i>Details on eligible cost items</i> section above. Baggage costs, seat selection fees and reservation change fees are eligible. If first class or business class is chosen, only the applicable economy or premium economy class fares for the same itinerary is eligible, therefore proof of eligible costs <u>must be provided</u>. If purchasing a prepaid package of electronic one-way flight credits used for travel within a selected geographic zone during a specific period (a flight pass), the pro-rated amount for one trip may be claimed as long as it is cheaper or equivalent to the economy rate for same itinerary and proof of the economy rate will need to be provided.b. rail: next highest class after the full Economy Class.c. private vehicle: kilometric rates (\$0.575/km) or the kilometric/mileage rates set out by the National Joint Council for Canada, U.S.A and outside Canada and the U.S.A, as well as costs for tolls and parking at the destination. Gas is included in the kilometric rate. Travellers shall use the most direct, safe and practical road |
|--|---|

| | |
|--|---|
| | <p>routes and shall claim only for distances necessarily driven while on Travel Status.</p> <p>d. rental vehicle: the cost for an intermediate vehicle (or the cost of a larger vehicle, based upon factors such as, but not limited to, safety, the needs of the traveller, and the bulk or weight of goods transported), gas, parking and tolls, and Collision Damage Waiver. Fuel service charge provided by car rental company is not eligible. A Bus/Motor Coach may be eligible based upon factors such as, the needs of the traveller(s), and the bulk or weight of goods transported.</p> |
|--|---|

Capital Expenditures

| Eligible Cost Items | Limitations/Instructions |
|---|--|
| <p>Capital Assets are tangible assets that are purchased, constructed, developed or otherwise acquired and:</p> <ul style="list-style-type: none"> • are used in the production or supply of goods, the delivery of services or to produce program outputs • are not intended for resale in the ordinary course of operations • betterments (which are expenditures relating to the alteration or modernization of an asset that appreciably prolong the period of usefulness of the item or improve its functionality) • 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 | <ul style="list-style-type: none"> • Capital costs are limited to: <ul style="list-style-type: none"> ○ centralized purchases of slaughter and disposal equipment • Capital costs over \$10,000 need to be pre-approved • Where several related assets are required, the cumulative cost of these assets should be considered as one and require pre-approval if over \$10,000 • The purchase of land or buildings is an ineligible cost • Minor assets and capital items not specifically required for the execution of a project are ineligible <p>NOTE: All construction costs should be attributed to Capital Expenditures rather than dividing them among other Cost Categories (for example, Contracted Services for installation and Other Direct Project Costs for materials).</p> |

| <ul style="list-style-type: none"> • has a useful life in excess of one year and a per item cost greater than \$10,000 | |
|--|--|
| Other Direct Project Costs | |
| Eligible Cost Items | Limitations/Instructions |
| Other costs for project-related deliverables, such as: <ul style="list-style-type: none"> • shipping • printing • conference fees/registration fees • construction material costs • translation • costs related to production of materials/documents/marketing plans | <ul style="list-style-type: none"> • Gifts, prizes and giveaways are ineligible • Normal costs of establishing a commercial operation are ineligible |

SOURCES OF FUNDING

Please see section 1.2 of the Applicant Guide for information on cost-sharing, sources of funding, and government funding stacking limits.

This is where you will indicate how you plan on funding your share of the project.

Under the Sources for funding tab, enter your share of the cash and in-kind funding which will come from:

- applicant directly (your organization)
- other federal government departments, agencies, and crown corporations
- provincial/territorial government departments, agencies and crown corporations
- municipal governments
- industry/partners (your members, industry partners, sponsors, etc.)

Within each funding type, provide the name of the funding source. To add another funding source to the selected funding type, click the + symbol. You can add as many funding sources as you need. To delete a funding source, click the x symbol, all information for that funding source will be deleted.

In the description box, provide the necessary level of detail to indicate what activity and/or cost the specific funding is tied to.

BUDGET SUMMARY

The Budget Summary tab auto-calculates all the financial information you entered in the Project Costs and Sources of Funding tabs and provides an ongoing high-level overview of your project’s budget.

This is where you will see that the administration costs have been added to the overall budget. With the exclusion of Capital Assets over \$100,000, the administration costs are automatically calculated at a flat rate of 10% based on the total activity costs in the budget.

DECLARATIONS

Read and complete the declarations in questions 18 to 21.

ATTACHMENTS

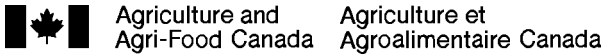
In addition to the application form, the following documents are required as part of a complete application package. Use the attachment checklist in the Project Information tab to track required documentation.

Your application cannot be considered until the documentation is attached to this form or submitted directly to AAFC. An incomplete package will not be processed until all documents are received.

| Document name | Description |
|--|---|
| A copy of the applicant organization's Certificate of Incorporation or Articles of Incorporation | <p>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.</p> <p>Documentation for First Nations and Tribal Councils is not required, as the status can be validated with Indigenous Services Canada and Crown-Indigenous Relations and Northern Affairs Canada.</p> <p>Additional options for other Indigenous applicants: a Director's Resolution (DR), a self-government agreement or modern treaty agreement, or legal document stating they are a legal entity can be accepted as proof the organization is a legal entity.</p> |
| A copy of the last two years' financial statements | <ul style="list-style-type: none"> • Statements for the last two years. • Most recent interim financial statement. |

| | |
|--|--|
| Project endorsement letters/ letters of support <i>(if available, not a requirement)</i> | Letters of support from organizations indicating they believe there is a need for the proposed project and expressing hope that the proposed project will be accepted. |
| Capital Asset Pre-approval <i>(if applicable)</i> | All capital asset purchases over \$10,000 must be pre-approved by the program using the AAFC Capital Asset pre-approval template. |
| Project Risk Mitigation Plan | Analysis of project-related risks, their potential impact and associated mitigation actions. |

Below is an example of a Project Risk Mitigation Plan to assist you in completing this attachment:



PROJECT RISK MITIGATION PLAN

| PROJECT OWNERSHIP | | | | |
|--|---|------------------|---|---|
| ORGANIZATION NAME | National Industry Association | | | |
| PROJECT NAME | Industry Preparedness for ASF Outbreak | | | |
| PROJECT MANAGER NAME | Jane Doe | | | |
| RISK ANALYSIS AND EVALUATION | | | | |
| Complete the following for each IDENTIFIED RISK. | | | | |
| RISK DESCRIPTION | RISK LEVEL | POTENTIAL IMPACT | EVENT OR THREAT TRIGGERS | |
| This project includes an activity that seeks to improve biosecurity measures. There is a risk that the industry does not adopt these improved measures in a timely manner. | Low | High | Lack of industry awareness of or compliance with the improved biosecurity measures. | + |
| There is a risk that an outbreak of ASF occurs in North America before the project activities have been completed. | Low | High | Introduction of the disease in North America. | |
| RISK MITIGATION | | | | |
| Complete the following for each IDENTIFIED RISK LEVEL (low, medium, high). | | | | |
| | | | | + |
| IDENTIFIED RISK | MITIGATION ACTION: PREVENTATIVE or CONTINGENCY? | | | |
| Lack of industry adoption of the improved biosecurity measures. | Preventative | | | |

| | |
|--|---|
| BUDGETARY IMPLICATIONS | |
| Additional funds may be required in order to boost industry awareness of the improved biosecurity measures and/or to help them implement the measures in a shortened timeframe. | |
| PROPOSED MITIGATION ACTION | |
| An industry communication and engagement plan has been developed as part of this application to ensure that the sector is kept up to date on the availability and importance of the resources being developed as part of this project, including the improved biosecurity measures. | |
| STAKEHOLDERS RESPONSIBLE | |
| The project team is responsible for taking the preventive measures while hog producers and processors will be actively involved in the timely adoption of the biosecurity practices. | |
| IDENTIFIED RISK | MITIGATION ACTION: PREVENTATIVE or CONTINGENCY? |
| There is an outbreak of ASF in North America before the project activities have been completed. | Contingency |
| BUDGETARY IMPLICATIONS | |
| Additional funding may be required to accelerate the completion of activities. However, some preparedness activities may no longer be relevant so it is possible funds could be shifted to compensate accordingly. | |
| PROPOSED MITIGATION ACTION | |
| Since preparedness for an ASF outbreak is a pressing issue, this project has been planned within a tight timeframe so that the necessary tools can be developed and implemented as quickly as possible. However, in the event of an outbreak, project activities will be re-assessed and re-prioritized to focus on what will be most effective in responding to the specific circumstances. The consultant who will be assisting with this project has confirmed that they have additional employees who could be redeployed to assist in more rapid completion of the project activities if the need arises. | |
| STAKEHOLDERS RESPONSIBLE | |
| The project team is responsible for putting the contingency plan in place. | |
| RISK SUMMARY | |
| PROJECT OVERALL RISK LEVEL | |
| RISK LEVEL | RATIONALE |
| Low | The overall project is rated as low risk because all of the identified risks were assessed at a low risk level. |
| WHAT ARE THE RISKS OF NOT UNDERTAKING THE PROJECT? | |
| If this project is not undertaken, the industry will not be as prepared as it could be in the event of an ASF outbreak. As a result, the effects of such an outbreak are likely to be longer-lasting than they may otherwise be with greater negative impacts on the financial viability and market access of the sector. Public trust may also be impacted as it could create a perception that industry is not doing enough to prepare for and respond to a possible outbreak in a humane manner. | |

SUBMIT

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

Attach ALL required documentation to the Project Application Form (PDF) by using the  paperclip function on the left sidebar

The representative who submits the form must be duly authorized to submit the Project Application Form on the Applicant's behalf.



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.

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: aafe.ASF-PPA.aac@agr.gc.ca