



Local Food Infrastructure Fund – Small Scale Projects

Applicant Guide





Local Food Infrastructure Fund – Small Scale Projects Applicant Guide.

© His Majesty the King in Right of Canada, represented by the Minister of Agriculture and Agri-Food (2025).

Electronic version available at <https://agriculture.canada.ca/en/programs/local-food-infrastructure-fund-small>

Catalogue No. : A118-54/1-2025E-PDF

ISBN : 978-0-660-78422-9

AAFC No. : 13301E

Paru également en français sous le titre :

Fonds des infrastructures alimentaires locales : projets à petite échelle - guide du demandeur.

For more information reach us at www.agr.gc.ca or call us toll-free 1-855-773-0241.



Purpose of this guide

The purpose of this applicant guide is to provide you with the eligibility criteria of the Local Food Infrastructure Fund (LFIF) – Small Scale Projects and the step-by-step guidance and instruction to help you complete your application for Agriculture and Agri-Food Canada (AAFC) funding. It is highly recommended that you read the guide before you complete the application form.

Table of Contents

Local Food Infrastructure Fund – Small Scale Projects Applicant Guide.....	1
Step 1. What this program offers	1
Program Objectives	1
Funding	2
Cost-sharing	2
Step 2. Eligibility.....	3
Eligibility checklist	3
Eligible activities	4
Eligible costs	4
Expected results	5
Step 3. Before you apply	7
Sources of funding	7
How we assess your application	8
Considerations	10
Step 4. How to apply	11
Complete and submit the application form	11
Step 5. Complete the application and apply	13
How to complete the application form	13
Step 6. After you apply	42
1. We'll send you an acknowledgement notice	42
2. We'll verify your application	42
3. We'll assess your application	42
4. We'll notify you of a decision	42
5. You can track the status of your application	43
6. Reports you must provide	43
7. Service standards	44
Contact information	45



Step 2. Eligibility

Check if you meet the criteria to apply.

Eligibility checklist

You must meet **all** of the following criteria to be eligible.

<input type="checkbox"/>	<p>You are one of the following organization types:</p> <ul style="list-style-type: none"> • Indigenous (First Nations, Métis, Inuit)³: <ul style="list-style-type: none"> ○ First Nations, Inuit or Métis community and/or governments⁴ ○ First Nations, Inuit or Métis not-for-profit associations ○ First Nations, Inuit or Métis not-for-profit organizations • Not-for-profit: Organizations that have a mandate or mission to provide community food services. They may include: <ul style="list-style-type: none"> ○ associations ○ corporations ○ local community, charitable, or voluntary organizations • Municipal Administrations
<input type="checkbox"/>	<p>Your organization fosters equity, diversity and inclusion by removing barriers so that each person (including those who identify as Two-Spirit, lesbian, gay, bisexual, transgender, queer, intersex and others, as well as Black and Indigenous communities) has equal access to opportunities and resources and can achieve their full potential.⁵</p>
<input type="checkbox"/>	<p>By the application submission date, you've been in operation for at least 2 years as a legal entity (federally, provincially, or territorially incorporated) capable of entering into legally binding agreements.</p>

³ Agriculture and Agri-Food Canada is committed to engaging and fostering meaningful relationships with Indigenous Peoples (First Nations, Métis and Inuit). Recognizing that Indigenous Peoples have unique and diverse realities, perspectives and needs associated to agriculture and agri-food, the program was designed to be inclusive of Indigenous groups.

If you are unsure whether the program is the right fit for your Indigenous group, the [Indigenous Pathfinder Service](#) can help you navigate information, tools, and programming available to start or expand activities in the agriculture and agri-food sector.

For more information, you can contact the Indigenous Pathfinder Service directly by email at aafc.indigenouspathfinder-explorateurautochtone.aac@agr.gc.ca or telephone: 1-866-367-8506.

⁴ Indigenous government is an Indigenous group with a signed self-government agreement or modern treaty, such as a Tribal Council.

⁵ For definitions on Equity, Diversity and Inclusion, please visit the Government of Canada's [Guide on Equity, Diversity and Inclusion Terminology](#).



community and individual capacity to address barriers to food security (access or availability).

3. System Redesign: addresses structural, systemic issues underlying food security.
 - a. Strategies that address the underlying food system, social, and economic barriers to achieving food security, which will have a greater impact over the long term.



- geographic distribution
 - province or territory
 - rural and remote communities

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 the guide will ultimately receive funding.

Important notes: assessment

Only one application per eligible applicant will be accepted. Any subsequent application(s) will **not** be considered or assessed. **Exceptions may be applied for projects that are led by or focus on Indigenous and Black communities.**

If you're an Indigenous applicant and would like more information about the LFIF application and assessment process, please contact the Indigenous Pathfinder Service by email at aafc.indigenouspathfinder-explorateurautochtone.aac@agr.gc.ca or telephone: 1-866-367-8506.



Considerations

M-30 Act (Quebec organizations only)

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

It is the responsibility of all Quebec-based organizations to demonstrate their compliance with the Act by obtaining the required confirmation (whether your organization is subject to the M-30 Act) and authorization (approval of the funding agreement if subject to M-30) from the Government of Quebec, and sharing a copy of that authorization with AAFC before they enter into a funding agreement.

More information on the Act is available online or by contacting the Ministère de l'Agriculture, des Pêcheries et de l'Alimentation (MAPAQ) at dpqi@mapaq.gouv.qc.ca.

Infrastructure/Equipment retention

If your project is approved for funding, the grant agreement will contain a clause confirming that ownership of eligible equipment must be maintained for a minimum of 2 years after the Project Completion Date.



Step 4. How to apply

Complete and submit the application form

1. [Access your program information](#)
2. Choose a secure sign-in method
3. Sign in (or Sign up)
4. Start a new application: select **Local Food Infrastructure Fund – Small Scale Projects**⁷
5. Before you enter the Project title, download and save the following forms to your computer:
 - Detailed Project Budget
 - Table of Metrics
6. After you download the forms, enter the **Project title**, and click the “Save and continue” button
7. Follow [Step 5. Complete the application and apply](#) to complete the application form and the downloaded forms
8. Attach the following documents as required and applicable⁸:
 - **Required:** Certificate of Incorporation or Articles of Incorporation or Letters Patent
(Exception: Not required for First Nations Communities/Governments, Tribal Councils, or Municipal Administrations. Additional options for other Indigenous Communities/Governments applicants:
 - a) Director’s Resolution
 - b) Self-Government Agreement or Modern Treaty Agreement, or
 - c) legal document stating that your organization is a legal entity)
 - **Required:** Detailed Project Budget
 - **Required:** Table of Metrics
 - **Required:** Quotes for cost items of more than \$2,000
 - **If applicable:** Band Council Resolution (required only for First Nations Communities/Governments)

⁷ A copy of the Application Form is available in .pdf format for information purposes only. All applications must be submitted directly through the online application portal.

⁸ All documents that are downloaded and completed as part of the application package must be uploaded in the original file format (for example, the Detail Project Budget must remain in the .xlsx format). Documents submitted in any other format will not be accepted and your application will not be considered or assessed.



Transformation, processing, preparation of food: activities that turn raw produce into other forms of food, for example, infrastructure and equipment needed to establish a community kitchen or food skills program where you take food you've grown to make soups, pickles, etc.

Refrigeration and storage of food: activities related to food storage and the running of a food storage facility/warehouse, for example, the installation of a walk-in freezer including a handcart and shelving as part of a community freezer program.

Transportation and distribution/consumption of food: activities related to moving, delivering and serving food, for example, a refrigerated truck to transport the food you've produced or meals you've prepared, or, the purchasing of tables and chairs to serve meals on a regular basis.

Note: LFIF aims to support projects that comprehensively strengthen and improve community food security. Food production is central to food security for its pivotal role in strengthening food systems and improving reliable access to nutritious food.

Describe the food production activities in your project:

- How will the food production related infrastructure/equipment enhance food production and improve availability and access to local, nutritious, and culturally appropriate food in your community? (maximum 2,500 characters)

If you have selected any of the other project themes above (such as, infrastructure/equipment for the processing, preparation, refrigeration, storage, transportation, distribution, and/or consumption of food) how will this infrastructure/equipment complement your food production activities? (maximum 2,500 characters)

If you have not selected any of the other themes, please type 'N/A' in the response field.

Provide realistic and reasonable estimated timelines for implementing your project key tasks/activities. (maximum 2,500 characters)

- Describe how your organization will implement and complete the project key tasks/activities by the project completion date of March 31, 2027.

Sample text:

1. Contact vendor to order the greenhouse, lighting, irrigation systems, shelving (shipments are expected to arrive in 8 weeks)
2. Land clearing and contact contractor to build a foundation pad for the greenhouse (3 weeks)
3. Order growing materials such as soil, seeds, seedlings, fertilizers, pots (2 weeks)
4. Installation of greenhouse and all the related systems (4 to 5 weeks)



Cost item

Enter the name of the item you will purchase. If a cost item has several related sub-items (for example, installation and shipping), list the main item as the cost item. **Do not** break up a quote over multiple cost items.

Please see the [Quotes section](#) for more information.

Example: Greenhouse

Cost item description

The description should include a brief summary of the equipment and any other related costs in the quote.

Example: 20-foot by 20-foot Model A greenhouse, includes shipping costs

Fiscal year 2025-2026

Enter the total cost of the item(s) **before** taxes.

Tip: When you complete the Cost items, group all like items, for example:

Cost Item: Gardening tools

Cost Item Description: 3 shovels, 2 wheel barrels, a cultivator, and a rake.

AAFC Fiscal Year: Enter the total cost of the item(s) **before** taxes.

For each cost item (row) over \$2,000, you must provide a quote.

Note: In cases where multiple rows list items at \$2,000 or less, AAFC reserves the right to request quotes.

Part Two: Funding sources

After you enter all of your costs, you must complete columns K through M of the worksheet.

In this section you must provide the AAFC and non-AAFC funding amounts for the activity by fiscal year. This section collects information on where your project funding is coming from. The amounts you input here will be summarized on the Funding Sources tab of this document.

AAFC funding

The amount of the total project costs that you're requesting from AAFC. In most cases this should be the full amount activity total.



Application Form: Activities

Now that you have completed the Detailed Project Budget, it's time to complete the Activities section of your application in the online portal.

Click on the “+ Activity” button

Activity title

Copy title from the Food Production worksheet of your Detailed Project Budget and paste it into this field.

Activity start date

Input start date for each activity.

Activity end date

Input end date for each activity

Activity theme

Select the theme that matches the name of the worksheet you are entering (cell B6).

Activity description

Completion of this section is not required. Please leave blank.

Deliverables

Completion of this section is not required. Please leave blank.

Activity costs

The costing in columns K to M of each activity from the Detailed Project Budget will also need to be copied into the activities section of the online application form.

Copy the AAFC requested amount, as found in cell K6 from the activity worksheet of your Detailed Project Budget, and paste it into the 2025-2026 fiscal year.

Note: Although we recognize that some of your activities may fall into the 2026-2027 fiscal year, we require all costs to be shown in the 2025-2026 fiscal year for internal planning purposes.



Step 6. After you apply

1. We'll send you an acknowledgement notice

Your application is considered submitted once you receive the acknowledgement notice.

Please be advised 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 the guide will ultimately receive funding.

2. We'll verify your application

We'll verify that all required forms and declarations have been completed accurately, and there is sufficient detail in the application for a full assessment.

If your application is incomplete, we'll contact you for the required information. Missing or incorrect information could result in a processing delay or your application being withdrawn.

3. We'll assess your application

We'll assess your application based on its merit and the extent to which it meets our program criteria.

- **If deemed complete**, we'll notify you
- **If deemed incomplete**, we'll place your application on hold and send you a notice to ask you for more detailed information

At any point after you apply, we may contact you for more information. If you don't provide the information requested, we may not be able to consider your application further.

Service standards for assessments only begin once the application is deemed to be complete.

4. We'll notify you of a decision

Once the assessment process is complete, an approval or a rejection notification will be sent.

For approved projects, the notification will specify the level of funding awarded and outline any other conditions that may apply. A program representative will reach out to



Contact information

If you experience difficulty with your online account or need help with your application, please contact the Agriculture and Agri-Food Canada's Contact Centre.

Hours of operation

8 am to 5 pm Central Time, Monday to Friday

For your protection: the Contact Centre may require information to confirm your identity.

Toll-free number: 1-877-246-4682

TDD/TTY: 613-773-2600

For more information on the Local Food Infrastructure Fund, please contact us at aafc.foodprograms-programmesalimentaires.aac@agr.gc.ca.

If you are an Indigenous applicant, you can contact the Indigenous Pathfinder Service for additional support by email at aafc.indigenouspathfinder-explorateurautochtone.aac@agr.gc.ca or telephone: 1-866-367-8506.