



AgriAssurance Program:

Kosher and Halal Investment Component

Applicant Guide



Agriculture and
Agri-Food Canada

Agriculture et
Agroalimentaire Canada

Canada

AgriAssurance Program: Kosher and Halal Investment Component - Applicant Guide

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For more information reach us at <https://agriculture.canada.ca> or call us toll-free 1-855-773-0241.

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Step 1. What this program offers

Intake period

Applications will be accepted on an ongoing basis until **September 30, 2027**. However, the application period may close sooner if funding has been fully committed or until otherwise announced.

The program ends March 31, 2028.

1.1 About the program

The AgriAssurance Program is a non-repayable contribution program, that aims to support industry to develop, verify and integrate assurance systems to address market and regulatory requirements (e.g. food safety, plant and animal health surveillance, animal welfare, environmental sustainability, traceability, market attributes and quality standards) and enable industry to make credible, meaningful and verifiable claims about the health, safety, and quality of Canadian agriculture products.

The AgriAssurance Program: Kosher and Halal Investment Component is a \$2 million contribution funding program over 3 fiscal years (2025-26 to 2027-28).

1.2 Program objectives

The AgriAssurance Program: Kosher and Halal Investment Component aims to:

- support organization-led initiatives aimed at developing quality assurance systems including, facilitating information/knowledge sharing and responding to emerging consumer concerns and market demands to support the Canadian kosher and/or halal red meat sector (beef and veal)
- assist the sector in better integrating kosher and/or halal slaughter practices

The program will prioritize projects that:

- provide confidence to buyers and consumers regarding market attributes and quality standard claims about Canadian kosher and/or halal red meat (beef and veal) products
- develop specialized guidance documentation and implementation of a systematic approach to disseminate information on kosher and/or halal slaughter practices for the Canadian red meat (beef and veal) sector

You must provide enough detail to assess your application. When describing your initiatives and project activities, you should clearly outline the important points (who, what, where, why and how) of what you are trying to achieve.

The AgriAssurance Program has 3 components:

- Kosher and Halal Investment
- [National Industry Association](#)
- [Small and Medium-sized Enterprises](#)

Each component has its own application process.

1.3 Funding

Funding is available to eligible not-for-profit organizations and for-profit organizations:

- If you receive funding as a **not-for-profit organization**, Agriculture and Agri-Food Canada (AAFC) may contribute a total of up to \$350,000 per year toward your project
- If you receive funding as a **for-profit organization**, AAFC may contribute a total of up to \$50,000 per year toward your project

1.4 Cost-sharing

Contributions toward eligible costs will normally be shared between AAFC and you as follows:

- not-for-profit organizations:
 - AAFC: a maximum of 75%
 - You: a minimum of 25%
 - Your portion of the cost-share can be a combination of both cash contributions¹ and in-kind contributions². In-kind contributions can only account for a maximum of 10% of your cost-share.
- for-profit organizations:
 - AAFC: a maximum of 50%
 - You: a minimum of 50%

¹ A cash contribution means monetary contributions provided by your organization or to your organization by a third party, and that are used during the life of the project to pay for eligible costs for goods and/or services required to complete project activities.

² In-kind means non-monetary contributions of goods or services (resources) provided by your organization or to your organization by a third party for the project, to satisfy in whole or in part your organization's Contribution, and for which Fair Market Value is assigned, but for which no payment occurs. If your organization does not pay for goods and/or services required for a project, the values must be shown as in-kind contributions. Any in-kind contributions must be made towards eligible costs, be essential to complete project activities, achieve project results, and would otherwise have to be purchased or paid for by your organization. In-kind contributions will not be reimbursed by AAFC.

Examples of potential in-kind contributions:

- Equipment you must use for the project (with a useful life in excess of 1 year and a per item cost greater than \$10,000) is already owned by the applicant or was donated/loaned by a partner
- An inspection required for the project, is donated without charge by a partner

- Your portion of the cost-share must be cash contributions. In-kind contributions are ineligible.

The program reserves the right to make the final determination of the eligibility and value of in-kind contributions, to disallow expenditures, and reduce the funds. To avoid a situation where in-kind contributions may later be deemed ineligible or incorrectly valued, applicants are advised to contact AAFC program staff early in the process to confirm the eligibility and valuation of an in-kind contribution.

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

Step 2. Eligibility

Check if you meet the criteria to apply.

2.1 Eligibility checklist

If you're a not-for-profit organization, you must meet all of the following criteria to be eligible.

[]	<p>You're one of the following organization types:</p> <ul style="list-style-type: none">• Not-for-profit: Organizations that operate solely for social welfare, civic improvement, pleasure or recreation, or any other purpose except profit. They may include:<ul style="list-style-type: none">○ association of workers and/or employers○ local community, charitable, or voluntary organization○ sector council○ corporation (not-for-profit)• Indigenous (First Nation, Inuit, Métis)³: A First Nation, Inuk (Inuit) or Métis individual or organization. They may include:<ul style="list-style-type: none">○ First Nations, Inuit, or Métis community and/or government○ First Nations, Inuit, or Métis association○ First Nations, Inuit, or Métis not-for-profit and/or for-profit organization
[]	<p>You demonstrate the ability to deliver a project that is national⁴ in scope and includes, but is not limited to:</p> <ul style="list-style-type: none">• encourage participation from relevant industry stakeholders in the project development and/or implementation• implement the project nationally• gather support and buy-in from relevant industry stakeholders in the proposed project through support letters

³ AAFC 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 Consideration may be given to regional not-for-profit associations without national representation, provided the applicant can demonstrate the ability to deliver a project that is national, and/or agriculture and agri-food sector-wide in scope.

[]	You're a legal entity capable of entering into legal binding agreements
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If you're a for-profit organization, you must meet all of the following criteria to be eligible.

[]	<p>You're one of the following organization types:</p> <ul style="list-style-type: none"> • For-profit: Organizations that exist to make a profit. They may include: <ul style="list-style-type: none"> ○ partnership ○ corporation (for-profit) ○ co-operative (for-profit) ○ commune (for-profit) • Indigenous (First Nation, Inuit, Métis): A First Nation, Inuk (Inuit) or Métis individual or organization. They may include: <ul style="list-style-type: none"> ○ First Nations, Inuit, or Métis community and/or government ○ First Nations, Inuit, or Métis association ○ First Nations, Inuit, or Métis for-profit and/or not-for-profit organization
[]	You operate in the kosher and/or halal red meat sector (beef and veal)
[]	Your project is aimed at meeting actual market-specific certification requirements (support is only provided for initial certifications, not subsequent renewals)
[]	You have up to 500 full-time equivalent employees
[]	Your annual revenues don't exceed \$100 million
[]	You are a legal entity capable of entering into legal binding agreements

2.2 Eligible activities

Eligible activities for the AgriAssurance Program: Kosher and Halal Investment Component are of the following nature and type:

- not-for-profit organizations:
 - develop, maintain, integrate and implement assurance systems, standards and tools
 - communicate and facilitate knowledge transfer and dissemination of standards, systems and tools
 - get expertise to develop best practices guides for the sector, for example train-the-trainer documentation
 - develop additional downstream guiding materials for slaughter plant employees to help them efficiently implement any new tools and processes
 - update existing tools and standards as needed

- for-profit organizations:
 - contract professional services to get the certification for Canadian kosher and/or halal red meat (beef and veal) products required to access a specific export opportunity or domestic market opportunity (for example, with a defined grocery retailer)
 - the salary of individuals dedicated to working on the development of documents and/or training for such certification
 - travel to enable certification
 - lab testing costs required to get the certification or recognition

2.3 Eligible costs

Eligible costs are project expenses, claimed or contributed, that fall within the set program cost categories and respect all program limitations. To be considered eligible, all costs must be:

- included in the project application form budget
- related to the activities included in the work plan
- incurred within the work plan activities timeframe

For more detailed information, refer to Annex A: Not-For-Profit or Annex B: For-Profit.

Note: Costs you incur before AAFC approval or the project start date may not be reimbursed by AAFC, and you may be solely responsible for those costs.

2.4 Expected results

Your application must show how the activities support the following specific outcomes and outputs:

- improved sector awareness, access, and capacity to adopt assurance systems and their benefits
- enhanced proactive risk management through preparedness and better understanding of patterns and emerging market access requirements
- increased sectoral resilience by helping industry develop and enhance their assurance systems

The performance indicators for the AgriAssurance Program: Kosher and Halal Investment Component, which are used to measure the relevance and effectiveness of the program, include:

- not-for-profit organizations:
 - number of assurance projects approved
 - percentage of assurance systems advanced or completed
 - percentage of assurance projects' implementation plans reported to be functioning

- for-profit organizations:
 - number of assurance projects approved
 - number of target markets accessed
 - number of certified schemes completed

Step 3. Before you apply

Intake Period

Applications will be accepted on an ongoing basis until **September 30, 2027**. However, the application period may close sooner if funding has been fully committed or until otherwise announced.

The program ends March 31, 2028.

Review and consider the following information before you apply.

3.1 Sources of funding

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

To be considered eligible, all costs must be from:

- other federal government departments, agencies and crown corporations⁵
- provincial/territorial governments⁵
- municipal administrations⁵
- industry and/or partners such as:
 - industry associations and networks
 - businesses
 - academia

3.2 Program costs

Program costs can be eligible as of April 1, 2025; however, any costs incurred before AAFC deems your application complete are ineligible for reimbursement, nor will those costs be considered part of your cost-share.

3.3 How we assess your application

All eligible projects are assessed against the established criteria outlined below and evaluated on their individual merit. Projects that demonstrate the greatest potential for benefits will be given priority for funding.

⁵ Total government funding (inclusive of federal, provincial/territorial governments, and municipal administrations) cannot exceed 85% of total project funding.

Your application will first be assessed for eligibility against the following criteria:

- your application is complete and the proposed project is eligible
- the proposed activities, including outcomes, support program objectives
- all sources of funding, including any in-kind support, for the proposed project are identified

If the eligibility criteria are met, your application will then be assessed for merit using the following criteria:

- your capacity to deliver the project, taking into consideration resources, timelines and previous history with AAFC programming
- the proposed activities and costs are eligible, reasonable and required to meet objectives
- not-for-profit organizations only:
 - the degree to which the proposed project can demonstrate a current or potential market opportunity or need
 - the project activities show a progression from previous projects or advance an assurance system towards completion
 - the degree to which the issue addressed by the project will affect the sector(s) in question in the next 5 to 10 years (the immediacy of the demand or need)
 - the potential for the project to achieve government priorities (e.g., diversity and inclusiveness, sustainability, advancing economic growth and building public trust)

The assessment process will determine the appropriate level of funding for approved projects, based on the following:

- scope and duration of the project
- reasonableness and fair market value of the proposed eligible costs
- importance of proposed eligible activities for greater impact to the sector
- reasonableness of the overall projected eligible costs in relation to the projected outcome(s)
- other sources of funding
- your due diligence to obtain and provide performance reports

If you're an Indigenous applicant and would like more information about the 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.

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 AAFC 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.

3.4 Considerations

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 at dpci@mapaq.gouv.qc.ca.

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

Intellectual property

If your project is approved for funding, the [contribution agreement](#) will contain an intellectual property clause confirming that the title to all intellectual property in any materials created or developed by or for the recipient under the agreement will be owned by the recipient or a third party. However, the recipient must grant to AAFC the right to utilize any material or information produced, for AAFC and other Government of Canada purposes.

Step 4. How to apply

4.1 Complete and submit your application (not-for-profit organizations)

1. [Access your program information](#)
2. Choose a secure sign-in method
3. Sign in (or Sign up)
4. Start a new application process
5. Complete the AgriAssurance Program: Kosher and Halal Investment Component Application Form (Not-For-Profit)
6. Download the following forms to your computer
 - **Required:** Detailed project budget
 - **Required:** Executive summary template
 - **Required:** Implementation plan template
 - **Required:** Market relevance and strategic importance template
 - **If applicable:** Capital asset pre-approval for grants and contributions programs
7. Complete and save the forms on your computer
8. Upload the completed forms and the following documents
 - **Required:** Copy of the organization's certificates or articles of incorporation
Note: not required for First Nations and Band Councils - options for other Indigenous applicants:
 - a. Director's resolution
 - b. self-government agreement or modern treaty agreement
 - c. legal document stating that your organization is a legal entity
 - **Required:** Copy of the last 2 years' financial statements
 - **If available:** Project endorsement letters/letters of support
9. Complete the application details
10. Submit your complete application

4.2 Complete and submit your application (for-profit organizations)

1. [Access your program information](#)
2. Choose a secure sign-in method
3. Sign in (or Sign up)
4. Start a new application process
5. Complete the AgriAssurance Program: Kosher and Halal Investment Component Application Form (For-Profit)
6. Download the following forms to your computer
 - **Required:** Detailed project budget
 - **Required:** Program questionnaire template
7. Complete and save the forms on your computer

8. Upload the completed forms and the following documents
 - **Required:** Copy of the organization's certificates or articles of incorporation
 - Note:** not required for First Nations and Band Councils - options for other Indigenous applicants:
 - a. Director's resolution
 - b. self-government agreement or modern treaty agreement
 - c. legal document stating that your organization is a legal entity
 - **Required:** Copy of the last 2 years' financial statements
9. Complete the application details
10. Submit your complete application

For details about the application form, refer to [Complete the application and apply.](#)

If you need help to complete and submit the application form, please contact the [AAFC Contact Centre](#).

If you're an Indigenous applicant and would like more information about the 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.

Step 5. Complete the application and apply

For detailed instructions on how to complete your application, please use one of the following two options:

- [Annex A: Not-For-Profit Organizations \(See pages 20-44\)](#)
- [Annex B: For-Profit Organizations \(See pages 45-66\)](#)

Step 6. After you apply

6.1 We'll send you an acknowledgement notice

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

Please note that even if all eligibility criteria are met, the submission of an application creates no obligation on the part of the Minister of Agriculture and Agri-Food to provide funding for the project.

6.2 We'll verify your application

We'll verify that your application is complete and there's sufficient detail in the application to begin 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 ineligible. Service standards for assessments only begin once the application is deemed to be complete.

6.3 We'll assess 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 deemed complete**, we'll review and assess your application against the principles and criteria of the program, our assessors include program administrators and other technical reviewers within AAFC
- **If deemed incomplete**, we'll place your application on hold. A notice will be sent 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.

6.4 We'll send you a contribution agreement

If you're approved for funding, you'll receive a written decision letter outlining the level of assistance awarded and any other conditions, if applicable.

You'll work with a program officer to go over the details of the approval, including activities and funding levels, as well as start and end dates. You'll also work with the program officer to negotiate the details of the [contribution agreement](#) you must sign to receive funding.

Note: even if an approval is granted, AAFC does not have the authority to reimburse recipients for costs incurred until a contribution agreement is signed.

6.5 You can track the status of your application

[Access your program information](#) to track the status of your application.

6.6 Reports you must provide

If you're approved for funding, you must report on finances, performance and results. These reports include:

- progress reports: reports describing the activities completed and progress made towards the completion of activities described in the project work plan
- performance reports: annual and end of project reports that track progress against mutually agreed to performance measures outlined in the contribution agreement
- financial reports: reporting is required with each request for reimbursement of expenditures, in addition to year-end accounting and other financial reports
- other reports that we ask for

6.7 Service standards

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 your application within 1 business day
- assess your application and send you an approval or a rejection notification letter within:
 - 100 business days of receiving a complete application package for not-for-profits organizations
 - 75 business days of receiving a complete application package for for-profits organizations

Contact information

If you experience difficulty with your online account or need help with your application, please contact AAFC's Contact Centre.

Hours of operation

8:00 am to 5:00 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

For more information on the AgriAssurance Program: Kosher and Halal Investment Component, please contact us at aafc.assurance.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.

Annex A: Not-For-Profit Organizations

The application form has 10 sections to be completed.

5.1 Project information

Agriculture and Agri-Food Canada (AAFC) will use the information provided in this section, along with the details of your project's activities and budget, to determine the eligibility of your project.

5.1.1 Project overview

Project title

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

Project objective

Provide a clear and concise summary of the project, using non-technical plain language.

How would you describe your project in an "elevator pitch" to a friend or colleague, or on social media? What is the overall goal of the project? What does the project aim to achieve?

Briefly describe the main action items and how you will know the project has achieved its goal.

Complete this question after the proposal is fully developed so that it can summarize the action items and desired outcomes.

The summary should provide the following elements:

- high-level detail on the proposed activities
- what questions the project attempts to answer and why
- where the project will take place

If the project is approved for funding, this summary will be used publicly on Government of Canada websites.

Project description

This detailed description should clearly address the following elements:

Need

What market gap or commercial need that is important to the industry and Canada does your project aim to meet?

How will your project meet this need?

Objective

What is the long-term objective and how does undertaking this project contribute to achieving it?

How does your project align with the program objectives?

How do you plan to achieve the objectives of the project?

Outcome/impact

What are the potential outcomes and how will they help build trust and confidence in the sector or industry?

What could the short- and long-term impacts be on the industry if this project is not pursued? Why?

Risks

What challenges could prevent you from completing your project and how will you mitigate them?

Performance measures

What is your implementation plan to ensure sufficient sector uptake?

What are the tangible end results that will come from completing the project?

Refer to the Expected Results to determine performance indicators.

5.1.2 Additional questions

Assurance themes

Select the assurance theme(s) that applies to your project:

- animal health
- animal welfare
- quality standards
- other (please specify)

Vision and priority setting

Industry, in consultation with all stakeholders, build a shared vision and set priorities for the sector.

Gap/need analysis

Assess the current situation, identify gaps and emerging risks, determine if there is a need for an assurance system, if so, what will it achieve?

Strategy development

Development of a sector strategy and work plan to advance the completion of assurance systems.

Assurance program development

Building a plan to bring the assurance system or tool into place, in line with their strategy and consultations.

Implementation/adoption

Implementation of the assurance system by industry members and relevant stakeholders (e.g., training, communication).

A phased-in approach may be taken into account for early and late adopters (typically in sectors that make assurance systems mandatory).

Results evaluation

Assessment of an existing assurance system against the value-chain priorities identified and market needs/government regulations.

Communication of results

Communication of results to industry players.

Organizational capacity - project

Describe how your organization has the capacity to deliver the project (i.e. relevant skills, interest, and experience with the subject matter area of the project).

If applicable, provide details on past AAFC funded projects. Otherwise, provide details on projects of similar scale that your organization has previously delivered.

Ensure your response clearly addresses the following elements:

- what management controls, human resources and technical capacity do you have to ensure this proposed project will be successful?
- how will you ensure that you report regularly and accurately on the progress of the project against your work plan and budget forecasts?
- what financial controls will you have in place to ensure proper financial management of the project?
- how will you ensure that expenses submitted to AAFC are accurate and can be properly assessed to determine eligibility?
- if your organization received prior funding from the Department, briefly describe the results of the previous projects, the level of complexity or expertise used for past projects and their results.

5.1.3 Primary project location

Enter the address where the project will take place.

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.

5.1.4 Environmental considerations

In accordance with the [Impact Assessment Act](#) (IAA), we must determine if projects that take place on federal land are likely to cause significant environmental damage.

To determine if IAA applies to your project, answer the following questions:

A. 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

B. 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. AAFC will contact you as necessary.

5.1.5 Project data collection

The responses to the following questions will be used for program reporting purposes only, and will not impact the success of the application.

North American Industry Classification System

The 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 identified the following NAICS category options for this program. Select the NAICS identifier that best applies to the project or to the industry the project represents:

- agricultural production
- food and beverage manufacturing
- other

Then, select the NAICS identifier that best applies to the overall intent of your project or to the activity with the highest dollar value.

Groups who will directly benefit from the project's activities

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 Métis.

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.⁶

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.

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.

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
- self-governing Indigenous governments

Women

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

⁶ [Guide on Equity, Diversity and Inclusion Terminology – Glossaries and vocabularies – TERMIUM Plus® - Resources of the Language Portal of Canada – Canada.ca \(noslangues-ourlangues.gc.ca\)](#)

Youth

Individuals aged 39 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.⁷

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:

- consider themselves to be disadvantaged in employment by reason of that impairment, or
- believe that an employer or potential employer is likely to consider them to be disadvantaged in employment by reason of that impairment, or
- 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.

Decline to identify

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

Not applicable

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

⁷ [Canada's first Federal 2SLGBTQI+ Action Plan... Building our future, with pride – Women and Gender Equality Canada](#)

5.1.6 Previously received funding

Has your organization received any 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
- the amount received

5.1.7 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.

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

Audience

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

Community who will benefit

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

If the approved project involves activities that 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 may 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, master of ceremony for a project event, workshop facilitator or simultaneous translator)
- distribution of invitations in both official languages
- knowledge transfer activities

Outreach

- one or more OLMCs are included in the project target groups (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 both official languages, and in a form determined by Canada.

5.2 Organization or business

AAFC uses the information you provide in this section to confirm your organization's identity and to verify your organization's eligibility for funding.

Refer to the Eligibility Checklist to determine if your organization is eligible under this program.

Note: If your organization has previously submitted an online application to AAFC, the system may not require you to complete this section again. If you are aware of any changes to your organization or business information since the last submission, please contact the program to verify and update your profile.

5.2.1 Applicant information

Legal name

Your organization's legal name, as it appears in legal documents such as articles of incorporation and certificate of incorporation

Operating as (if used)

Enter the name under which your organization operates, if that name is different from its legal name. If you do not use an 'operating as' name, provide your organization's legal name.

Acronym (if used)

Enter the acronym your organization uses, if different from its legal and 'operating as' names.

CRA business number

Enter the first 9 digits of your 15-digit Canada Revenue Agency (CRA) [Business number](#).

Example: **123456789** RR 0001

If you don't have a CRA Business Number, select the checkbox "The organization or business does not have a Business Number" and provide an explanation.

Note: you'll be required to obtain a CRA Business Number if your project is approved for funding.

Organization type

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

- Not-for-profit
 - association of workers and/or employers
 - local community, charitable or voluntary organization
 - sector council (not-for-profit)
 - corporation (not-for-profit)
- Indigenous (First Nations, Inuit, Métis)
 - First Nations, Inuit, or Métis community and/or government
 - First Nations, Inuk, or Métis association
 - First Nations, Inuit, or Métis not-for-profit and/or for-profit organization

5.2.2 Headquarters address

Enter the complete address, main email address and main phone number of your organization's headquarters or regional headquarters.

5.2.3 Mailing address

Enter the mailing address if different from the Headquarters' address or click on "Copy Headquarters address".

5.2.4 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 total number of all full-time and part-time employees on your organization's payroll. Don't include contractors.

Describe your organization (for example, 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 (for example, a significant increase/decrease of staff, changes to executive leadership/Board of Directors, a change in mandate).

Responses to the remaining organizational capacity questions will be used for reporting and program planning purposes, and will not impact the success of the application.

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

[Indigenous Peoples](#)

[Women](#)

[Youth](#)

[2SLGBTQI+](#)

[Persons with disabilities](#)

[Members of visible minorities](#)

[Decline to identify](#)

[Not applicable](#)

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 the previous question, as well as the following groups:

[Gender parity](#)

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

[Non-binary](#)

A person whose gender identity does not 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.

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 links above for groups included in the previous 2 questions.

Does your organization have a Diversity, Equity and Inclusion (DEI) Plan or a Human Resources Plan that supports diversity, equity and inclusion?

Diversity, Equity and Inclusion 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 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.

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-sized enterprises and non-profit organizations, and those without Boards of Directors or senior management teams. The Challenge includes organizations that meet the Challenge and organizations that are working towards the Challenge.

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

5.3 Project team

Review the contact information for project team members and edit if necessary. There is a maximum of five (5) project team members per project. Any project team member can create and edit project application forms, submit direct deposit information and submit payment requests and performance reports to AAFC.

5.4 Activities

5.4.1 Detailed project budget

To help determine the budget numbers to enter into the Activities section, you must first complete the **Detailed project budget**, which can be downloaded from the portal. Once the budget is completed, enter the data in the relevant areas of the application and attach the spreadsheet in the Documents section of the application.

Refer to the **Instructions** within the **Detailed project budget** to assist you in completing the budget.

5.4.2 Activity details

The Activities section is where you will provide a detailed description of your planned activities, including key milestones and descriptions of your planned performance measures as well as how you will report on results.

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

The project start and end dates are automatically determined by the date that work on the first activity will take place and the last date that work on the last activity will take place. The fiscal year begins April 1 and ends on March 31.

Activity title

Provide a precise name for the activity, which clearly reflects its intended purpose.

Activity start date

Enter the date that the individual activity will start.

Activity end date

Enter the date that the individual activity will finish.

Activity location

Enter the location(s) where the individual activity will take place.

Activity 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, how):

- where and when will the project take place?
- how long will it take to complete?
- what are your methods for delivering the project?
- what difference will the project make?
- who will participate/benefit?
- what makes the activity worth funding?

Your description should also provide assurances that your activity:

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

Eligible activities for not-for-profit organizations include:

- develop, maintain, integrate and implement assurance systems, standards and tools
- communicate and facilitate knowledge transfer and dissemination of standards, systems and tools
- get expertise to develop best practices guides for the sector, for example train-the-trainer documentation
- develop additional downstream guiding materials for slaughter plant employees to help them efficiently implement any new tools and processes
- updating existing tools and standards as needed

Deliverables

Provide a description of the deliverables of each activity. Deliverables are the tangible and intangible end results that will come from completing the activity.

5.4.3 Activity cost by fiscal year

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 in the Funding Sources section of the application. The available fiscal years for each activity are determined by the activity's individual start and end date.

AAFC funding

The amounts that you're requesting from AAFC.

Non-AAFC funding

The remaining funding for the activity coming from you, your industry or partner, and/or other government.

Non-AAFC breakdown by funding source

In this section, you must show where the non-AAFC funding is coming from for the activity.

If you input a total of \$1,000 coming from non-AAFC sources in Activity cost by fiscal year, then you must list how much of that amount is funded by you, your industry or partner, and/or other government.

Confirm all activities have been added for this project

After you list all of the project activities, you must click on "I confirm" before you can move to the next section of the application.

5.4.4 Eligible costs

This section details eligible costs and limitations under this program. Use the following information to complete your budget.

AAFC will only fund project-related expenditures that are pertinent, reasonable and essential to accomplish the objectives of an eligible project and that fall under the following cost categories:

Administrative costs

Administrative costs - eligible cost items

Administrative costs are defined as the 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.

Administrative fees will be calculated at a 10% flat rate that will be cost shared. 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.

Administrative costs means costs related to:

- project management costs: management and administrative staff wages not directly related to the outcome of projects, including employees who negotiate service contracts, pay the invoices, manage the project budget, monitor 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
 - 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
- administrative information technology (IT) products and services, including maintenance
- other overhead type expenditures relating to the organization's office

Administrative costs - limitations/explanations

- don't 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
- you may also choose to not claim administrative costs, and opt-out of the flat rate
- 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
- these costs will be funded at the approved program cost-share ratio
- in-kind is not to be considered for administrative costs except for charities or not-for-profit organizations
- individual capital expenditures over \$100,000 are not eligible for administrative costs

Note: You must keep all documentation of these costs. If you're subject to an audit, you'll need to supply the supporting documents at that time.

Salaries and benefits

Salaries and benefits - eligible cost items

Salaries and benefits paid to or on behalf of staff to execute activities outlined in the project work plan. These costs do not include completing financial or performance reports for the project.

- includes Mandatory Employment Related Costs (MERCs), Employment Insurance (EI), Canada Pension Plan (CPP), Quebec Pension Plan (QPP), vacation pay and benefits
- 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

Salaries and benefits - limitations/explanations

- salaries and benefits must be additional to existing costs
- performance pay (for example, bonuses) is ineligible
- costs must be substantiated through supporting documentation, such as timesheets
- timesheets must be maintained for employees who work less than 100% of their time on the project. If your application is successful, you should expect to complete timesheets for employees working on the project
- for further clarification, 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

Contracted services

Contracted services - eligible cost items

Professional or specialized services for which a contract is entered into, such as:

- inspection
- consultant/expert services
- installation/construction
- financial auditing (required for the project)
- environmental assessment
- research
- interpretation and translation services
- project management to undertake activities

Contracted services - limitations/explanations

- 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
- materials developed for domestic activities must be available in French and English

Travel

Travel - eligible cost items

Travel costs directly related to the project, such as:

- per diems (meals, incidentals, taxis, accommodation and dependant care)
- transportation, such as airfare, rail and ground transportation
- hospitality (where eligible)
- the purchase of eligible carbon offset credits from a vendor that has received third-party verification and adheres to internationally agreed standards, including Gold Standard, VER+, VERRA (formerly VCS, Verified Carbon Standard), or B.C. Offset System

Travel - limitations/explanations

- economy airfare for all travel. Bookings should be made as far in advance as possible. Seat selection and baggage costs are eligible, but not premium seat upgrades
- if a higher class is purchased, proof of the flight's economy rate must be obtained for reimbursement purposes
- when travel is approved, claimants can claim these expenses using one of the following options:
 - a) claim the applicable per diem amount listed below
 - b) claim actual travel costs up to the maximum daily amount listed below
- the per diems will contribute to covering the costs for individual travel including:
 - accommodation (not included in same-day domestic or international trips)
 - 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 (passports and visas)
 - insurance (all types)
 - required inoculations, vaccinations, x-rays and certificates of health
 - dependent care
 - incidentals (personal phone calls, laundry, gratuities, currency exchange fees, etc.)
- whether using option (a) or (b), invoices for daily travel costs will not be required, however, proof of travel is required for the claim (for example, boarding pass, hotel invoice, trip report). Recipients must also keep all invoices and proof of payment per the terms of their Agreement.

- if using option (a), per diems can be claimed for every day on travel status as follows:
 - travel within Canada:
 - trip outside the traveller's headquarters with no overnight stay: \$100 CAD/day
 - trip outside the traveller's headquarters with an overnight stay: \$400 CAD/day
 - travel outside Canada:
 - trip outside the traveller's headquarters with no overnight stay: \$125 CAD/day
 - U.S. trip outside the traveller's headquarters with overnight stays: \$475 CAD/day
 - Any International (non-U.S.) trip outside the traveller's headquarters with overnight stays: \$575 CAD/day
- please note, for multi-day trips, day of departure and day of return is eligible for the overnight per diem rate
- if the traveller's final destination is more than 50km (100km roundtrip) from headquarters, then the additional transportation costs are eligible as follows:
 - air:
 - economy class for domestic travel
 - economy or premium economy class for international travel
 - 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 fare for the same itinerary is eligible. Therefore, proof of eligible costs must be provided. 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 the same itinerary. Proof of the economy rate will need to be provided
 - rail:
 - next highest class after the full economy class
 - private vehicle:
 - \$0.575/km for any domestic day trip
 - parking and tolls
 - gas is included in the kilometric rate. Travellers shall use the most direct, safe and practical road routes and shall claim only for distances necessarily driven while on travel status
 - private vehicle is not to be used if more expensive than rental, rail or air
 - 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 at the destination and tolls
- collision damage waiver
- any fuel service charges provided by the car rental company are not eligible
- bus or motor coach
 - 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
 - any fuel service charges provided by the car rental company are not eligible

Capital expenditures

Capital expenditures - eligible cost items

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

- 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
- 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
- have a useful life in excess of 1 year and a per item cost greater than \$10,000

Capital expenditures - limitations/explanations

- capital costs are limited to expenditures that are required for the execution of the project, have a useful life extending beyond one fiscal year and are intended to be used on a continuing basis
- to be eligible, the capital expenditure must be directly required for the project
- capital costs are limited to expenditures that are required for the execution of the project and are intended to be used on a continuing basis
- 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
- individual capital expenditures over \$100,000 are not eligible for administrative costs

Other direct project costs

Other direct project costs - eligible cost items

Other costs for project-related deliverables, such as:

- shipping
- conference fees/registration fees
- construction material costs
- translation
- printing expenses
- recruitment of volunteers (only for charities and not-for-profit organizations)
- meeting room rentals, including audio-visual equipment rentals

Other direct project costs - limitations/explanations

- the value of product samples purchased from a member and claimed to AAFC should normally be the member's production cost, not the retail price
- entertainment, excessive hospitality, gifts, prizes and giveaways are ineligible
- normal costs of establishing a commercial operation are ineligible
- costs not specifically required for the project
- the refundable portion of the GST, HST, value-added taxes, or other items for which a refund or rebate is received
- banking charges and fees, such as interest and credit card fees
- business cards, season greeting cards and subscriptions to publications
- memberships in trade and professional organizations
- retail listing fees and slotting charges
- normal costs of establishing a commercial business
- legal fees associated with the incorporation of an organization
- the purchase of land or buildings
- costs being reimbursed under an existing federal, provincial, territorial, or municipal program
- costs toward ongoing/regular communication with members, such as website and database maintenance, annual general meetings, and value chain roundtables

Ineligible costs cannot be counted as cash contributions towards the project. The applicant and partners cannot include them in their share

5.5 Funding sources

Complete this section after entering all project activities. The Project funding table is pre-populated based on information submitted in Section 4 - Activities.

See Funding and cost sharing and Sources of funding for information on cost-sharing, sources of funding, and government funding stacking limits.

This is where you will show how you plan on funding your share of the project. Enter your share of the cash and in-kind funding which will come from:

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

Within each funding type, provide the name of the funding source, as well as the cash and in-kind amounts.

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

5.6 Budget summary

Review all information in this section. The budget summary is calculated from the addition of all activities, and you must return to the Activities section to make any changes. **Reminder:** The amounts in the **Detailed project budget document** need to match the information presented in this section.

5.7 Documents

In addition to the application form, the following documents are required to be submitted to AAFC:

Required: Detailed project budget

The budget breakdown for each activity is required on the AAFC-provided Excel spreadsheet.

Required: Executive summary template

A template in which you will provide a brief summary that links proposed activities to the Project Objectives

Required: Implementation plan template

A template in which you will outline how you intend to roll out the new or improved assurance system or tool

Required: Market relevance and strategic importance template

A template in which you will detail the gaps the assurance system or tool will fill and why it is important.

Required: 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 organization’s status as a legal entity.

Documentation for First Nations, Band Councils and Tribal Councils is not required.

Additional options for other Indigenous applicants:

- Director’s resolution
- Self-government agreement or modern treaty agreement
- legal document stating they are a legal entity can be accepted as proof the organization is a legal entity

Required: A copy of the last 2 years’ financial statements

- statements for the last 2 years
- most recent interim financial statement

If Applicable: Capital asset pre-approval for grants and contributions programs

All capital asset purchases over \$10,000 must be pre-approved by the program using the AAFC Capital Asset pre-approval template.

If Available: Project endorsement letters/letters of support

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.

5.8 Contacts

5.8.1 Primary contact

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.

Email address

Provide the email of the primary contact. Please note that 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.

Position title

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

Phone numbers and fax number

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

5.8.2 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.

Indicate if you're the project contact or if you need to enter a new contact. If entering a new contact enter the following:

First name and last name

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

Email address

Provide the email of the project contact. Please note AAFC will use this information to communicate with your organization about the application.

You will also need to enter the following if you're the project contact or if entering a new contact.

Language of correspondence

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

Position title

Provide the position title of the project contact. For example, Business Owner, President, Executive Director.

Phone numbers and fax number

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

5.9 Declarations

Read and complete the declarations.

5.10 Review and submit

After you complete your application form and include the additional documents, please submit your application.

If you have any trouble when you complete or submit the application, please contact the program.

Annex B: For-Profit Organizations

The application form has 10 sections to be completed.

5.1 Project information

Agriculture and Agri-Food Canada (AAFC) will use the information provided in this section, along with the details of your project's activities and budget, to determine the eligibility of your project.

5.1.1 Project overview

Project title

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

Project objective

Provide a clear and concise summary of the project, using non-technical plain language.

How would you describe your project in an "elevator pitch" to a friend or colleague, or on social media? What is the overall goal of the project? What does the project aim to achieve?

Briefly describe the main action items and how you will know the project has achieved its goal.

Complete this question after the proposal is fully developed so that it can summarize the action items and desired outcomes.

The summary should provide the following elements:

- high-level detail on the proposed activities
- what questions the project attempts to answer and why
- where the project will take place

If the project is approved for funding, this summary will be used publicly on Government of Canada websites.

Project description

This detailed description should clearly address the following elements:

Need

Indicate how the certification will allow you to take advantage of specific market opportunities that you have identified

Objective

How does your project align with the program objectives?

How do you plan to achieve the objectives of the project?

Outcome/impact

What are the potential outcomes and how will they help build trust and confidence in the sector or industry?

Risks

What challenges could prevent you from completing your project and how will you mitigate them?

Organizational capacity - project

Describe how your organization has the capacity to deliver the project (i.e. relevant skills, interest, and experience with the subject matter area of the project).

If applicable, provide details on past AAFC funded projects. Otherwise, provide details on projects of similar scale that your organization has previously delivered.

Ensure your response clearly addresses the following elements:

- what management controls, human resources and technical capacity do you have to ensure this proposed project will be successful?
- how will you ensure that you report regularly and accurately on the progress of the project against your work plan and budget forecasts?
- what financial controls will you have in place to ensure proper financial management of the project?
- how will you ensure that expenses submitted to AAFC are accurate and can be properly assessed to determine eligibility?
- if your organization received prior funding from the Department, briefly describe the results of the previous projects, the level of complexity or expertise used for past projects and their results.

5.1.2 Primary project location

Enter the address where the project will take place.

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.

5.1.3 Environmental considerations

In accordance with the [Impact Assessment Act](#) (IAA), we must determine if projects that take place on federal land are likely to cause significant environmental damage.

To determine if IAA applies to your project, answer the following questions:

A. 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

B. 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:

- d. 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;
- e. 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
- f. 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. AAFC will contact you as necessary.

5.1.4 Project data collection

The responses to the following questions will be used for program reporting purposes only, and will not impact the success of the application.

North American Industry Classification System

The 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 identified the following NAICS category options for this program. Select the NAICS identifier that best applies to the project or to the industry the project represents:

- agricultural production
- food and beverage manufacturing
- other

Then, select the NAICS identifier that best applies to the overall intent of your project or to the activity with the highest dollar value.

Harmonized System Codes

In this section, list all the Harmonized System Codes for the products for export in this project. Describe the product(s) and include the 6 digit HS Code(s) which can be found in the Harmonized Commodity Description and Coding System.

Groups who will directly benefit from the project's activities

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 Métis.

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.⁸

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.

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.

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
- self-governing Indigenous governments

Women

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

Youth

Individuals aged 39 and under.

⁸ [Guide on Equity, Diversity and Inclusion Terminology – Glossaries and vocabularies – TERMIUM Plus® - Resources of the Language Portal of Canada – Canada.ca \(noslangues-ourlangues.gc.ca\)](#)

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.⁹

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:

- consider themselves to be disadvantaged in employment by reason of that impairment, or
- believe that an employer or potential employer is likely to consider them to be disadvantaged in employment by reason of that impairment, or
- 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.

Decline to identify

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

Not applicable

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

5.1.5 Previously received funding

Has your organization received any 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
- the amount received

⁹ [Canada's first Federal 2SLGBTQI+ Action Plan... Building our future, with pride – Women and Gender Equality Canada](#)

5.1.6 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.

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

Audience

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

Community who will benefit

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

If the approved project involves activities that 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 may 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, master of ceremony for a project event, workshop facilitator or simultaneous translator)
- distribution of invitations in both official languages
- knowledge transfer activities

Outreach

- one or more OLMCs are included in the project target groups (for example, for example, as 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 both official languages, and in a form determined by Canada.

5.2 Organization or business

AAFC uses the information you provide in this section to confirm your organization's identity and to verify your organization's eligibility for funding.

Refer to the Eligibility Checklist to determine if your organization is eligible under this program.

Note: If your organization has previously submitted an online application to AAFC, the system may not require you to complete this section again. If you are aware of any changes to your organization or business information since the last submission, please contact the program to verify and update your profile.

5.2.1 Applicant information

Legal name

Your organization's legal name, as it appears in legal documents such as articles of incorporation and certificate of incorporation.

Operating as (if used)

Enter the name under which your organization operates, if that name is different from its legal name. If you do not use an 'operating as' name, provide your organization's legal name.

Acronym (if used)

Enter the acronym your organization uses, if different from its legal and 'operating as' names.

CRA business number

Enter the first 9 digits of your 15-digit Canada Revenue Agency (CRA) [Business number](#).

Example: **123456789** RR 0001

If you don't have a CRA Business Number, select the checkbox "The organization or business does not have a Business Number" and provide an explanation.

Note: you'll be required to obtain a CRA Business Number if your project is approved for funding.

Organization type

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

- for-profit
 - partnership
 - corporation (for-profit)
 - co-operative (for-profit)
 - commune (for-profit)
- Indigenous (First Nations, Inuit, Métis)
 - First Nations, Inuit, or Métis community and/or government
 - First Nations, Inuit, or Métis association
 - First Nations, Inuit, or Métis for-profit and/or not-for-profit organization

5.2.2 Headquarters address

Enter the complete address, main email address and main phone number of your organization's headquarters or regional headquarters.

5.2.3 Mailing address

Enter the mailing address if different from the Headquarters' address or click on "Copy Headquarters address".

5.2.4 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 total number of all full-time and part-time employees on your organization's payroll. Don't include contractors.

Describe your organization (for example, 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 (for example, a significant increase/decrease of staff, changes to executive leadership/Board of Directors, a change in mandate).

Responses to the remaining organizational capacity questions will be used for reporting and program planning purposes, and will not impact the success of the application.

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

[Indigenous Peoples](#)

[Women](#)

[Youth](#)

[2SLGBTQI+](#)

[Persons with disabilities](#)

[Members of visible minorities](#)

[Decline to identify](#)

[Not applicable](#)

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 the previous question, as well as the following groups:

[Gender parity](#)

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

[Non-binary](#)

A person whose gender identity does not 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.

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 links above for groups included in the previous 2 questions.

Does your organization have a Diversity, Equity and Inclusion (DEI) Plan or a Human Resources Plan that supports diversity, equity and inclusion?

Diversity, Equity and Inclusion 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 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.

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-sized enterprises and non-profit organizations, and those without Boards of Directors or senior management teams. The Challenge includes organizations that meet the Challenge and organizations that are working towards the Challenge.

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

5.3 Project team

Review the contact information for project team members and edit if necessary. There is a maximum of five (5) project team members per project. Any project team member can create and edit project application forms, submit direct deposit information and submit payment requests and performance reports to AAFC.

5.4 Activities

5.4.1 Detailed project budget

To help determine the budget numbers to enter into the Activities section, you must first complete the **Detailed project budget**, which can be downloaded from the portal. Once the budget is completed, enter the data in the relevant areas of the application and attach the spreadsheet in the Documents section of the application.

Refer to the **Instructions** within the **Detailed project budget** to assist you in completing the budget.

5.4.2 Activity details

The Activities section is where you will provide a detailed description of your planned activities, including key milestones and descriptions of your planned performance measures as well as how you will report on results.

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

The project start and end dates are automatically determined by the date that work on the first activity will take place and the last date that work on the last activity will take place. The fiscal year begins April 1 and ends on March 31.

Activity title

Provide a precise name for the activity, which clearly reflects its intended purpose.

Activity start date

Enter the date that the individual activity will start.

Activity end date

Enter the date that the individual activity will finish.

Activity location

Enter the location(s) where the individual activity will take place.

Activity 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, how):

- where and when will the project take place?
- how long will it take to complete?
- what are your methods for delivering the project?
- what difference will the project make?
- who will participate/benefit?
- what makes the activity worth funding?

Your description should also provide assurances that your activity:

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

For-profit organizations eligible activities include:

- contract professional services to get the certification for Canadian kosher and/or halal red meat (beef and veal) products required to access a specific export opportunity or domestic market opportunity (for example, with a defined grocery retailer)
- the salary of individuals dedicated to working on the development of documents and/or training for such certification
- travel to enable certification
- lab test costs required to get the certification or recognition

Deliverables

Provide a description of the deliverables of each activity. Deliverables are the tangible and intangible end results that will come from completing the activity.

5.4.3 Additional questions

Type of activity

For each activity in your work plan, please select the activity type which best describes what you will be undertaking from the list below:

- certification: select this option if your project will enable you to obtain a third-party certification allowing you to access an export market. Provide the name of the recognized certification program in the field provided
- other (please specify): select this option if our project will enable you to fulfill some other requirement to access a market. Describe the requirement you will fulfill

Expected Results

Provide the measures for each of the expected results that apply for each individual activity that you plan on undertaking. Enter a numeric value for each expected result that applies. For expected results that do not apply, enter n/a.

Number of new prospects by the end of the project

- The number of qualified contacts or potential buyers whose information has been confirmed or acted upon. For example, your organization has verified and used the contact information for follow-up, such as meeting with the person, sending sales and direct marketing materials, or placing sales calls. This does not include the general collection of business cards, mailing lists, or other contact information.

Value of estimated sales (\$CAD) by one year after the end of the project

- The direct forecasted sales one year after the project resulting from the activity. This value should be directly resulting from the scheme and is not the value of estimated sales for the entire commodity/sector.

Value of estimated sales (\$CAD) by the end of the project

- The direct sales (forecasted or actual) from the activity. This value should be directly resulting from the scheme and is not the value of estimated sales for the entire commodity/sector.

5.4.4 Activity cost by fiscal year

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 in the Funding Sources section of the application. The available fiscal years for each activity are determined by the activity's individual start and end date.

AAFC funding

The amounts that you're requesting from AAFC.

Non-AAFC funding

The remaining funding for the activity coming from you, your industry or partner, and/or other government.

Non-AAFC breakdown by funding source

In this section, you must show where the non-AAFC funding is coming from for the activity.

If you input a total of \$1,000 coming from non-AAFC sources in Activity cost by fiscal year, then you must list how much of that amount is funded by you, your industry or partner, and/or other government.

Confirm all activities have been added for this project

After you list all of the project activities, you must click on “I confirm” before you can move to the next section of the application.

5.4.5 Eligible costs

This section details eligible costs and limitations under this program. Use the following information to complete your budget.

AAFC will only fund project-related expenditures that are pertinent, reasonable and essential to accomplish the objectives of an eligible project and that fall under the following cost categories:

Salaries and benefits

Salaries and benefits - eligible cost items

Salaries and benefits paid to or on behalf of staff to execute activities outlined in the project work plan. These costs do not include completing financial or performance reports for the project.

- includes Mandatory Employment Related Costs (MERCs), Employment Insurance (EI), Canada Pension Plan (CPP), Quebec Pension Plan (QPP), vacation pay and benefits
- 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

Salaries and benefits - limitations/explanations

- salaries and benefits must be additional to existing costs
- performance pay (for example, bonuses) is ineligible
- costs must be substantiated through supporting documentation, such as timesheets
- timesheets must be maintained for employees who work less than 100% of their time on the project. If your application is successful, you should expect to complete timesheets for employees working on the project
- for further clarification, 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

Contracted services

Contracted services - eligible cost items

Professional or specialized services for which a contract is entered into, such as:

- inspection
- consultant/expert services
- environmental assessment
- research
- interpretation and translation services
- project management to undertake activities

Contracted services - limitations/explanations

- 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
- materials developed for domestic activities must be available in French and English
- AAFC will not reimburse costs related to certification services provided by federal governments and agencies

Travel

Travel - eligible cost items

Travel costs directly related to the project, such as:

- per diems (meals, incidentals, taxis, accommodation and dependant care)
- transportation, such as airfare, rail and ground transportation
- hospitality (where eligible)
- the purchase of eligible carbon offset credits from a vendor that has received third-party verification and adheres to internationally agreed standards, including Gold Standard, VER+, VERRA (formerly VCS, Verified Carbon Standard), or B.C. Offset System

Travel - limitations/explanations

- economy airfare for all travel. Bookings should be made as far in advance as possible. Seat selection and baggage costs are eligible, but not premium seat upgrades
- if a higher class is purchased, proof of the flight's economy rate must be obtained for reimbursement purposes

- when travel is approved, claimants can claim these expenses using one of the following options:
 - c) claim the applicable per diem amount listed below
 - d) claim actual travel costs up to the maximum daily amount listed below
- the per diems will contribute to covering the costs for individual travel including:
 - accommodation (not included in same-day domestic or international trips)
 - 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 (passports and visas)
 - insurance (all types)
 - required inoculations, vaccinations, x-rays and certificates of health
 - dependent care
 - incidentals (personal phone calls, laundry, gratuities, currency exchange fees, etc.)
- whether using option (a) or (b), invoices for daily travel costs will not be required, however, proof of travel is required for the claim (for example, boarding pass, hotel invoice, trip report). Recipients must also keep all invoices and proof of payment per the terms of their Agreement.
- if using option (a), per diems can be claimed for every day on travel status as follows:
 - travel within Canada:
 - trip outside the traveller's headquarters with no overnight stay: \$100 CAD/day
 - trip outside the traveller's headquarters with an overnight stay: \$400 CAD/day
 - travel outside Canada:
 - trip outside the traveller's headquarters with no overnight stay: \$125 CAD/day
 - U.S. trip outside the traveller's headquarters with overnight stays: \$475 CAD/day
 - Any International (non-U.S.) trip outside the traveller's headquarters with overnight stays: \$575 CAD/day
- please note, for multi-day trips, day of departure and day of return is eligible for the overnight per diem rate
- if the traveller's final destination is more than 50km (100km roundtrip) from headquarters, then the additional transportation costs are eligible as follows:
 - air:
 - economy class for domestic travel
 - economy or premium economy class for international travel
 - 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 fare for the same itinerary is

eligible. Therefore, proof of eligible costs must be provided. 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 the same itinerary. Proof of the economy rate will need to be provided

- rail:
 - next highest class after the full economy class
- private vehicle:
 - \$0.575/km for any domestic day trip
 - parking and tolls
 - gas is included in the kilometric rate. Travellers shall use the most direct, safe and practical road routes and shall claim only for distances necessarily driven while on travel status
 - private vehicle is not to be used if more expensive than rental, rail or air
- 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 at the destination and tolls
 - collision damage waiver
 - any fuel service charges provided by the car rental company are not eligible
- bus or motor coach
 - 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
 - any fuel service charges provided by the car rental company are not eligible

Other direct project costs

Other direct project costs - eligible cost items

Other costs for project-related deliverables, such as:

- shipping
- translation
- printing expenses

Other direct project costs - limitations/explanations

- the value of product samples purchased from a member and claimed to AAFC should normally be the member's production cost, not the retail price
- entertainment, excessive hospitality, gifts, prizes and giveaways are ineligible

- normal costs of establishing a commercial operation are ineligible
- costs not specifically required for the project
- the refundable portion of the GST, HST, value-added taxes, or other items for which a refund or rebate is received
- banking charges and fees, such as interest and credit card fees
- business cards, season greeting cards and subscriptions to publications
- memberships in trade and professional organizations
- retail listing fees and slotting charges
- normal costs of establishing a commercial business
- legal fees associated with the incorporation of an organization
- the purchase of land or buildings
- costs being reimbursed under an existing federal, provincial, territorial, or municipal program
- costs toward ongoing/regular communication with members, such as website and database maintenance, annual general meetings, and value chain roundtables

Ineligible costs cannot be counted as cash contributions towards the project. The applicant and partners cannot include them in their share

5.5 Funding sources

Complete this section after entering all project activities. The Project funding table is pre-populated based on information submitted in Section 4 - Activities.

See Funding and cost sharing and Sources of funding for information on cost-sharing, sources of funding, and government funding stacking limits.

This is where you will show how you plan on funding your share of the project. Enter your share of the cash funding which will come from:

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

Within each funding type, provide the name of the funding source, as well as the cash amounts.

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

5.6 Budget summary

Review all information in this section. The budget summary is calculated from the addition of all activities, and you must return to the Activities section to make any changes. **Reminder:** The amounts in the **Detailed project budget document** need to match the information presented in this section.

5.7 Documents

In addition to the application form, the following documents are required to be submitted to AAFC:

Required: Detailed project budget

The budget breakdown for each activity is required on the AAFC-provided Excel spreadsheet.

Required: Program questionnaire template

In this questionnaire you must demonstrate that you have developed an international market export plan for the targeted market(s).

Required: 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 organization's status as a legal entity.

Documentation for First Nations, Band Councils and Tribal Councils is not required.

Additional options for other Indigenous applicants:

- director's resolution
- self-government agreement or modern treaty agreement
- legal document stating they are a legal entity can be accepted as proof the organization is a legal entity

Required: A copy of the last 2 years' financial statements

- statements for the last 2 years
- most recent interim financial statement

5.8 Contacts

5.8.1 Primary contact

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.

Email address

Provide the email of the primary contact. Please note that 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.

Position title

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

Phone numbers and fax number

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

5.8.2 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.

Indicate if you're the project contact or if you need to enter a new contact. If entering a new contact enter the following:

First name and last name

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

Email address

Provide the email of the project contact. Please note AAFC will use this information to communicate with your organization about the application.

You will also need to enter the following if you're the project contact or if entering a new contact.

Language of correspondence

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

Position title

Provide the position title of the project contact. For example, Business Owner, President, Executive Director.

Phone numbers and fax number

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

5.9 Declarations

Read and complete the declarations.

5.10 Review and submit

After you complete your application form and include the additional documents, please submit your application.

If you have any trouble when you complete or submit the application, please contact the program.