



# Local Food Infrastructure Fund: Community Support Stream - Applicant Guide



Agriculture and  
Agri-Food Canada

Agriculture et  
Agroalimentaire Canada

Canada



## Local Food Infrastructure Fund: Community Support Stream – Applicant Guide

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## Step 1. What this program offers

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### **Intake period: Open**

Apply from June 19, 2026 to July 9, 2026. The intake period may close sooner if funding has been fully committed or if otherwise announced here.

The program ends March 31, 2027.

### **1.1 About the program**

The Local Food Infrastructure Fund: Community Support Stream supports not-for-profit organizations to acquire and distribute food to Canadians facing food insecurity.

As announced by the Government of Canada, \$20 million is being provided to support food banks and other not-for-profit national, regional, and local organizations in delivering nutritious food to Canadians who are most at risk of food insecurity.

### **1.2 Program objectives**

Through the **further distribution of funds** by a limited number of not-for-profit organizations to approved community-based organizations, the program will:

- support community-based organizations to acquire and distribute food to Canadians most at risk of food insecurity.

### **1.3 Funding**

Funding will be provided to a limited number of not-for-profit organizations (“initial recipients”) with knowledge of, experience with, and access to an established network of food banks and other community-based organizations.

**The maximum Agriculture and Agri-Food Canada (AAFC) contribution toward a project will normally not exceed \$15,000,000. If you apply for funding under \$3,000,000, after ineligible costs have been removed, your application will not be considered for funding.**

### **1.4 Cost-sharing**

AAFC will provide up to 100% in funding toward eligible project costs.



## Further distribution of funds

The program will provide contributions to eligible initial recipients who will further distribute funds to one or more ultimate recipients. Ultimate recipients and initiatives to be funded will be selected by initial recipients based on a clear, transparent, and open decision-making process.

An initial recipient:

- is a not-for-profit organization that receives contribution funding from AAFC and further distributes that funding to ultimate recipients
- will have a relationship with AAFC and with the ultimate recipients
- will have independence in how they further distribute contributions
- will carry out a transparent, and open decision-making process, which includes the selection of ultimate recipients and projects or activities to be funded

An ultimate recipient:

- is a not-for-profit community-based organization or an Indigenous community, association or government that receives funding from an initial recipient
- will have a relationship with the initial recipient
- will not have a relationship with AAFC

**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](mailto:aafc.indigenouspathfinder-explorateurautochtone.aac@agr.gc.ca) or telephone: 1-866-367-8506.



## Step 2. Eligibility

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Check if you meet the criteria to apply.

### 2.1 Eligibility checklist

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

[ ]	You're one of the following organization types: <ul style="list-style-type: none"><li>• <b>Not-for-profit:</b> 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"><li>○ corporation</li></ul></li><li>• <b>Not-for-profit Indigenous (First Nation, Inuit, Métis)<sup>1</sup></b> organizations: A First Nation, Inuit or Métis not-for-profit organization</li></ul>
[ ]	You have a national or provincial/territorial geographic reach (a national or provincial/territorial, established network of not-for-profit community-based organizations serving Canadians at risk of food insecurity).
[ ]	By the application submission date, you have been in operation for at least 2 years as a legal entity (federally, provincially or territorially incorporated) capable of entering into legally binding agreements.

**Note:** Priority will be given to national organizations with a national network of not-for-profit community-based organizations that serve Canadians most at risk of food insecurity.

### 2.2 Eligible activities

There is one eligible activity for initial recipients:

**Activity 1:** Further distributing funds to ultimate recipients.

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<sup>1</sup> Agriculture and Agri-Food Canada is committed to engaging and fostering meaningful relationships with Indigenous Peoples (First Nations, Métis and Inuit). Recognizing that Indigenous Peoples have unique and diverse realities, perspectives and needs associated to agriculture and agri-food, the program was designed to be inclusive of Indigenous groups.

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

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



## 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

Contribution agreements between initial and ultimate recipients will further confirm eligible costs in alignment with program parameters and terms and conditions. These parameters specify that while funding is expected to be used primarily for the purchase of food, up to 25% of the initial recipient's overall funding may be allocated to ultimate recipients for storage and distribution equipment.

**Note:** Costs incurred and work started prior to your application being deemed complete are ineligible under the program. Any costs incurred after the deemed complete date, but prior to the signing of a contribution agreement will be incurred solely at your risk without any obligation of payment by the program.

For more detailed information, refer to [Eligible costs \(Complete the application and apply\)](#).

## 2.4 Expected results

As an initial recipient, you'll:

- collect detailed data to measure and report on your distribution of funds
- submit reports tracking project outcomes as they relate to the ultimate recipients involved

Contribution agreements between AAFC and the initial recipients will further confirm expected results which align with the program parameters and terms and conditions. The expected results are within the initial recipient's control and are detailed enough to measure performance and hold them accountable.

There are no performance requirements between AAFC and the ultimate recipients.

Expected outcomes and indicators for which data will be collected include, but are not limited to, the following.



Results timeline	Outcome	Performance indicators	Data source
<b>Immediate</b>	<p>Organizations have increased capacity to deliver community food security programs.</p> <p>New partnerships between organizations are created to undertake community-led action on food.</p>	<p>Degree to which funded organizations' capacity to deliver community food security programs has been increased.</p> <p>Percentage change in the number of programs and services delivered among funded organizations.</p> <p>Percentage change in the number of recipients reporting new partnerships among organizations in the community</p>	<p>Data collected directly from funding recipients following project completion.</p>
<b>Intermediate</b>	<p>Food environments are improved within communities.</p>	<p>Percentage change in the quantity and value of foods distributed through funded projects.</p> <p>Degree to which recipients report improved availability and access to nutritious and culturally appropriate food.</p>	<p>Data collected directly from funding recipients following project completion.</p>
<b>Ultimate</b>	<p>Strengthened community food security.</p>	<p>Relative change in the degree to which project recipients perceive access to nutritious and culturally appropriate food.</p>	<p>Final recipient performance reports.</p> <p>Where possible, a survey of ultimate beneficiaries will be administered by project proponents after project completion.</p>



			The survey will be incorporated in recipient performance reports to collect information on the perceived change related to the level of community food insecurity in the community.
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## Step 3. Before you apply

**Intake period: Open**

Apply from June 19, 2026 to July 9, 2026. The intake period may close sooner if funding has been fully committed or if otherwise announced here.

The program ends March 31, 2027.

Review and consider the following information before you apply.

### 3.1 Your responsibilities as an initial recipient

As an initial recipient, you will be responsible for:

- managing a transparent and open decision-making process to select the ultimate recipients of funding — organizations that will purchase food and equipment to expand the reach and impact of community food programming in Canada
- running the selection process of the ultimate recipients independently from direct government intervention (and in no event acting as an Agent of the Crown in distributing funds)
- giving priority to ultimate recipients who reach Canadians most at risk of food insecurity, including Indigenous Peoples and other under-represented and marginalized groups
- monitoring ultimate recipients and their obligations as outlined in the funding agreement between the initial recipient and the ultimate recipient
- sending reports to AAFC on financials and the total project results achieved

**Note:** Projects from ultimate recipients involving new building construction and/or structural changes to an existing building are not eligible to be funded under the program.



## 3.2 How we assess your application

All applications will be selected in a fair, accessible, and transparent manner. They'll undergo a competitive review process and will be evaluated based on their merit and the extent to which they meet the following criteria.

### **Well-established networks and geographical reach**

Your experience with and access to partners and national or provincial/territorial networks of not-for-profit community-based organizations supporting community food programming. Networks should allow for broad geographic reach within a province/territory or across the country.

**Note:** Priority will be given to national not-for-profit organizations with a national network of not-for-profit community-based organizations that serve Canadians at risk of food insecurity.

### **Impact on community food security**

Your ability to make sure that funded projects will maximize impact on community food security and will increase the capacity of ultimate recipients to provide nutritious and culturally appropriate food to Canadians most at risk of food insecurity.

### **Ability to further distribute funds**

Your capacity, governance structure, partners, established networks, and facilities that will be leveraged to further distribute funding within a limited time frame.

### **Experience supporting at-risk groups**

Your ability to make sure funded projects or activities support community food security programming that reaches low-income communities, Indigenous groups (First Nations, Inuit or Métis) and/or individuals from other under-represented or marginalized groups. This includes experience with the provision of culturally appropriate food.

### **Ability to manage a selection process**

Your capacity to manage a transparent and open decision-making process to select the ultimate recipients and corresponding projects or activities to be funded.

### **Capacity to manage contribution funding**

Your ability to develop and put into action an accountability and management framework; manage written funding agreements with ultimate recipients; and manage and leverage internal controls to make sure funding is provided to ultimate recipients for the intended purposes.



### **Expertise in community food programming**

Your experience working with a variety of not-for-profit community-based organizations supporting Canadians at risk of food insecurity within a province, territory, or across Canada.

### **Reporting capacity**

Your ability to collect data to measure and report on distribution of funds and to track project outcomes as they relate to the ultimate recipients involved.

### **Financial capacity**

Your capacity for strong financial management over at least 2 years; all sources of funding for the project to be funded under the program are identified.

### **Program objectives and priorities**

Your proposed activities, including expected results and outcomes, support program objectives and priorities.

### **Project activities and expenditures**

Your proposed activities and expenditures are clear, reasonable and eligible.


### **Additional assessment criteria**

We will also consider the overall quality of your application and the extent to which your application will meet, at a minimum, the following:

- You have experience supporting culturally appropriate community food security programming.
- You have a reasonable plan or strategy to mitigate risks, including potential delays in further distributing funds.
- You have the ability to provide services and communication materials of equal quality in both official languages.
- Your project can show broader collateral benefits on community food security.

**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](mailto:aafc.indigenouspathfinder-explorateurautochtone.aac@agr.gc.ca) or telephone: 1-866-367-8506.

Please note that even if your project meets all eligibility criteria, the submission of an application creates no obligation on the part of the Minister or of Agriculture and Agri-Food Canada officials to provide funding for the proposed project. The Minister retains



discretion to determine, based on other public policy and public interest considerations, whether an application that meets the criteria identified in the guide will ultimately receive funding.

### 3.3 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 (MAPAQ) at [dpci@mapaq.gouv.qc.ca](mailto: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 before they enter 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, upon request, 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

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Complete and submit your application

### Complete and submit the application form

1. [Access your program information](#)
2. Choose a secure sign-in method
3. Sign in (or Sign up)
4. Start a new application process
5. Complete the application form
6. Complete and save the forms on your computer
7. Upload the completed forms as well as the following documents
  - You can add additional documents that you feel will support your submission
    - **Required:** Copy of the organization's Certificates, Articles of Incorporation or Letters Patent
    - **Required:** Copy of the last 2 years' financial statements



- **Optional:** Accountability and management framework
  - **Optional:** Any additional documents you feel will support your submission
8. Complete the application details
  9. 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](mailto:aafc.indigenouspathfinder-explorateurautochtone.aac@agr.gc.ca) or telephone: 1-866-367-8506.

## Step 5. Complete the application and apply

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**Note:** AAFC uses the information you give in the application form to determine whether your project is eligible.

The application form has 9 sections to be completed.

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1. Project information
2. Project team
3. Activities
4. Funding sources
5. Budget summary
6. Documents
7. Contacts
8. Declarations
9. Review and submit

## How to complete the application form

### 5.1 Project information

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.



## **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. The summary should provide the overall goal of the project and what the project aims to achieve.

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

## **Project description**

Outline the issues and gaps that the project will respond to as well as how the project will do this.

## **Accountability and management framework**

State if your organization has the capacity to develop and put into action an accountability and management framework to support funding decisions with regard to ultimate recipients. This framework helps show that your organization has management oversight mechanisms in place in core areas (for example, finances, distribution of funding, information and technology, results and reporting, and human resources).

## **Previous experience further distributing funds**

Describe any experience your organization has leading initiatives that further distribute funds to not-for-profit community-based organizations that support food security. Please include the initiative's objectives, results and dates, if funding agreements were signed with ultimate recipients, and any experience with overseeing reviews or audits related to the initiative(s).

## **Targeted programming**

Describe your experience working with low-income communities, Indigenous groups (First Nations, Métis or Inuit) and/or individuals from other under-represented and marginalized groups.

For more information regarding low-income thresholds, please visit [Low income measure \(LIM\) thresholds by income source and household size \(Statistics Canada\)](#).



For more information regarding food insecurity please visit [Household food insecurity in Canada: Overview \(Health Canada\)](#)

State if your organization has experience supporting culturally appropriate community food programming.

### **Impact on community food security**

Describe how your organization will make sure that funded projects will maximize impact on community food security and will increase the capacity of ultimate recipients to provide nutritious and culturally appropriate food to Canadians most at risk of food insecurity.

### **Project design and delivery**

Describe how your organization will design, launch and manage a clear, transparent, and open decision-making process for the selection of the ultimate recipient(s) and projects/activities to be funded.

Please provide a timeline to further distribute funding to not-for-profit community-based organizations that support community food programming from Fall 2026 to March 31, 2027 (maximum 6 months).

### **Community and environmental benefits**

Describe how you will make sure of availability and a fair geographical distribution of funds to ultimate recipients serving communities at risk of food insecurity across Canada.

State if your project has broader benefits on community food security and if your project will help strengthen connections to local food systems and promote environmental sustainability. If so, explain how?

### **Project risk**

Identify any financial and non-financial risks as well as associated mitigation measures.

### **Results reporting**

Describe how you will collect data to measure and report on the distribution of funds and to track project outcomes.

### **Organizational description / Governance structure**

Outline your geographical coverage for your services (national, provincial or territorial).



Provide the number of not-for-profit community-based organizations in your network, as well as approximate number of people served.

State if your organization is led by (more than 50%) one or more of the following groups? Select all that apply. (Responses to this question will be used for reporting and program planning purposes, and will not impact the success of the application)

- Indigenous Peoples - First Nations
- Indigenous Peoples - Métis
- Indigenous Peoples - Inuit
- Indigenous Peoples - Unknown
- Persons with Disabilities
- Members of Visible Minorities
- Women
- Youth
- 2SLGBTQI+
- Gender parity (50% women and/or non-binary people or more)
- Not applicable
- Decline to identify

Description of under-represented and marginalized groups

### **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.<sup>2</sup>

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

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

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

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<sup>2</sup> [Guide on Equity, Diversity and Inclusion Terminology](#)



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

### **Members of visible minorities**

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

### **Women**

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

### **Youth**

Individuals aged 35 and under.

### **2SLGBTQI+**

Two-Spirit, lesbian, gay, bisexual, transgender, queer, intersex, and other people who identify as part of sexual and gender diverse communities who use additional terminologies.<sup>3</sup>

### **Gender parity**

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

### **Not applicable**

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

### **Decline to identify**

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

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<sup>3</sup> [Federal 2SLGBTQI+ Action Plan...Building our future, with pride](#)



Does your organization self-identify as being Black-led or Black-focused?

- Yes
- No
- Decline to identify

**Black-led**

An organization where the leadership positions are minimum 2/3 occupied by people who self-identify as Black, and/or where the governance structure is minimum 2/3 composed of people who self-identify as Black.

**Black-focused**

An organization where your mandate supports members of the Black community

**Decline to identify**

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

Describe your organization’s capacity, governance structure, partners, the extent of your network, and facilities that will be leveraged to further distribute funding within a limited time frame.

Will your organization provide services and communication materials of equal quality in both official languages to reach potential ultimate recipients in the official language of their choice?

**Organizational capacity (Project information section)**

Describe how your organization has the capacity to deliver the project (that is, relevant skills 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.

**Primary project location**

Enter the address where the project will take place.

If the project takes place in more than one location, provide the address of the location where most of the project activities and budget will take place.



## 5.1.1 Environmental considerations

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

To determine if the 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.

### 5.1.2 Project data collection

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

NAICS Identifier: 62421: Community food services

Select any of the following groups who will directly benefit from the intent of this project’s activities (select all that apply).

- Indigenous Peoples
  - First Nations
  - Métis
  - Inuit
  - Unknown
- 2SLGBTQI+
- Women
- Youth
- Members of Visible Minorities
- Persons with Disabilities
- Not applicable
- Decline to identify

Descriptions for each of the above groups and options can be found in [Section 5.1.3 Project data collection](#).



## Previously received funding

Has your organization received any funding from Agriculture and Agri-Food Canada (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

### 5.1.3 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, would 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 are 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 Project team

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.

Review the contact information for project team members and edit if necessary. There is a maximum of 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.

**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're 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 Organization or business

#### 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 must get a CRA Business Number if your project is approved for funding.

### **State your Organization type**

Select one of the following:

- Indigenous (First Nations, Inuit, Métis)
- Not-for-profit

### **Organization type – Additional information**

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

- Indigenous (First Nations, Inuit, Métis)
  - First Nations, Métis or Inuit not-for-profit organization
- Not-for-profit
  - Corporation

## **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."



## Organizational capacity (Project team section)

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 or 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 your application.

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

- Indigenous Peoples
  - First Nations
  - Métis
  - Inuit
  - Unknown
- Persons with Disabilities
- Members of Visible Minorities
- Women
- Youth
- 2SLGBTQI+
- Not applicable
- Decline to identify

Descriptions for each of the above groups and options can be found in [Section 5.1.3 Project data collection](#).

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

- Indigenous Peoples
  - First Nations
  - Métis



- Inuit
- Unknown
- Persons with Disabilities
- Members of Visible Minorities
- Women
- Youth
- 2SLGBTQI+
- Gender parity (50% women and/or non-binary people or more)
- Not applicable
- Decline to identify

Descriptions for each of the above groups and options can be found in [Section 5.1.3 Project data collection](#). Additional descriptions are provided below for “Gender parity” and “non-binary.”

**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)

- Indigenous Peoples
  - First Nations
  - Métis
  - Inuit
  - Unknown
- Persons with Disabilities
- Members of Visible Minorities
- Women
- Youth
- 2SLGBTQI+
- Gender parity (50% women and/or non-binary people or more)
- Not applicable
- Decline to identify

Descriptions for each of the above groups and options can be found in Section 5.1.3 Project data collection. Additional descriptions are provided below for “Gender parity” and “non-binary.”

**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 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 organization’s overall strategic and operational plans and includes objectives to advance diversity, equity and inclusion in the workplace.

[Does your organization participate in the 50 – 30 Challenge: Your Diversity Advantage?](#)

The [50 – 30 Challenge](#) program was designed to support organizations across Canada in fostering diversity and inclusion by promoting gender parity (50%) and increased representation of equity-deserving groups (30%) within leadership roles.

The 50 – 30 Challenge program has closed to new signatories as of March 31, 2025, but its resources are still available to support workplace equity, diversity, and inclusion in Canada.

## **5.3 Activities**

### **5.3.1 Activity details**

The Activities section is where you will provide a detailed description of the 1 planned activity noted in the application form, which is as follows.

**Activity 1:** Initial recipients will further distribute funds to ultimate recipients.

You should include 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 day that work on the last activity will take place. The fiscal year begins April 1 and concludes March 31.

**Activity title**

**Activity 1:** Please enter “Further distribution of funds to ultimate recipients.”

**Activity budget**

Please note: the maximum requested AAFC amount is \$13,636,364 as 10% administration will be automatically added for a total of \$15,000,000.

Please note: the minimum requested AAFC amount is \$2,727,273 as 10% administration will be automatically added for a total of \$3,000,000.

**5.3.2 Activity cost by fiscal year**

Provide the AAFC funding amounts for the activity by fiscal year. 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**

Please leave the value as 0.  
This program does not require NON-AAFC funding as a source of funding.

**Non-AAFC breakdown by funding source**

Please leave the value as 0. This program does not require NON-AAFC funding as a source of funding.

**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.



### 5.3.3 Administrative costs

#### Administrative costs — eligible cost items

Administrative fees will be calculated at a 10% flat rate at the approved cost-share ratio. 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, you may be asked to supply supporting documentation. For this purpose, it is important to keep in the mind the following examples.

Administrative costs mean costs related to:

- project management costs: management and administrative staff wages, including those who oversee the project, pay the invoices, manage the project budget, start or oversee reviews and audits, and 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 such as interpretation and translation 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
- legal fees
- 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 them automatically at a 10% flat rate.
  - This flat rate has been developed to represent the cost to the administration functions of the contribution agreement.
- To ease administrative burden, administrative 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.
- Administrative costs will be funded at the approved program cost-share ratio.

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



## 5.4 Funding sources

Please leave the value as 0.  
This program does not require NON-AAFC funding as a source of funding.

## 5.5 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.

## 5.6 Documents

Besides the application form, you must submit the following documents to AAFC:

### **Required: A copy of the organization’s Certificate of Incorporation or Articles of Incorporation or Letters Patent**

A copy of the Certificate of Incorporation and Articles of Incorporation or Letters Patent, documenting your not-for-profit corporation’s status as a legal entity and purpose for at least 2 years prior to the application submission date. If your corporation has amended its legal name or amalgamated since the initial registration, also provide the amendment document(s) to confirm the chain of re-naming.

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

- Statements for the last 2 years
- Most recent interim financial statement

### **Other optional documents**

#### **If available: Accountability and Management Framework**

An accountability and management framework helps show that your organization has management oversight mechanisms in place in core areas, such as finances, distribution of funding, information and technology, results and reporting, and human resources. The framework also helps show that you have accountability mechanisms and methods in place to make sure the ultimate recipients are held accountable to you.

#### **If available: Additional documents**

You can attach any additional documents you feel will support your submission.



## 5.7 Contacts

### 5.7.1 Primary contact

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

#### First name and last name

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

#### Email address

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

### 5.7.2 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.

State if you're the project contact or if you need to enter a new contact. If you enter 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 that AAFC will use this information to communicate with your organization about the project application.

### **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.

## **5.8 Declarations**

Read and complete the declarations.

## **5.9 Review and submit**

Provide any additional information you would like to include in your application.

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](#).

# **Step 6. After you apply**

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## **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 Canada (AAFC) 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 funding 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 toward 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 — reports you must provide with each request for reimbursement of expenditures, and 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

## Contact information

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

### Hours of operation

8 am to 5 pm Central Time, Monday to Friday

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

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

TDD/TTY: 613-773-2600

For more information on the Community Support Stream, please contact us at [aafc.communitysupport-soutiencommunautaire.aac@agr.gc.ca](mailto:aafc.communitysupport-soutiencommunautaire.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-exploreautochtone.aac@agr.gc.ca](mailto:aafc.indigenouspathfinder-exploreautochtone.aac@agr.gc.ca) or telephone: 1-866-367-8506.