

Agricultural Clean Technology Program

How to Apply

General Information

For more information on the Agricultural Clean Technology Program, or to request an application package, please contact us by:

Email: aafc.actprogram-programmetpa.aac@canada.ca

Telephone: 1-877-246-4682

Complete the application package by downloading the forms and saving them to your computer. Use the step-by-step instructions below to help you complete your application package.

See section **4. Additional Documents** for a list of all additional required documents; ensure you have all the documentation needed to complete your application package and attach them to your email when you submit your application.

1. Project Application Form

Applicant Information

AAFC will use the information you provide in this section to establish your organization's identity.

Organization type

See Section 2.2 of the Applicant Guide to determine if you are eligible to apply.

Legal name

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

Operating as (if used)

Enter the name under which your organization operates, if that name is different from its Legal Name.

Canada Revenue Agency (CRA) business number

A CRA business number is a nine-digit number that gives each registered business its own unique identifier. For more information on CRA business numbers, visit this web page: <https://www.canada.ca/en/services/taxes/business-number.html>

If you do not have a CRA Business Number, or do not wish to share it at this time, enter nine zero's (i.e. 000000000).

Primary contact

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

Project contact

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

Mailing address

Provide the complete address of your organization's headquarters.

Primary project location

The location where the project will take place other than your organizations headquarter, if applicable.

If you have multiple project locations, the primary location is the one with activities associated to the largest portion of the budget.

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 number of all full-time and part-time employees on your organization's payroll. Do not include contractors.

Describe your organization

Provide your organization's mandate and priorities. Include a brief history of the organization including any significant changes in the past two years (e.g. a significant

increase/decrease of staff, changes to executive leadership, including the Board of Directors, a change in mandate, etc.).

Does the mandate of your organization focus on any of the following groups?

This question is for statistical purposes only, and will not affect the outcome of your assessment.

Indigenous

Individuals who are:

- registered on a band list;
- registered as an Indian under the Indian Act living both on or off reserves;
- Métis;
- Inuit.

or, Indigenous communities and governments such as:

- band and tribal councils;
- governments of self-governing First Nations;
- Métis organizations;
- local governments of Inuit communities.

Persons with disabilities

The Employment Equity Act defines persons with disabilities as persons who have a long-term or recurring physical, mental, sensory, psychiatric or learning impairment and who:

(a) consider themselves to be disadvantaged in employment by reason of that impairment;

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

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

Visible minorities

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

Women

Individuals who are born female or who identify as female.

Youth

Individuals aged 30 and under.

Not applicable

Use this selection if the mandate of your organization doesn't focus on any of the above-listed groups.

Decline to identify

Use this selection if the mandate of your organization might focus on one of the above groups, but you don't want to disclose that information at the time of your application.

Previous funding

Please identify if you or your organization has previously received funding from AAFC.

Capacity to deliver this project

Answer the following questions:

Has your organization managed other projects on a similar scale to this proposed project/application?

If applicable, briefly describe the past projects and their results.

What resources do you have to ensure this proposed project will be successful (e.g. human resources, financial management practices etc.)?

Project Information

AAFC will use the information in this section, in association with your Work Plan and Budget to do a full assessment of your project.

Project title

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

Project objective

Provide a concise summary of your project.

How would you briefly describe your project to a friend or colleague, or on social media? Please note that if your project is chosen for funding, this summary may be published on Government of Canada websites.

Project purpose

Explain how the project will fill a market gap or an industry need.

Describe how this project aligns with the Program Objective listed in **Section 2** of the Applicant Guide and how you plan to achieve the objectives of this project.

Environmental considerations

A. Is your project on Federal Land?

All projects must comply with the *Canadian Environmental Assessment Act 2012* (CEAA 2012). To help us determine if the CEAA 2012 applies to your project, indicate whether the project is on federal land. Under CEAA 2012, federal land means:

(a) lands that belong to Her Majesty in right of Canada, or that Her 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 areas:

- (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.

(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.

B. Have you received, initiated, or do you anticipate requiring any local, provincial, territorial, federal environmental authorizations related to this project (this does not include electrical, hydro or gas permits)?

If a project is on federal land, additional legislative requirements such as permits or authorizations may be needed before a project can begin. AAFC staff will follow-up with you for further details and/or clarification, as required.

Indicate in the application form whether you have or will obtain federal, provincial, territorial or municipal environmental authorizations or permits (e.g. a municipal wastewater discharge authorization). Copies of these authorizations or permits may be required by AAFC during the application assessment.

If you have applied for any of the above-mentioned permits, provide details on whether the project has any environmental effects and risks. Positive or negative environmental effects and risks can include those related to air emissions, soil erosion, noise, effluent,

waste water, solid waste, odour, construction, rare species and habitat, nearby bodies of water. Any public concerns should also be addressed. AAFC reserves the right to request additional information.

C. Does the project pose any risks or result in any effects to the environment, including any positive or negative effects on the surrounding environment?

Environmental effects could include those related to air emissions, noise, effluent, waste water, solid waste, odour, soil erosion during construction, rare species, species habitat, nearby water bodies. Any public concern should also be included.

Project data collection

AAFC is committed to the fair and transparent distribution of program funds. We will be using the following questions for reporting purposes only; answers will not directly affect the outcome of your project's assessment.

North American Industry Classification System (NAICS)

NAICS is an industry classification system developed by the statistical agencies of Canada, Mexico and the United States.

For more information, visit Statistics Canada's website at:
<http://www23.statcan.gc.ca/imdb/p3VD.pl?Function=getVD&TVD=307532>

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

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

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

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.

When it is determined that projects under this program involve activities related to the development and transfer of knowledge and may have an impact on OLMCs or promote the use of English and French, AAFC will include appropriate linguistic commitments in agreements with your organization and ensure that additional expenses incurred as a result of these commitments are considered eligible for contribution funding.

Activities can include, but are not limited to:

Communications

- project web pages and/or project social media account(s) produced and maintained in both official languages;
- project materials offered in both official languages (brochures, kits, handouts, newsletters, reports, etc.);
- directional and educational signs produced in both official languages;
- project-related advertisement in OLMC media (newspapers, radio, social media);
- bilingual coordinator or other contractor hired to help deliver project-related activities in both official languages (e.g. master of ceremony for a project event, workshop facilitator or simultaneous translator); and,
- distribution of invitations in both official languages.

Outreach

- one or more OLMCs are included in the project target groups (e.g. 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; and
- travel to or from OLMCs (costs associated with these project activities are included in project budget).

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

Declarations

Unpaid debts to the Government of Canada

The recipient of AAFC funds must declare any amounts owing to the Government of Canada. Any amounts due to the recipient under AAFC programs may be set off against any such amounts owing to the Government of Canada under any agreement or any legislation with the Government of Canada.

Lobbying activities

The Applicant must ensure that a person lobbying on behalf of the Applicant is registered and in compliance with the *Lobbying Act*.

More information on the obligations in the *Lobbying Act* can be found on the website of the [Commissioner of Lobbying of Canada](#).

Conflict of Interest

Current or former public servants or public office holders are required to avoid conflict of interest situations while employed by the federal government, and for a period of time following their service. The Applicant acknowledges that any individuals who are subject to the provisions of the *Conflict of Interest Act*, *the Values and Ethics Code for the Public Sector*, *the Conflict of Interest Code for Members of the House of Commons*, any applicable federal values and ethics code or any applicable federal policy on conflict of interest and post-employment shall not derive any direct benefit resulting from this application unless the provision or receipt of such benefit is permitted in such legislation, policy or codes

Consent for Use, Disclosure and Copyright

Personal information will be treated and disclosed in accordance with the [Privacy Act](#). You have the right to access your personal information held by AAFC and to request changes to incorrect personal information by contacting the AAFC Access to Information and Privacy Director at aafc.atip-aiprp.aac@canada.ca.

For more information about AAFC's privacy practices, you may refer to the following Personal Information Banks: Public Communications PSU 914 and Outreach Activities PSU 938. Business information will be disclosed only in accordance with the provisions of the [Access to Information Act](#).

Information on the *Privacy Act* and the *Access to Information Act* is available at the following website: <http://laws.justice.gc.ca>. For further information about these Acts please contact the Access to Information and Privacy Director at aafc.atip-aiprp.aac@canada.ca.

Copyright Permission

AAFC may disclose, reproduce and distribute any part of or the whole of the documentation provided in or with the Application Form, within AAFC and to its authorized third parties, including other government departments, for purposes consistent with the receipt, assessment and subsequent treatment of the application.

2. Annex A – Work Plan

The Work Plan will be assessed to determine if activities have been clearly described, and if they are aligned with the project's goals. You should include key milestones and indicate how you intend to measure performance and report on results.

For each activity, provide a short name that clearly indicates what it is, and indicate when it will start and end.

Provide a description which will clearly outline 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).

To add an activity, press the + symbol.

To delete an activity, press the x symbol.

3. Annex B – Budget

Eligible Cost Items

The following table demonstrates eligible costs under this Program and any limitations or instructions you need to know to help you complete the Budget for the project.

Administrative Costs
<p>Administrative costs are organizations' fundamental operational expenses not directly related to undertaking the proposed 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, such as:</p> <ul style="list-style-type: none">• project management costs: management and administrative staff wages not working on the outcome of projects, including those who negotiate service contracts, pay the invoices, manage the project budget, monitoring and/or prepare the claims and any financial or progress/performance reports for the project<ul style="list-style-type: none">○ salaries, Mandatory Employment Related Costs (MERCs), and benefits and/or contract services;○ administrative office supplies and expenses.• audit fees;• bank fees;• insurance (fire, theft, liability);• legal fees;

- administrative information technology (IT) products and services;
- other overhead type expenditures relating to the organization's office.

Limitations/Instructions

- administrative costs may not exceed 8% of total eligible costs;
- salaries and benefits of federal, provincial, territorial and municipal government employees are not eligible.

Salaries and Benefits

Labour, including wages/salaries and benefits, and specific per diem fees paid to or on behalf of staff to execute activities outlined in the Work Plan. These costs do not include completing administrative, financial or performance reports for the project.

- this includes 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.

Limitations/Instructions

- timesheets must be maintained for employees who work less than 100% of their time on the project;
- salaries and benefits of federal, provincial, territorial and municipal government employees are not eligible;
- these costs do not include those incurred for completing administrative financial or performance reports for the project;
- benefit costs must not exceed 25% of the eligible salary costs for each employee who works on the project;
- losses to investments or pensions due to stock fluctuations or other unforeseen events are not eligible;
- performance pay (such as a bonuses), severance pay and retiree settlements are not eligible;
- discretionary employee benefits (for example, parking at employer's location, gym membership fees, daycare costs, etc.) are not eligible;
- relocation costs for employees hired for the project are not eligible.

Contracted Services

Professional or specialized services needed to undertake eligible project activities and for which contracts are entered into such as:

- consultant/expert services;
- inspections;
- environmental assessments;
- research;
- project management to undertake activities.

Limitations/Instructions

- a fair and competitive, or otherwise justifiable, and generally accepted sound business process that results in competent and qualified contractors working on the project, must be used.

Travel

Travel costs directly related to the project, such as:

- per diems (meals, incidentals and taxis);
- accommodations;
- transportation, such as airfare.

Limitations/Instructions

- costs related to travel to conferences are not eligible. Conferences are events and refer to a congress, convention, seminar, symposium or other formal gathering, which are usually organized by a third party external to government, where participants debate or are informed of the status of a discipline (sciences, economics, technology, management);
- you have an option to claim for travel expenses using one of the two following options:
 - a. claim the established per diem as listed below; or
 - b. claim actual expenses incurred, if less than the established per diem as listed below.
- per diems will contribute to covering costs for daily accommodation, meals, local or in-city transportation (buses, taxis, vehicle rentals, etc.), ground transportation, including parking, to and from the public carrier terminal, entry documents, including passports and visas, insurance (all types), vaccinations, and incidentals (personal phone calls, laundry, gratuities, currency exchange fees, etc.) for individual travel;
- if using **Option a)**, per diems can be claimed for every day on travel status as follows:
 - Travel within Canada:
 - day trip, no overnight stay: \$70 day;
 - multi-day trip with overnight stays: \$300 /day.
 - Travel outside Canada:
 - day trip, no overnight stay: \$100 CAD/day;
 - multi-day trip with overnight stays: \$425 CAD/day.
 - you may claim cost for air, rail and ground transportation (to an out-of-city destination) for individual travel as follows:
 - Private vehicle: kilometric rates (\$0.55/km) as well as costs for parking at the destination. Private vehicle is not to be used if more expensive than rental, rail or air;
 - Rental vehicle: the cost for a mid-sized vehicle (or the cost of a larger vehicle, based upon factors such as, but not limited to, safety, the needs of the traveler, and the bulk or weight of goods transported), gas, and parking at the

- destination;
- Air: economy airfare rate only for all travel (not Business or First Class). Bookings should be made as far in advance as possible. Seat selection and baggage costs are eligible. If a higher class is purchased, proof of the flight's economy rate must be obtained for reimbursement purposes.

Capital Expenditures

Machinery, equipment, and software purchase and installation costs.

Capital expenditures 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;
- may also include betterments (which are described as being expenditures relating to the alteration or modernization of an asset that appreciably prolong the period of usefulness of the item or improve its functionality);
- the cost of which is considered to include the purchase price plus other acquisition costs, such as installation costs, freight charges, transportation insurance costs, duties, and the non-refundable portion of provincial sales taxes, GST/HST or other value-added taxes;
- has a useful life in excess of one year and a per item cost greater than \$10,000.

Limitations/Instructions

- capital expenditures are subject to a maximum contribution from AAFC of up to \$200,000 per asset;
- capital expenditures that do not appreciably reduce negative environmental impacts (e.g., automated steering systems, robotic milking systems, etc.) are not eligible;
- capital expenditures that are multi-purpose or commonly-used equipment, including smartphones, computer hardware and software, digital cameras, and global positioning systems (GPS) are not eligible;
- renovations, site improvements, leasehold improvements, building purchase or construction are not eligible.

Other Direct Project Costs

Costs, such as:

- rental, lease of facilities, equipment or machinery;
- goods and services and all related shipping and transportation costs;
- production of materials required to fulfill obligations under the Contribution Agreement, including translation and production of materials in the second official language;
- materials/consumables needed to undertake the project;
- other reasonable costs directly related to the project, at the discretion of AAFC.

Limitations/Instructions

Ineligible costs include, but may not be limited to:

- normal and ongoing operational and maintenance costs;
- refundable portion of the Goods and Services Tax/Harmonized Sales Tax, value-added taxes, or other items for which a refund or rebate is received;
- land (lease or purchase);
- hospitality (for example, alcohol, meals, entertainment, gifts, etc.);
- costs related to regulatory compliance (all regulatory permits must be satisfied prior to applying).

AAFC reserves the right to deem costs ineligible.

4. Additional Documents

In addition to the application package which consists of a completed: Project Application Form; Annex A – Work Plan; and, Annex B – Budget, For-Profit or Not-for-Profit organizations applying to the Program must also provide the following supporting documents:

- A copy of the organization's Certificates or Articles of Incorporation;
- A copy of the organization's last two years' audited financial statements and the most recent financial statement;
- Project Endorsement Letter / Letter of Support from the provincial / territorial government in the primary project location.

Please submit your completed application package, along with any required supporting documents, to: aafc.actprogram-programmetpa.aac@canada.ca

5. Contact Us

If you experience any difficulties in submitting your application, please contact us by:

- Email: aafc.actprogram-programmetpa.aac@canada.ca
- Telephone: 1-877-246-4682

Applications can also be mailed to the following address:

- Agriculture and Agri-Food Canada
Agricultural Clean Technology Program
1341 Baseline Road, Tower 7, 6th Floor
Ottawa, ON K1A 0C5