

Quick Tips Sheet for the On-Farm Efficiency Program Application

This tip sheet addresses common issues in submitted applications. Following these tips can help ensure your application contains all necessary information and streamline the review and approval process.

General

- Please read through the entire application carefully and follow all instructions.
- Every item applied for **MUST** have a quote **with a detailed breakdown of every applied for component of an eligible item** and its associated cost.
- If mandatory sections of the application are not complete, your application will be returned and you will not be added to the queue until a complete application is received.
- All applicants **MUST** have an approved Environmental Farm Plan (EFP) before payment will be issued (you may apply without an EFP but you must submit one with your final report in order to be paid). Register to start an EFP here: <https://webbook.albertaefp.com/register/>

Applicant Information

- The applicant name provided **MUST** match the name on the invoices and proof of payment.
- The email and phone number you provide **MUST** be ones you have regular access to, as these will be used to contact you for confirming application information and approval.
- Ensure all numbers entered in tables are in the **CORRECT UNITS** stated in the column title.
- Costs provided must not include GST or labour.

Submitting your Application

Application ready for Submission: Application Form (2 documents) + ALL relevant quotes or invoices

- **TWO** separate documents make up a complete application form:
 1. The completed **Application Form in active fillable PDF format** (i.e., you can click on text boxes and still make changes)
 2. The **Signature page** with a **handwritten signature** (scan and attach separately from the rest of the application)
- Attach scanned quotes for every item being applied for (do not mail original quotes or invoices)
- Ensure the Application Form is in the **fillable PDF format** when submitted. This format allows for your application to be uploaded directly to our system, reducing application processing time. (See the **OFEP Application PDF Troubleshooting** document online for common PDF problems)
- If your application has been successfully submitted, you will receive a confirmation email to the provided email address or the email address used to submit the application.

For more detailed information, see the **OFEP Comprehensive Application Guide** available online.

All program details and forms can be found at www.alberta.ca/on-farm-efficiency-program

For program inquiries, please email questions to OFEP@gov.ab.ca or call 310-FARM (3276)

The personal information collected through the On-Farm Efficiency Application Form is for the Sustainable Canadian Agriculture Partnership On-Farm Efficiency Program and is used to administer and evaluate the program. This collection is authorized by section 4(c) of the *Protection of Privacy Act*. For questions about the collection of personal information contact S-CAP.Alberta@gov.ab.ca.

The personal information collected will be disclosed to the Federal Government.

Part 1: Applicant Information

Applicant Name: (Legal Name or Corporate Name) **ALL RECEIPTS, INVOICES, AND PROOF OF PAYMENTS MUST BE UNDER THIS NAME OR THE GRANT MAY NOT BE PAID**

Primary Contact (first name / last name) (if different from above):

Mailing Address:

City/Town:

Prov:

Postal Code:

AB

Telephone Number:

Cell Number:

Email address:

Municipality:

☐ **The Applicant is a Primary Producer as defined in the Program Terms and Conditions**

☐ **A copy of the Applicant's valid and current Alberta Environmental Farm Plan (EFP) Approval is enclosed with this application**

☐ **The Applicant will obtain an EFP Approval before the end of the Project Term and submit a copy with the final report. (An EFP completed more than 10 years before the application date will not be considered valid.)**

Project Start Date: April 1, 2023

Proposed Project End Date: _____

Describe your farm operation by checking the appropriate boxes and indicate type and number of animals, or acres on that operation:

- | | | |
|--|-------|-------------|
| ☐ Oilseed and Grain Farming | _____ | Acres |
| ☐ Other Crop Farming: _____ | _____ | Acres |
| ☐ Cattle Ranching | _____ | Head |
| ☐ Dairy Cattle and Milk Production | _____ | Head |
| ☐ Cattle Feedlot and/or Backgrounding Operation | _____ | Head |
| ☐ Hog Farming | _____ | Head |
| ☐ Poultry and Egg Farming | _____ | Head |
| ☐ Greenhouse | _____ | Sqft. |
| ☐ Apiculture | _____ | Hives |
| ☐ Other: _____ | _____ | Unit: _____ |

(Optional) Is your farming operation owned/co-owned by person(s) who identify with one or more of the following groups?
(Select all that apply):

Woman

Indigenous-First Nations

Under 40 Years of Age

Indigenous- Other

Indigenous-Metis

Not applicable

Indigenous -Inuit

Decline to Identify



Part 2: Project(s) Overview

Using the On-Farm Efficiency Funding List as a reference, please describe ALL proposed activities across ALL Funding List Streams:

Summary of <u>ALL</u> Proposed Activities:	
Current Technology/Systems Being Used:	Proposed Technology/Systems Being Adopted:
<i>Example: Air seeder with a stable fertilizer rate applied across each field based on crop type to be seeded and field history.</i>	<i>Example: Eligible Item 7: Variable rate mapping technology is allowing us to utilize the variable rate capability of the seeder. Fertilizer rates change across the field with rate mapping based on expert opinion, soil sample results, and yield maps. We are hoping to increase production and reduce waste leading to higher on farm efficiency.</i>

For select Eligible Items, the Applicant MUST provide additional information to allow the Government of Alberta to quantify the greenhouse gas emissions reductions achieved. Please check off the Eligible Items and Streams (or Substreams) to which the application relates, and ensure that the appropriate **Emissions Reduction Information** table(s) included under **Part 4** are filled out.

- ☐ **Efficient Fertilizer and Seed Application Substream**– Variable Rate Technology - fertilizer ONLY
- ☐ **Livestock Feed Efficiency and Health Monitoring Tools Substream** – Smart Calf/Livestock Feeders
- ☐ **Energy Efficiency Stream** – Heating and/or Insulation
- ☐ **Energy Efficiency Stream** – Combined Heat and Power
- ☐ **Energy Efficiency Stream** – Heat Pump
- ☐ **Efficient Grain Handling** – All Eligible Expenses

Tips for Completing Part 3: Estimated Project Budget

- ☐ Any items or services for which the Applicant expects to receive an invoice, sales agreement, receipt, or similar type of document should be included as an Estimated Expense. All items or services should include cost breakdown details of all components and services.
- ☐ All project activities must be completed between April 1, 2023, and the end date stated in the grant agreement. "Completed" means that all Program-funded items have been fully bought and paid for.
- ☐ **Copies of dealership or contractor quotes must be attached.** *Quotes help clarify your project details and the nature of your funding request. Do not* send original quotes or invoices – copies only please. Quotes should break out costs for the applied for components if applicable, as well as GST, labour, training etc.
- ☐ Refer to the Funding List and the Program Terms and Conditions for a list of currently eligible and ineligible items www.alberta.ca/on-farm-efficiency-program
- ☐ Review the OFEP Tip Sheets at www.alberta.ca/on-farm-efficiency-program for more guidance on how to complete this application form.

Part 3: Estimated Project Budget for On-Farm Efficiency Program**PLEASE NOTE: Expenses paid for prior to April 1, 2023, are ineligible.**

Please use the table below to describe all eligible expenses. Refer to the On-Farm Efficiency Program Funding List and Program Terms and Conditions for a complete list of eligible and ineligible expenses and Item Numbers under each category. Attach detailed quotes for each eligible expense listed. Attach more pages if necessary.

For the **Smart Farm Technology & Energy Efficiency** table, please refer to the following Funding List Streams and Substreams: Agronomic Decision-Making Tools, Efficient Fertilizer and Seed Application, Livestock Feed Efficiency and Health Monitoring Tools, Precision Weed Detection and Elimination, and Energy Efficiency.

SMART FARM TECHNOLOGY & ENERGY EFFICIENCY: Activity Specifications and Estimated Costs

Item No.	Smart Farm Technology: Technology and System Components and/or First Time use (on that land) if variable rate Energy Efficiency: New Build or Replacement	Make & Model	Quantity or (for insulation) Area (ft ²)	Cost Per Unit or ft ² (\$, no GST)	Total Cost (\$, no GST)
Eg. 8	Fertilizer nozzle control system with GPS and data collection	01ABC234- Acme Solutions	1	40000	40000
TOTAL ESTIMATED COST (no GST):					

Program Funding in these categories will cover 50% of Eligible Expenses (excluding GST), except insulation which is funded per square footage as stated in the Funding List. Maximum funding is \$50,000.00 for Smart Farm Technology and \$50,000.00 for Energy Efficiency.

For the **Farm Security** table, please refer to the following Funding List Stream: Farm Security.

FARM SECURITY: Activity Specifications and Estimated Costs					
Item No.	Technology/System Component	Make & Model	Quantity or Area (ft ²)	Cost Per Unit or ft ² (\$, no GST)	Total Cost (\$, no GST)
Eg. 25	Security Camera	Acme 123456	3	500	1500
TOTAL ESTIMATED COST (no GST):					
Program Funding in this category will cover 50% of Eligible Expenses (excluding GST) up to \$2,000.00.					

For the **Efficient Grain Handling** table, please refer to the following Funding List Streams: Efficient Grain Handling.

EFFICIENT GRAIN HANDLING: Activity Specifications and Estimated Costs					
Item No.	Technology/System Component	Make & Model	Quantity or Area (ft ²)	Cost Per Unit or ft ² (\$, no GST)	Total Cost (\$, no GST)
Eg. 40	Temperature and Moisture monitoring systems	Acme A123B345	2	2000	4000
TOTAL ESTIMATED COST (no GST):					
Program Funding in this category will cover 50% of Eligible Expenses (excluding GST) up to \$100,000.00.					

Part 4: Greenhouse Gas Emissions Reductions for On-Farm Efficiency Program

Please complete the following emissions reduction table(s), as applicable. This will allow the Government of Alberta to better quantify the greenhouse gas emissions reductions achieved by the On-Farm Efficiency Program.

For **Smart Farm Technology & Energy Efficiency**, please fill out any of the next 5 applicable emissions reduction information tables below:

A. Emissions Reduction Information – Variable Rate Technology - fertilizer ONLY (not applicable for variable rate seed and/or irrigation):

*Refer to Comprehensive Application Guide for full application rate calculation example.

Item No.	Technology/System Component	Baseline/Current Average Fertilizer Application Rate (lbs of N/acre)	Number of Acres under Baseline/ Current Rate	Estimation of New Average Application Rate (lbs of N/acre)	Estimated Number of Acres under New Rate
Eg. 7	Rate mapping services and soil sampling – Acme Solutions	58	535	57	535
7					
7					
7					
7					
7					
7					

- Efficient Fertilizer and Seed Application Substream – Eligible Item 7: Variable Rate Technology –fertilizer ONLY – fill out Table A
- Livestock Feed Efficiency and Health Monitoring Tools Substream – Eligible Item 12: Smart Calf/Livestock Feeders – fill out Table B
- Energy Efficiency Stream – Eligible Item(s) 19 and/or 20: Heating and/or Insulation – fill out Table C
- Energy Efficiency Stream – Eligible Item 19.1: Combined Heat and Power – fill out Table D
- Energy Efficiency Stream – Eligible Item 21: Heat Pump – fill out Table E
- Efficient Grain Handling Stream – Eligible Items 30-45: All Eligible Items –fill out Table F

B. Emissions Reduction Information – Smart Calf/Livestock Feeders:

Item No.	Technology/System Component	Number of Head Affected	Describe the effects of the equipment/technology on farm efficiency and estimate your savings.
Eg. 12	Smart Calf Feeding Robot- Acme Solutions	80	Each calf will be administered the correct amount of milk to ensure they are getting the nutrients they need for optimal growth and waste will be reduced. Productivity and profitability will increase, 5% feed savings are estimated.
12			
12			
12			
12			

C. Emissions Reduction Information – Heating and/or Insulation:

Item No.	Technology/System Component	Install Location	Avg. Building Temp. (°C)	Efficiency AFUE % (heating) OR R-Value (insulation)	HEAT ONLY: Rated Life (hrs)	HEAT ONLY: Max. Input (BTU/hr)	HEAT ONLY: Est. Usage (days/yr)	HEAT ONLY: Est. Usage (hrs/day)
Eg. 19	Natural Gas Radiant Tube Heater	Calving Barn	12	95	50000	80000	212	8.5
Eg. 20	Wall Insulation – Acme pro blow-in	Layer Barn	25	36				

D. Emissions Reduction Information – Combined Heat and Power:

Item No.	Technology/System Component	Install Location	Size of CHP (kW)	Electrical Efficiency (%)	Heating Efficiency (%)
Eg. 19.1	Acme M375 CHP unit	Central Barn	360	39.2	51.3
19.1					
19.1					
19.1					
19.1					

☐ PLEASE ACKNOWLEDGE: Power and heat utilization information will need to be provided for 12 months BEFORE installing combined heat and power.

E. Emissions Reduction Information – Heat Pump:

*Refer to instruction sheet for “Heating Load per year of Install Location”

Item No.	Technology/System Component	Install Location	Heating Load per year of Install Location (GJ)
Eg. 21	Heat Pump -Air source- Acme 123ABC456	Dairy Barn	455
21			
21			
21			
21			

For all **Efficient Grain Handling** expenses, you must fill out the emissions reduction information table below:

F. Emissions Reduction Information – Efficient Grain Handling:

Item No.	Technology/System Component	Old Burner Efficiency (%)	Burner Input Size (BTU/hr)	Maximum BTU (BTU/hr)	Annual Dryer Run Time (hrs/yr)	VFD Only: Motor Size (hp)	VFD Only: Motor Nameplate Efficiency (%)
Eg. 33	Variable Frequency Drive – Acme SQDATV61HD	70	3100000	5750000	350	20	91.7

Part 5: Grant Funding Request Summary

Have you received funding through the Efficient Grain Handling/Farm Technology Programs in 2023/2024, or the On-Farm Efficiency Program?

☐ Yes☐ No

If YES, please list the amount: \$ _____

ASB Survey - The Applicant's response will not affect this application. Alberta Agriculture and Irrigation will use the information to support delivery of the Agricultural Service Board (ASB) Grant Program.

Did the Applicant receive support from a local ASB?

Yes - ASB extension efforts brought the On-Farm Efficiency Program to the Applicant's attention AND/OR a local ASB assisted in completing the application process.

No - The Applicant did not access ASB extension or assistance while completing this application.

Protection of Privacy Act Statement:

The ASB survey responses above, and the Applicant's name and county are being collected for the purpose of the Agricultural Service Board (ASB) Grant Program. The collection of information is authorized by Section 4(c) of the *Protection of Privacy Act*. The personal information will be disclosed to the Federal Government. For questions about the collection of personal information, contact the ASB Program Unit by email at ASB.Grant@gov.ab.ca or telephone via 310-000 followed by (780) 427-4181.

Part 6: Declaration

NOTE: PLEASE READ THIS CAREFULLY BEFORE SIGNING

This signature page is part of the OFEP Application Form and the signature is for the form in its entirety.

Statement of Certification:

I, _____ certify that:

- I am the Applicant or authorized to complete this application to the On-Farm Efficiency Program (the “Program”) on behalf of the Applicant;
- The Applicant understands and agrees to the terms in the On-Farm Efficiency Program Terms and Conditions (the “Program Terms and Conditions”), as well as the Funding List;
- The Applicant understands that if an application is accepted for grant funding of \$50,000 or less, any grant paid to the Applicant shall be subject to an Approval Letter, the Program Terms and Conditions, and the Funding List;
- The Applicant understands that if an application is accepted for grant funding of more than \$50,000, the applicant will be required to enter into an agreement with the Minister of Agriculture and Irrigation that sets out the terms and conditions for funding;
- The Applicant understands that not all of the activities and items included in this application may be approved as being eligible for funding, and that the approval letter or long-form grant agreement will list the activities and expenses that the grant may be used for;
- The Applicant understands that funding for the Program is limited;
- The Applicant understands that applications under the Program will be considered on a case-by-case basis, subject to Program eligibility criteria and funding constraints;

AND I certify that the information provided in this application is, to the best of my knowledge, true, complete, and correct.

Legal Name of Applicant _____ **Date** _____

Signature of Applicant or Authorized Representative of the Applicant

Must be handwritten, electronic signatures are not accepted

Emails are accepted in PDF format only to: ofep@gov.ab.ca

Program Office: On-Farm Efficiency Program Suite
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