

Sustainable Canadian Agricultural Partnership Resiliency and Public Trust Program

Terms and Conditions (December 20, 2023)

1.0 PURPOSE

The purpose of the Sustainable Canadian Agricultural Partnership Resiliency and Public Trust Program (the “**Program**”) is to support stakeholders to gain and grow resiliency and public trust for Alberta’s agriculture and agri-food sectors. This includes opportunities for better awareness and education on industry best practices and the development, adoption, and enhancement of assurance systems that will help to build trust and resiliency in the industry.

The Program aims to support the agriculture and agri-food sectors in adapting to evolving challenges, promoting sustainable practices, and building public trust, thereby ensuring a resilient and prosperous future for Alberta agriculture.

There is limited funding available under the Program. Applications will be accepted and processed continually throughout the Program, with approvals occurring bi-monthly (dates to be specified on the Program Website), if funding is still available during the current fiscal year.

Successful applicants must enter into a grant agreement to receive Program funding. Terms of the agreement can be viewed at: <https://www.alberta.ca/resiliency-and-public-trust-program>

2.0 DEFINITIONS

2.1 Definitions - In these Program Terms and Conditions:

Agri-Processor: means an Alberta-registered entity that operates a facility in Alberta that is registered by federal or provincial inspection authorities, and that:

- a) physically transforms or upgrades a raw or primary agricultural product or any agricultural by-product or waste, through physical, chemical, or thermal means, into a new or upgraded product for human consumption, or
- b) packages the new or upgraded products described in subparagraph (a)),

but does not include facilities that are solely dedicated to cleaning, bagging, handling and/or storage of agricultural products or agricultural by-products or waste.

Applicant: means a person who submits an Application.

Application: means an application for funding under the Program.

Eligible Activity: means a Proposed Activity that is approved under the Program.

Eligible Applicant: means an Applicant that is approved under the Program.

Eligible Capital Expenses: means expenses for capital equipment and associated costs that are eligible for funding under the Program.

Eligible Expenses: means Eligible Capital Expenses and Eligible Non-Capital Expenses.

Eligible Non-Capital Expenses: means non-capital expenses that are eligible for funding under the Program.

Fee-for-Service Provider: means a corporation or society that is registered and operating in Alberta that is not a Primary Producer and that provides services for a fee to meet the business needs of a Primary Producer.

Funding List: means the document that includes the activities and expenses that are eligible for funding under this Program, as posted on the Program Website.

Grant: means funds payable to an Eligible Applicant under this Program.

Grant Agreement: means a grant agreement between the Minister and the Eligible Applicant.

Industry Organization: means an industry board, commission, agency and any other not-for-profit organization that represents the crop, bee, livestock, or food industry in Alberta.

In-Kind Contribution: means an expense for an Eligible Activity that is of the same type as an Eligible Expense, and that is donated by the Applicant or its collaborators.

Minister: means the Minister of Agriculture and Irrigation and his authorized representative(s).

Municipality: means a city, town, village, summer village, municipal district or specialized municipality.

Primary Producer: means an individual or an Alberta registered entity that is responsible for the day-to-day management and work on the farm, including responsibility for input costs for agricultural crops or livestock operations.

Post-Secondary Institution: means Banff Centre, a university, a comprehensive community college, a polytechnic institution or any other institution established under the *Post-secondary Learning Act* (Alberta) and designated by regulation as a public post-secondary institution.

Priority Area: means an aspect of the agriculture and agri-food sectors in Alberta in which the Program aims to increase resiliency and public trust, as listed in the Funding List.

Program: means the Sustainable Canadian Agricultural Partnership Resiliency and Public Trust Program.

Program Application Form: means the application form for the Program, as posted on the Program Website.

Program Terms and Conditions: means these terms and conditions.

Program Website: means the Minister's website for this Program at: <https://www.alberta.ca/resiliency-and-public-trust-program>

Project: means a Proposed Project that is approved under the Program, consisting of one or more Eligible Activities.

Project Term: means the period in which the Eligible Applicant will conduct its Project, as stated in the Grant Agreement.

Proposed Activity: means an Applicant's proposed activities under the Program, as described in its Application.

Proposed Project: means the project proposed in an Application, consisting of one or more Proposed Activities.

Provincial Crown: means His Majesty in Right of Alberta.

School Authority: means the board of trustees of a school division, the operator or governing body of a charter school or private school, or a Francophone regional authority, as these terms are defined in the *Education Act* (Alberta).

Sustainable Canadian Agricultural Partnership (Sustainable CAP): means the Federal-Provincial-Territorial Sustainable Canadian Agricultural Partnership.

3.0 ELIGIBILITY

3.1 Eligible Applicants

3.1.1 To be an Eligible Applicant, an Applicant must be one of the following:

- a) an Agri-Processor,
- b) an Industry Organization,
- c) a Fee-for-Service Provider,
- d) a Post-Secondary Institution,
- e) a not-for-profit organization, registered in Alberta, that has been operating for a minimum of one year and whose provincial or federal filings are up to date,
- f) a Municipality,
- g) a School Authority;
- h) any other person deemed by the Minister to be eligible for the Program.

3.1.2 The Minister may approve an Indigenous applicant as an Eligible Applicant even though the applicant does not meet the requirements under section 3.1.1. The Program is committed to supporting the success of Indigenous business in the agriculture and food sector. It is understood that Indigenous businesses may have distinct characteristics reflective of regulatory, operational, cultural, and other factor affecting their business history and operation. The Program aims for flexibility in its delivery in order to reduce barriers and ensure its accessibility. In this provision, "Indigenous" means First Nations, Inuit, or Métis.

3.1.3 The following are ineligible to apply to the Program:

- a) Primary Producers,
- b) federal and provincial governments, agencies and institutions, and similar organizations funded in whole or in part by the government,
- c) retail businesses, restaurants, and food establishments, and
- d) any other person deemed by the Minister to be ineligible.

3.2 Eligible Activities

3.2.1 To be an Eligible Activity, a Proposed Activity must:

- a) be designed to contribute to building resiliency and public trust in one or more Priority Areas, and
- b) be of a type listed in the Funding List.

3.2.2 The following are ineligible to be an Eligible Activity:

- a) promotions (e.g., coupons, rebates, product giveaways, t-shirts, stickers, coasters, buttons, pins),
- b) purchase or construction of real property, roads, or structural works,
- c) activities associated with aquaculture, aquaponics, or seafood processing,
- d) activities that provide support for province-specific branding, promotion or marketing activities that are detrimental to another province or territory, and
- e) any other activity deemed by the Minister to be ineligible.

4.0 CONDUCT OF ELIGIBLE ACTIVITY

4.1 Eligible Activities must be completed no later than the end of the Project Term.

4.2 Except for items permanently affixed to land sold by the Eligible Applicant, equipment for which the Eligible Applicant received payment under the Program must, during the Project Term and for at least three (3) years afterwards, remain owned by the Eligible Applicant (i.e. the equipment cannot be sold, returned, traded or gifted).

5.0 ELIGIBLE EXPENSES

5.1 To be approved as an Eligible Expense, an expense must:

- a) have been incurred by, invoiced to, and paid by, the Eligible Applicant during the Project Term,
- b) be of a type listed in the Funding List as an Eligible Expense,
- c) not be of a type listed in the Funding List as ineligible under the Program,
- d) have been incurred specifically to ensure the successful completion of an Eligible Activity, and
- e) have been incurred on or after April 1, 2023.

6.0 PAYMENT AND FUNDING

6.1 An Eligible Applicant may not receive more than \$500,000 per year under its Grant Agreement.

6.2 The Program provides grants on a cost-shared basis to cover Eligible Expenses for Eligible Activities up to the following maximums:

Eligible Non-Capital Expenses shall be cost-shared at 60% Grant and 40% Eligible Applicant, and

Eligible Capital Expenses shall be cost-shared 25% Grant and 75% Eligible Applicant.

- 6.3** The maximum Grant payable to an Eligible Applicant for Eligible Non-Capital Expenses is \$250,000 per year per Grant Agreement.
- 6.4** Subject to the terms and conditions in the Grant Agreement, the Program shall pay up to 50% of the Grant upon execution of the Grant Agreement and the remaining 50% over the Project Term.
- 6.5** Funding received through any other Sustainable CAP programs may not be used toward the cost-share requirements of the Program.
- 6.6** Eligible Activities and Eligible Expenses qualify only once for payment under any Sustainable CAP Program.
- 6.7** Funding received through other federal, provincial, and municipal governments cannot exceed 100% of the Eligible Expenses paid under the Program. The amount of the Grant shall be adjusted so that the total government funding for Eligible Expenses does not exceed 100% of these expenses.

7.0 GRANT AGREEMENT

- 7.1** The Minister shall pay a Grant to the Eligible Applicant subject to the terms and conditions in the Grant Agreement, which shall provide for, among other things:
 - a) the maximum amount of the Grant,
 - b) matters involving Eligible Expenses, including the criteria for an Eligible Expense, the submission of claims for Eligible Expenses, and the processes by which the Minister may verify that claimed expenses are Eligible Expenses and that the Eligible Applicant incurred and paid the Eligible Expenses, and the Minister's ability to determine the amount of an Eligible Expense,
 - c) reporting by the Eligible Applicant on matters including the status of the Project and expenditure of the Grant,
 - d) the ability for the Minister to audit, evaluate or inspect the conduct of the Project or compliance with the Grant Agreement, and
 - e) default by the Eligible Applicant and repayment of the Grant.
- 7.2** The Grant Agreement will require the Eligible Applicant to supply a speaker, presentation, interview, or similar contribution, upon completion of its Project that the Minister may use as part of a showcase, speaker series, Agri-News article, or similar vehicle to highlight resiliency and public trust projects supported by the Program.
- 7.3** If there is a conflict or inconsistency between a provision of these Program Terms and Conditions and the Grant Agreement, the latter shall take precedence.

8.0 APPLICATION REVIEW

- 8.1** Applications that meet minimum eligibility requirements (Eligible Applicant, Eligible Activities and Eligible Expenses) will be assessed on the following criteria:
 - a) the extent to which the Proposed Project aligns with the following outcomes:

- i. it addresses and supports the priorities and needs of building resiliency and public trust in the agriculture industry;
 - ii. it is industry driven;
 - iii. it is backed by peer-reviewed, scientific research;
 - iv. it addresses identified gaps and priorities in resiliency and/or public trust;
 - v. it complements other initiatives, and does not duplicate;
 - vi. it builds on existing successful initiatives and/or it is innovative; and
 - vii. it builds industry capacity and/or public awareness;
- b) the extent to which the Proposed Project and the Proposed Activity align with the Program's priorities, and evidence is provided for positive resiliency and public trust impacts for the agriculture industry:
- i. it incorporates communication to industry for knowledge transfer, and
 - ii. it demonstrates alignment with at least one of the Priority Areas;
- c) whether the reach of the Proposed Project and the Proposed Activity may be significant, such as province or sector-wide,
- d) the extent to which the management and implementation strategy of the Proposed Project demonstrates or includes:
- i. sound methodology to manage the Proposed Activity, including identification of milestones and critical success factors,
 - ii. a feasible approach,
 - iii. the mechanisms to be deployed and the timeframe required,
 - iv. achievable performance measures,
 - v. evidence of the ability and capacity of the Eligible Applicant to achieve identified objectives,
 - vi. description of the risks and methods for mitigation, and
 - vii. a plan for collaboration with relevant stakeholders.

8.2 The Application must include confirmation of funding of the Applicant's cost-share portion of its Eligible Expenses for the Project, whether secured/committed or pending. Acceptable sources include:

- a) the Applicant's internal funds,
- b) funding from collaborators on the Eligible Activity, which may include for-profit enterprises, non-profit organizations, and Post-Secondary Institutions,
- c) In-Kind Contributions, and
- d) Government of Canada or municipal government funding.

8.3 For the purposes of calculating the Applicant's satisfaction of the cost-share requirement:

- a) each In-Kind Contribution shall be valued at fair market value, and
- b) all In-Kind Contributions for a Proposed Project may not exceed 25% of the Eligible Expenses for the Proposed Project.

9.0 APPLICATION PROCESS

- 9.1** Applications will be accepted and processed continually throughout the Program, with approvals occurring bimonthly (dates to be specified on the Program Website).
- 9.2** There is limited funding in the Program. Applications will be considered for approval on a case-by-case basis, not “first come, first served”. Applications will be evaluated and recommended for approval according to the eligibility criteria, assessment criteria and funding constraints.
- 9.3** Applications must include:
- a) a completed Program Application Form, signed by an authorized representative, and all documents required to be submitted pursuant to that form, and
 - b) any additional supplementary documentation requested by the Minister.
- 9.4** Applications must be signed by a properly authorized representative.
- 9.5** Applications must be delivered to the Minister at:
- S-CAP.PublicTrust@gov.ab.ca
- 9.6** The Minister may reject an Application that the Minister deems to be inaccurate, incomplete, or ineligible, including applications for which the funding request is \$1,000 or less.
- 9.7** Submission of an Application does not entitle an Applicant to funding under the Program.

10.0 FALSE OR MISLEADING INFORMATION

- 10.1** An Applicant who provides false or misleading information under this Program forgoes all rights to benefits from this Program.

11.0 MINISTERIAL GRANTS REGULATION

- 11.1** Payments under this Program are grants subject to the *Ministerial Grants Regulation* (AR 215/2022), as may be amended, or replaced from time to time. In addition to complying with the Grant Agreement, a successful Applicant must comply with the Regulation.

12.0 CHANGES TO THE PROGRAM

- 12.1** The Minister may change or terminate the Program at any time without notice. Any revisions to the Program, the Program Application Form, the Program Terms and Conditions and/or Funding List will be posted on the Program Website.
- 12.2** Applications are subject to the Program Terms and Conditions and Funding List as posted on the Program Website as of the date that the Application was received by the Minister.

13.0 MINISTERIAL DISCRETION

- 13.1** The Minister has the absolute discretion to determine the eligibility of any Applicant or Proposed Activity under the Program. Notwithstanding anything in these Program Terms and Conditions, the Minister has the absolute discretion to not approve any Application. The decision of the Minister is final.