



# COVID-19 Agriculture Response Program

2020-2021



**FOR MORE INFORMATION PLEASE CONTACT:**

Programs and Business Risk Management (PBRM)

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## CANADIAN AGRICULTURAL PARTNERSHIP (CAP)

The governments of Canada and Nova Scotia are committed to ensuring farmers and processors have the tools they need to innovate, grow and prosper. The *Canadian Agricultural Partnership* agreement is part of a commitment by federal, provincial and territorial governments to promote productivity and profitability for the sector. The programs are designed to help the industry position itself to respond to future opportunities and to realize its full potential as a significant contributor to the economy. Programs are also tailored with the flexibility to meet diverse regional requirements.

The partnership is a five-year, \$3-billion investment by federal, provincial and territorial governments that aims to strengthen the agriculture and agri-food sector and ensure continued innovation, growth and prosperity. The partnership includes \$1 billion for federal activities and programs, and \$2 billion in cost-shared programs delivered by provinces and territories on a 60-40 basis. In Nova Scotia, \$37 million will be invested through provincially delivered programs focusing on Markets and Trade; Science, Research and Innovation; Environmental Sustainability and Climate Change; Risk Management; Value Added Agriculture and Agri-Food Processing; and Public Trust.

In addition to cost-shared strategic initiatives, the partnership includes several business risk-management programs to help farmers manage risks that threaten the viability of their farms.

## PROGRAM OBJECTIVES

The objective of the COVID-19 Agriculture Response Program is to support Nova Scotia's agriculture industry in mitigating impacts from the COVID-19 pandemic, which is jeopardizing competitiveness, productivity, and profitability of the agriculture industry.

## ELIGIBILITY

### Farm:

- applicant is at least 19 years of age and actively farming in the program year; *and*
- currently and properly registered in the correct income category under the *Farm Registration Act*.

### Agri-Business:

- represents identifiable Nova Scotia agriculture and agri-food products; and
- conducts value-added processing of a raw Nova Scotia agriculture product (at least 50% of its product), which demonstrates a direct partnership and significant economic impact to Nova Scotia primary agricultural industry.

### Agricultural Industry Association:

- represents identifiable Nova Scotia agriculture and agri-food products; and
- demonstrates not-for-profit status by providing documentation.

### Nova Scotia provincially or federally licensed abattoirs

### Mi'kmaq First Nations and other Indigenous Organizations involved in agriculture business

Others may be considered upon request.

## STREAMS AND FINANCIAL ASSISTANCE

### STREAM 1: COVID-19 Mitigation and Adaptation for Health Protocol

Applicants are eligible for **75%** funding assistance on total eligible project costs to a maximum of **\$50,000** per program year, for activities which encourage compliance with recommended health protocols (e.g. adherence to recommended physical distancing, sanitation procedures, etc.).

### STREAM 2: COVID-19 Marketing, Product Movement and Distribution

Agriculture companies and registered Nova Scotia farms as applicants are eligible for **50%** funding assistance on total eligible project costs to a maximum of **\$20,000** per project.

### STREAM 3: COVID-19 Strategic Projects

Initiatives at a sector or industry level will be reviewed for funding on an individual basis. If they are deemed to meet the objectives of the Program, they will be assessed on an individual merit, impact and reach basis.

### STREAM 4: COVID-19 Abattoir Efficiency and Development (refer to *Abattoir Efficiency and Development Guidelines*)

Applicants are eligible for **75%** funding assistance on total eligible project costs to a maximum of **\$50,000** per program year.

**Note 1:** Funding for the Program is limited and the final decision to support will be determined by PBRM.

**Note 2:** No more than 100% of non-repayable funding can be received for any eligible project cost incurred and paid for by the applicant, regardless of source. Applicants are required to disclose all funding sources.

## ELIGIBLE EXPENSES

- activities designed to assist with the marketing, movement and distribution of product;
- activities designed to provide mental health support;
- activities which encourage compliance with recommended health protocols (e.g., adherence to recommended physical distancing, sanitation procedures, etc.);
- assistance to address marketing challenges by implementing solutions using technology (e.g., secure ecommerce, technology to host remote meetings, etc.);
- capital expenditures, materials and/or supplies identified as essential to move through the business interruption created by COVID-19;
- training on COVID-19 protocols; and
- other projects, activities, or items that are demonstrated to be needed to mitigate the impacts of COVID-19 on maintaining competitiveness, productivity, or profitability.

## INELIGIBLE EXPENSES

These include but are not limited to:

- administrative / general overhead;
- HST;
- in-kind contributions;
- operating expenses / existing staff salaries;
- tools;
- training and related courses; and
- used equipment and materials.

## APPLICATION PROCESS

To apply for the COVID-19 Agriculture Response Program, complete and submit the application and all required supporting documentation, including any consultant quote(s). Late applications will not be accepted. Eligible project expenses will be recognized within the activity period stated in the below table, however, expenses incurred prior to the date of project approval are at the applicant's risk.

Application Intake	Activity Period	Claim Deadline
May 15, 2020 - December 31, 2020	April 1, 2020 - March 1, 2021	March 1, 2021

**Note:** Clients new to PBRM programs since 2018 must complete the Program Funding Registration form. Returning clients, must update the form as needed with any changes to business information including contact information, structure, commodities, environmental farm plan and Premise ID.

## APPROVAL PROCESS

1. Applications will be reviewed by the Nova Scotia Department of Agriculture (NSDA).
2. If approved, applicants will receive a **Letter of Agreement (LOA)** which identifies the eligible project activities, assistance offered, and the terms and conditions under which assistance is approved.
3. Review, sign and return the LOA to PBRM within **30 days** of the date of the letter or your funding will be forfeited.

## CLAIMING PROCESS

1. Claim deadline is noted in table above (page 5), in Application Process.
2. Complete and sign the **Program Claim Form** that you received with your LOA.
3. Attach copies of all invoices for eligible project costs incurred and paid for by the applicant.
4. Attach proof of payment for each invoice – debit slips, cancelled cheques, or credit card statements. (receipted invoices marked paid and signed by the supplier are not accepted)
5. Submit your claim with the required supporting documentation to PBRM by the claim deadline.
6. To claim funding assistance for a business plan, a copy of the completed business plan must be submitted with the claim to PBRM and deemed acceptable by NSDA Business Development staff.

**Note:** No payment will be made for claims under \$20.00.

## ARM'S LENGTH TRANSACTIONS

Financial assistance will only be offered on transactions (invoices) that involve a supplier/service provider with an arm's-length relationship to the applicant for approved projects. For the purposes of Programs, arm's length is defined as individuals who are NOT connected by blood relationship, marriage, common-law partnership, or adoption.

## AUTHORITY

NSDA shall have the authority to deny an application if there is evidence of misrepresentation of pertinent information or if NSDA believes that an application does not conform to the spirit of the Program.

## EVALUATION AND AUDIT

Review and evaluation of projects may be carried out by NSDA, Government of Canada or other parties chosen by NSDA for the purpose of audit, analysis, evaluation, program development and determining financial assistance. This review and evaluation process may be conducted prior to project commencement, during work or upon project completion. Applicants may be asked to complete an evaluation survey related to their final claim.

## CONFIDENTIALITY

Applicants consent to the release of their name and the amount of support received under the Program. This specific information is deemed to be public information, to be actively disseminated by NSDA. NSDA may provide any information from an applicant to another public body or a law-enforcement agency in Canada to assist in an investigation, undertaken with a view to a law-enforcement proceeding or from which a law-enforcement proceeding is likely to result. Any other information provided, unless disclosed in the manner and for the purposes stated above, will be subject to the confidentiality and disclosure provisions of the Freedom of Information and Protection of Privacy (FOIPOP) Act.

## CONTACT INFORMATION

Please submit all documents related to the COVID-19 Agriculture Response Program to PBRM at the address, email or fax number below. For more information about the Program, please contact PBRM or your regional office.

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