



Food and Beverage Business Accelerator Program Guidelines

2022-2023

Version 2



FOR MORE INFORMATION PLEASE CONTACT:

Programs

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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 Food and Beverage Business Accelerator Program will provide support for specialized services provided by Perennia to Nova Scotia's food and beverage producers with the following objectives:

- enhance the overall understanding and skills of applicants to grow their business.
- encourage access to new markets through food safety development and information sharing initiatives.
- help applicants increase profit through the launch of new products.
- promote new ideas around by-products in the marketplace.

ELIGIBILITY

Agri-Business:

- applicant is at least 19 years of age;
- represents identifiable Nova Scotia agriculture and agri-food products;
- generates an annual eligible gross agri-business income of \$30,000 or more based on most recent T2 Corporation Income Tax Return and/or internal Income Statement; and
- conducts value-added processing of a raw Nova Scotia agriculture product which demonstrates a direct partnership and significant economic impact (*see table below*) to the Nova Scotia primary agricultural industry.

Income Level	Minimum annual purchases of raw agricultural ingredients
\$30,000-\$49,999	\$5,000
\$50,000-\$99,999	\$10,000
\$100,000-\$250,000+	\$25,000

Farm:

- applicant is at least 19 years of age and actively farming in the program year;
- currently and properly registered in the correct income category under the *Farm Registration Act*; and
- generates an annual eligible gross commodity income of \$30,000. The eligible commodity income will be based on the most recent Statement of Farming Activities (T2042, T1273 or Schedule 125 - Farm Revenue: detailing sales by commodity revenue code).

FINANCIAL ASSISTANCE**ELIGIBLE EXPENSES**

1. Food Safety
a. Food Safety Coaching (75% funding)
b. Food Safety Product Testing (50% funding)
2. Product Development
a. Improving a Current Product (75% funding)
b. Nutrition Facts Table Development (75% funding)
c. Creating a New Food or Beverage Product (50% funding)
d. Provision Coalition R-Purpose MICRO Program (50% funding)
e. Processing Acceleration (75% funding)

1. Food Safety

Focuses on applicants with at least one product currently in the market who are seeking to diversify their product offerings and improve their food safety programs. Eligible Activities:

a) Food Safety Coaching

Applicants are eligible for **75%** funding assistance on total eligible project costs to a maximum of \$10,000 per program year. Funding is available for the following services:

- Gap assessments on a business' current food safety practices against specific retail or food safety program requirements
- Pre-audit assessments in preparation for a third-party audit to meet a specific food safety program standard
- Assistance with the development and/or implementation of a food safety program
 - retailer requirement;
 - HACCP plan; or an
 - internationally recognized Global Food Safety Initiative program (e.g.: BRC, CanadaGAP, SQF)

b) Food Safety Product Testing

Food safety product testing targeted at products considered high risk for food safety hazards or identified by regulatory agency inspectors for follow-up to validate safety for human consumption.

Applicants are eligible for **50%** funding assistance on total eligible project costs to a maximum of \$10,000.00 on food safety product testing for the following:

- recommended by a food safety specialist or inspector;
- due to a product recall or market withdrawal;
- due to concerns about food borne illness, (e.g.: *Listeria monocytogenes*);
- for food safety review of a food or beverage product.

2. Product Development

Focuses on applicants with at least one product currently in the market who are seeking to improve their product offerings and marketing efforts. Applicants must demonstrate growth potential and proven ability to successfully complete projects.

a) Improving a Current Product

Address issues with current products to allow them to enter new markets and increase sales. Applicants are eligible for **75%** funding assistance on total eligible project cost to a maximum of \$5,000 per program year. Eligible activities:

Step 1: Mandatory one-on-one business consultation

Step 2: Projects

- Adjusting formulation to achieve a better or different product
- Determining and/or extending the product's shelf-life including packaging considerations to optimize the best before date
- Analytical testing of bioactive compounds
- Analytical testing to provide evidence that a product and/or process has met expectations
- Developing step-by-step production methods

b) Nutrition Facts Table Development

Applicants are eligible for **75%** funding assistance for up to five Nutrition Facts Tables per applicant per year for eligible products (that contain 20% Nova Scotia ingredients except beverages, which are on a case-by-case basis).

c) Creating a New Food or Beverage Product

Applicants who demonstrate a proven ability to successfully take a new product to market. Applicants are eligible for **75%** funding assistance on total eligible project cost to a maximum of \$10,000 per program year. Eligible activities:

Step 1: Mandatory one-on-one business consultation

Step 2: Projects

- Product development
- Determining a best before date
- Sourcing ingredients and co-packers
- Support for scale up and packaging

All applications will be assessed for market viability by Perennia as part of the approval process and this assessment cost will be included in the funding budget.

d) Course Registration Cost - Provision Coalition R-Purpose MICRO Program | Transforming Your Business Through a Focus on Sustainability

Funding assistance is **50%** of the course registration cost. Assistance will be limited to five Nova Scotia companies to participate in the 12-week online Provision Coalition R-Purpose MICRO Program.

e) Processing Acceleration

For companies that:

- have a current product and need to increase pilot scale processing to meet new retail markets;
- to test a new product in a new market; or
- to assess equipment and processes as the first step to working with a co-packer or move to their own facility.

Applicants are eligible for **75%** funding assistance on total eligible project cost to a maximum of \$5,000 per program year. Eligible activities:

- producing samples on a small scale for a test market (e.g. spray or freeze-drying product, bottling) or for industrial trials
- short-term kitchen space rental
- processing and packaging equipment rental
- processing line set up and improvement

INELIGIBLE EXPENSES

These include but are not limited to:

- administrative costs and general overhead;
- buildings and building modifications;
- HST;
- in-kind contributions;
- operating expenses and existing staff salaries;
- tools;
- travel; and
- implementation of action items from the approved plans are not eligible for assistance (see example below).

Example: A Food Safety Plan may identify areas and/or items in a facility that require attention, such as hands-free hand washing units and proper floor surfacing for a Provincially Inspected facility. The program will not cover the cost to purchase and install these items.

APPLICATION PROCESS

To apply for the Food and Beverage Business Acceleration Program, complete and submit the Application. 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
April 1, 2022-November 30, 2022	April 1, 2022-February 1, 2023	February 1, 2023

Note: Clients new to 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. Based on approval of application, a form will be provided by Programs to the applicant to be completed in cooperation with Perennia to detail project activities and expenses.
3. If approved, applicants will receive a **Letter of Agreement (LOA)** which identifies the eligible project activities, program funding offered, and the terms and conditions under which program funding is approved.
4. Review, sign and return the LOA to Programs within **30 days** of the date of the letter or your funding will be forfeited.

CLAIMING PROCESS

1. After Programs receives your signed Letter of Agreement, a **Program Claim Form** will be sent to you.
2. Complete and sign **Program Claim Form**. Claim deadline is noted in table above (page 6).
1. Attach copies of all invoices for eligible project costs incurred and paid for by the applicant.
3. Attach proof of payment for each invoice – e-transfer confirmation, debit slips, cleared cheques, or credit card/bank statements. (invoices marked paid and signed by the supplier are not accepted)
4. Provide supporting documentation to the Programs office with your claim.

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

ARM'S LENGTH TRANSACTIONS

Program funding 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

The Department shall have the authority to deny an application if there is evidence of misrepresentation of pertinent information, or if the Department 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 the NSDA, Government of Canada or other parties chosen by the NSDA for the purpose of audit, analysis, evaluation, program development and determining 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 statement related to their final claim and/or provide a copy of the prepared plan.

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 Food and Beverage Business Accelerator Program to Programs at the address, email or fax number below. For more information about the Program, please contact Programs or your regional office.

Programs
 74 Research Drive
 Bible Hill, Nova Scotia B6L 2R2
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	Kentville	902-679-6021
	Lunenburg	902-634-7575
Eastern Region Offices	Truro	902-893-6575
	Antigonish	902-863-7180
	Sydney	902-563-2000