

Sustainable Canadian Agricultural Partnership

Competitive. Innovative. Resilient.

Agricultural Research and Innovation Program Guidelines

2024-2025

Version 2



Sustainable Canadian Agricultural Partnership

The Sustainable Canadian Agricultural Partnership (Sustainable CAP) is a five-year (2023-2028), \$3.5-billion investment by federal-provincial and territorial governments to strengthen competitiveness, innovation, and resiliency of the agriculture, agri-food, and agri-based products sector. This includes \$1 billion in federal programs and activities and \$2.5 billion in cost-shared programs and activities by federal, provincial, and territorial governments.

In Nova Scotia, \$46 million will be invested through a federal-provincial partnership that is linked to five program priority areas: 1) Building Sector Capacity, Growth and Competitiveness; 2) Climate Change and Environment; 3) Market Development and Trade; 4) Science, Research, and Innovation; and 5) Resiliency and Public Trust.

We support the development of diverse and inclusive industries. We welcome individuals from all equity-deserving communities including but not limited to women, persons with disabilities, Black and African Nova Scotians, Mi'kmaq, Indigenous peoples, 2SLGBTQI+ and racialized individuals, to apply to programming.

Program Objectives

The Agricultural Research and Innovation Program supports applied research and innovation activities, as well as on-farm trials that are intended to improve production, productivity, profitability, competitiveness and sustainability of Nova Scotia's agricultural sectors.

Eligible Applicants

Research

- Nova Scotia Post-Secondary Institution
- Agricultural Industry Association
- Industry Organizations
- Crown Corporations
- Government Department

On-Farm Trials

- Farms
- Agricultural Industry Association
- Industry Organizations

Program Criteria

This program supports applied research by institutions, industry organizations and farms to advance Nova Scotia's agricultural industry in one or more Sustainable CAP priority areas:

- Building Sector Capacity, Growth and Competitiveness
- Market Development and Trade
- Science, Research and Innovation
- Climate Change and Environment
- Resiliency and Public Trust

Research & Innovation

These projects support applied and foundational research partnerships led by researchers that demonstrate industry participation and endorsement. Research partners and contact names must be identified on the Application.

On-Farm Trials

These farmer or industry organization-led demonstration trials will evaluate new farm technologies or practices that will lead to enhanced economic and environmental sustainability.

Key Priorities:

- sector driven field and farm trials
- innovative equipment trials
- soil and water management enhancement trials

Industry Contribution

Industry is expected to provide significant in-kind and/or cash contributions towards the project. Industry contribution will be considered when evaluating the project.

Financial Assistance

Applicants are eligible for up to **85%** funding assistance on total eligible project costs to a maximum of **\$50,000** per program year. The maximum amount of funding an applicant can receive over the life of the Sustainable CAP program (2023-2028) is **\$150,000**. Multi-year projects are eligible for a maximum of 3 years.

An annual report must be submitted with the end of year claim. The report must identify the results and milestones reached during the year. For multi-year projects, an interim report must be submitted.

Assessment factors for funding eligibility:

- **Alignment with Sustainable CAP priorities** (20 points) - demonstrated ability to advance Nova Scotia agriculture in one or more of the Sustainable CAP target areas:
 - Building Sector Capacity, Growth and Competitiveness
 - Market Development and Trade
 - Science, Research and Innovation
 - Climate Change and Environment
 - Resiliency and Public Trust
- **Level of Innovation** (20 points) – e.g. testing technologies or practices entirely novel or new to Nova Scotia; project addresses a need identified by industry for which there is currently no adequate solution.
- **Degree of Potential Impact** (15 points) to increase the competitiveness, sustainability, and profitability of Nova Scotia’s agricultural sector
- **Collaboration** (15 points) with other industry stakeholders (including indigenous and other equity-deserving communities)
- **Effective Knowledge Transfer Plan** (20 points) – Degree to which project reaches the wider Nova Scotia agricultural industry and creates the desired behaviour change
- **Completeness of Application** (10 points) – Degree of completeness of the Application and thoroughness of Proposal. A thorough Application and Proposal will allow the project to be well understood by the reader and properly assessed for acceptance into the Program.

Note 1: All program funding is subject to funding availability.

Note 2: Precedence will be given to applications that show a minimum of 15% industry involvement through either cash or in-kind contributions.

Note 3: No more than 100% of non-repayable funding can be received for any eligible project cost incurred and paid for by the applicant. This applies to all Nova Scotia Department of Agriculture Programs.

Eligible Expenses

Eligible Expenses are those directly related to the execution of the approved project.

Expense Category	Types of Eligible Expense
Incremental salaries, wages	<ul style="list-style-type: none"> • post doctorate or graduate students
Subcontracted services	<ul style="list-style-type: none"> • custom work
Professional fees	<ul style="list-style-type: none"> • outside consultants justified as essential to the project (must be hired specifically to ensure delivery of the project)

Knowledge transfer	<ul style="list-style-type: none"> • communication materials (pamphlets, on-site events, conference fees) • hosting of extension events (e.g. facility rentals, audio and visual equipment rentals) • Student travel to research conferences where the funded research will be presented, subject to pre-approval
Specialized equipment rental	<ul style="list-style-type: none"> • equipment rental (specific to approved project)
Specialized equipment purchases	<ul style="list-style-type: none"> • specific to the approved project
Materials and supplies	<ul style="list-style-type: none"> • lab supplies • consumables specific to the approved project
Travel to research sites	<ul style="list-style-type: none"> • fuel/mileage
Overhead (up to ten percent of total approved expenses)	<ul style="list-style-type: none"> • accounting and legal expenses • administrative wages • licence fees • office supplies

Note: The non-recoverable portion of HST may be provided as an eligible cost for certain organizations (i.e. non-profit organizations). Appropriate documentation showing the applicant's eligibility for HST reimbursement must be provided at the time of the application. Any amounts for HST reimbursement requested must be included in the project application.

Ineligible Expenses

These include but are not limited to:

- multi-use items, equipment or tools (e.g., items not directly related to the project, such as clothing, footwear, phones, computers, cameras, batteries, electronics and software etc.)
- operating expenses / existing staff salaries
- normal operating expenses associated with carrying out business operations
- finance charges, loan interest payments, bank fees and charges
- any additions to new or existing buildings and facilities
- sponsorship of seminars, conferences, workshops, events or initiatives

Application Process

To apply for the Agricultural Research and Innovation Program:

1. Submit a complete application by **March 22, 2024** for Intake 1 and by **April 30, 2024** for Intake 2.
2. Eligible project expenses will be recognized within the Activity Period stated in the table below. Please refrain from making purchases before receiving a Letter of Agreement from the Programs Office.

Application Intake	Activity Period	Claim Deadline
Intake #1: February 22, 2024 – March 22, 2024	April 1, 2024 – February 28, 2025	February 28, 2025
Intake #2: March 23, 2024 – April 30, 2024		

Note 1: There is a requirement for demonstration and sharing of technology / information for each project that is completed. This activity needs to be reflected in your application. If there are any associated costs these will need to be identified within your breakdown of project costs.

Note 2: Clients new to Programs since 2023 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, program funding offered and the terms and conditions under which program funding is approved.
3. Review, sign, and return the LOA to the Programs office within **30 days** of the date of the letter or your Program 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 the Program Claim Form by **February 28, 2025**
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 – e-transfer confirmation, debit slips, cleared cheques, or credit card/bank statements. (Invoices marked paid and signed by the supplier are not accepted)
5. Submit your claim with the required supporting documentation (Final or Interim Reports if required) to the Programs office by the claim deadline.

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

Final Report

Projects approved for program funding may have mandatory reporting requirements. Applicants will receive the reporting template with their claim form if applicable.

Programs that require a final report will be subject to a 25% holdback on their submitted claim if the final report is not submitted at the same time. Final reports may be made available publicly on the NSDA website and a follow up review may be conducted after project completion.

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

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 to Programs at the address, email or fax number below. For more information, please contact Programs or your regional office.

**Nova Scotia Department of Agriculture
Programs Office**
74 Research Drive
Bible Hill, Nova Scotia B6L 2R2
Telephone: 902-893-6377
Toll Free: 1-866-844-4276
Fax: 902-893-7579
Email: prm@novascotia.ca

Nova Scotia Department of Agriculture Regional Offices		
Western	Yarmouth	902-223-8085
	Digby	902-638-2395
	Kentville	902-679-6021
	Lunenburg	902-634-7575
Eastern	Truro	902-893-6575
	Nappan	782-370-2278
	Antigonish	902-863-7180
	Sydney	902-563-2000