



Business Advisory Services Program Guidelines

2019-2020



FOR MORE INFORMATION PLEASE CONTACT:

Programs and Business Risk Management (PBRM)

74 Research Drive

Bible Hill, Nova Scotia B6L 2R2

Tel: 902-893-6377 Toll free: 1-866-844-4276

Fax: 902-893-7579

Email: prm@novascotia.ca Website: <http://novascotia.ca/programs>

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 this program is to enhance Nova Scotia farms' and agri-businesses' ability to be more competitive, manage transition, develop risk management strategies and respond to change. The business advisory services offered under this program will enable the agriculture sector to be proactive in business development decisions.

ELIGIBILITY

An eligible applicant is a farm that:

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

An eligible applicant is an agri-business or an industry association that:

- is at least 19 years of age in the program year;
- generates an annual eligible gross agri-business income of \$30,000 or more; or an industry association that demonstrates not-for-profit status by providing documentation;
- conducts value-added processing of a raw Nova Scotia agriculture product which demonstrates a direct partnership and significant economic impact to the Nova Scotia primary agricultural industry.

FINANCIAL ASSISTANCE

Each applicant may be eligible for **50%** assistance to a maximum of **\$10,000** in the Business Advisory Program. Over the life of the Canadian Agricultural Partnership, applicants are eligible to apply and claim for each type of plan one time only with the exception of feasibility and marketing studies for new projects or products. Contact the PBRM office for authorization if applying for additional funding to update a section of a plan previously completed.

Eligible Items

Consultative Services for:

- Business Plan
- Marketing Plan
- Succession Plan
- Strategic Plan
- Feasibility / Marketing Studies
- Food Safety Plan
 - Need Assessments / gap assessments / pre-audit
 - HACCP Based (e.g. Good Manufacturing Practices, Good Distribution Practices, Good Agricultural Practices, Food Safety Quality System)
 - Regulatory Based (e.g. Safe Food for Canadians, FSMA)
 - Global Food Safety Initiative (e.g. Canada GAP, Global Gap, SQF, BRC)
- Translation Services for Food Safety Plans & Farm Safety Plans
- Translation Services for Product Labels (Does not include printing of labels)
- Efficiency Improvement Plans (e.g. LEAN, Six Sigma)
- Graphic Design for Product Packaging (does not include first run of labels/packaging).
 - International
 - Domestic
- Farm Health & Safety Plan
 - Needs assessment/gap assessment
 - Hazard assessment/risk assessment
 - Development of farm safety plan including policies, safe work practices and procedures, inspections, record keeping, etc.
 - Occupational hygienist services (e.g. air monitoring, noise monitoring)
 - Engineering certification

Ineligible Items

- Training and related courses
- Nutrient Management Plans
- Implementation (action items) of the approved plans are not eligible for assistance

Example 1: 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.

Example 2: A Succession Plan will recommend multiple action items to implement the plan. The program does not cover the cost of implementing the plan, including:

- Closing and financial arrangements
- Review of legal documents re: establishment of Farm Partnership
- Preparation of Deed
- Land Transfer Activities
- Establishment of a Trust
- Corporation Fee's
- Sales Documents

Example 3: A Farm Safety Plan may identify training, monitoring equipment and/or items required for your farm. The program will not cover the cost to purchase or install these items.

APPLICATION PROCESS

Two intake periods are offered to accommodate optimal time of Business Advisory Services application.

	Application Intake	Activity Period	Claim Deadline
Spring	February 1, 2019-July 31, 2019	April 1, 2019-August 31, 2019	August 31, 2019
Fall	August 1, 2019-December 31, 2019	September 1, 2019-February 28, 2020	March 1, 2020

To apply for the Business Advisory Services program:

1. Complete the ***Business Advisory Services Application***.
2. Attach a copy of your CRA farming revenue and expenses identifying your primary agricultural commodity (unless previously submitted for 2018-19 programs).

Note:

- Clients new to programs since 2019 must complete the Program Funding Registration form.
- Returning clients, please refer to the Program Funding Registration form and update the form with any changes to:
 - contact information
 - business information including structure, commodities, environmental farm plan and Premise ID

**Submit all documents to:
Programs and Business Risk Management (PBRM)**

74 Research Drive

Bible Hill, Nova Scotia B6L 2R2

Phone: 902-893-6377 Toll free: 1-866-844-4276

Fax: 902-893-7579

Email: prm@novascotia.ca Website: <http://novascotia.ca/programs>

APPROVAL PROCESS

1. Applications are assessed based on the information and supporting documentation. If an application requires further assessment or information, Programs staff will follow up with the applicant.
2. If approved, applicants receive a Letter of Agreement (LOA) that identifies the eligible project activities, assistance offered, and the terms and conditions under which assistance is approved.
3. Sign and return the LOA to the Programs office within 60 days of the date of the letter to secure your funding.

You must review and return the signed copy of the Letter of Agreement to the PBRM office within 60 days or you will forfeit the funding.

CLAIMING PROCESS

1. Complete your Business Advisory Services project within project activity dates (as is listed on Page 5).
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.

Note: receipted invoices marked paid and signed by the supplier are not accepted as a proof of payment. No payment will be made for claims under \$20.00.

5. Submit your claim with the required supporting documentation to the PBRM office by the claim deadline.

PROJECT EVALUATION AND AUDIT

Review and evaluation of projects may be carried out by officials of the Nova Scotia Department of Agriculture (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.

CONFIDENTIALITY

Applicants consent to the release of their name and the amount of support received under the program as public information to be actively disseminated by the Department of Agriculture. Any other information provided, unless disclosed in the manner and for the purposes stated above, will be subject to the confidentiality and disclosure provisions to the Freedom of Information and Protection of Privacy (FOIPOP) Act.

CONTACT INFORMATION

To find out more information about the Business Advisory Services Program please contact Programs at: 902-893-6377, toll free 1-866-844-4276, or your regional office at the following locations:

Central Region	Truro office	902-893-6575
Valley Region	Kentville office	902-679-6021
Western Region	Cornwallis office	902-638-2395
Eastern Region	Antigonish office	902-863-7180
Cape Breton Region	Sydney office	902-563-2000