

# Sustainable Canadian Agricultural Partnership

Competitive. Innovative. Resilient.

## Get Growing Program Guidelines

2023-2024

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 streams: 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 objective of the Get Growing Program is to support growth of small farms (those with annual gross sales currently less than \$30,000) through the adoption of specialized infrastructure or equipment. Projects should help the expansion of local agricultural production for local markets.

## Eligible Applicants

- Farms
- Mi'kmaq conducting farming activities in Mi'kmaq Communities

## Program Criteria

- currently registered in the correct income category under the Farm Registration Act or you are a Mi'kmaq conducting farming activities in Mi'kmaq Communities
- applicant is at least 19 years of age and actively farming in the program year
- Must provide copies of the previous two (2) years of Statement of Farming Activities (T2042, T1273 or Schedule 125 - Farm Revenue: detailing sales by commodity revenue code)
- generates an annual eligible gross commodity income not greater than \$30,000

**Note:** A completed business plan must be submitted with the application.

## Financial Assistance

Applicants are eligible for **50%** funding assistance on total eligible project costs to a maximum of **\$5,000** per program year. Eligible applicants can take part in the Get Growing Program for a maximum of two years and receive up to a maximum of **\$10,000**.

The program will allow small farms to make significant strides in reaching or working towards commercial viability.

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

**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. This applies to all Nova Scotia Department of Agriculture Programs.

**Note 3:** Quotes are required and must be provided with the application.

## Eligible Expenses

See the eligible projects list in Appendix A of this document. Requested project support must be tied to the eligible projects list in Appendix A. Only items listed in Appendix A for this program will be considered for funding.

**Note:** In-kind labour can be used towards specific program activities including but not limited to pest control, site preparation for growing structures, field activities and farm building improvements. A rate of \$22/hour (based on the average Living Wage) will be used. A maximum of 15% of the total project cost is eligible up to \$750 per year.

**Example:** An applicant with a \$4,000 total project cost will be eligible for \$600 to go towards in-kind labour, this works out to 27 hours.

## Ineligible Expenses

These include but are not limited to:

- administrative / general overhead
- buildings / building modifications
- small construction tools
- multiple pieces of equipment with the same function (e.g. two specialized sprayers)
- ongoing software licensing costs or fees
- operating expenses / existing staff salaries
- HST
- travel

## Application Process

To apply for the Get Growing Program:

1. Contact a Business Development Officer or Agricultural Representative to receive an application form and business plan template. See contact information on page 7 or click here: [Regional Services | novascotia.ca](https://novascotia.ca/regional-services).

2. Work with Department staff to complete the application and business plan template prior to submitting to Program.
3. Submit a complete application and business plan template by **September 30, 2023**.
4. Submit a complete Program Funding Registration Form.
5. 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
April 14, 2023 – September 30, 2023	April 1, 2023 – December 31, 2023	December 31, 2023

## Approval Process

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

## Claiming Process

1. After NSDA receives your signed LOA, a **Program Claim Form** will be sent to you.
2. Complete and sign the Program Claim Form by **December 31, 2023**
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. Attach in-kind labour documentation ex: spreadsheet identifying the date, task and hours completed (self identified)
6. Submit your claim with the required supporting documentation (Final Report if required. *See below.*) to the NSDA 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.

## 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.

## Appendix A

### Eligible Project List

Applicants can complete one or more projects to a maximum of \$5,000 per year. Applicants that apply for a second year of funding must provide a business update (template provided) to receive an additional \$5,000. The total amount of funding allowed per applicant through the life of Sustainable CAP (2023-2028) is \$10,000 and must be spent within a three-year period.

**Example:** If you enter the program in 2023, you have until 2025 to spend your full \$10,000.

Field and Farm Equipment	
<ul style="list-style-type: none"> <li>• Mounted Sprayers</li> </ul>	<ul style="list-style-type: none"> <li>• Hoists or Cranes</li> </ul>
<ul style="list-style-type: none"> <li>• Tillers</li> </ul>	<ul style="list-style-type: none"> <li>• Commercial Irrigation Equipment</li> </ul>
<ul style="list-style-type: none"> <li>• Rippers</li> </ul>	<ul style="list-style-type: none"> <li>• Grape Hoe Weeder</li> </ul>
<ul style="list-style-type: none"> <li>• Power Harrows</li> </ul>	<ul style="list-style-type: none"> <li>• Reverse Osmosis Machine</li> </ul>
<ul style="list-style-type: none"> <li>• Seeders</li> </ul>	<ul style="list-style-type: none"> <li>• Flail Mower</li> </ul>
<ul style="list-style-type: none"> <li>• Harvester</li> </ul>	<ul style="list-style-type: none"> <li>• Livestock Watering System</li> </ul>
<ul style="list-style-type: none"> <li>• Paper Pot Transplanter System (transplanter, drop seeder, dribbler)</li> </ul>	<ul style="list-style-type: none"> <li>• Bush Hog (attachment to tractor)</li> </ul>
<ul style="list-style-type: none"> <li>• Frost Free Hydrants</li> </ul>	<ul style="list-style-type: none"> <li>• Commercial Grade Trellis System</li> </ul>
<ul style="list-style-type: none"> <li>• UV Lights / Rack System / Growing Microgreens</li> </ul>	<ul style="list-style-type: none"> <li>• Weeding Equipment / Attachments (commercial grade, PTO attachment)</li> </ul>

Pest Control/ Mitigation Equipment	Processing Equipment
<ul style="list-style-type: none"> <li>• Bird Netting</li> </ul>	<ul style="list-style-type: none"> <li>• Commercial Grade Wash Station Equipment</li> </ul>
<ul style="list-style-type: none"> <li>• Bird Wailers</li> </ul>	<ul style="list-style-type: none"> <li>• Commercial Kitchen Equipment (stove, oven, stainless steel sinks, etc.)</li> </ul>
<ul style="list-style-type: none"> <li>• Insect Netting</li> </ul>	<ul style="list-style-type: none"> <li>• Commercial Filtering System for food products</li> </ul>
<ul style="list-style-type: none"> <li>• Bird Bangers</li> </ul>	<ul style="list-style-type: none"> <li>• Commercial Digital Scale</li> </ul>

Climate Control Equipment	Growing Structures
<ul style="list-style-type: none"> <li>• Commercial Refrigeration</li> </ul>	<ul style="list-style-type: none"> <li>• Commercial Caterpillar Tunnel System</li> </ul>

<ul style="list-style-type: none"> <li>Commercial Freezer</li> </ul>	<ul style="list-style-type: none"> <li>Commercial Greenhouse Kit</li> </ul>
<ul style="list-style-type: none"> <li>Walk-in Cooler and Cooling System (no buildings)</li> </ul>	<ul style="list-style-type: none"> <li>Trellis System for greenhouse growing</li> </ul>

Farm Building Improvement(s)	Land Improvement
<ul style="list-style-type: none"> <li>Fuel Tank (including pump)</li> </ul>	<ul style="list-style-type: none"> <li>Ditching</li> </ul>
<ul style="list-style-type: none"> <li>Curtains (Heat or Ventilation)</li> </ul>	<ul style="list-style-type: none"> <li>Tile Drainage</li> </ul>
<ul style="list-style-type: none"> <li>Upgrading electrical system or adding electrical capacity</li> </ul>	<ul style="list-style-type: none"> <li>Farmyard Runoff Management</li> </ul>
<ul style="list-style-type: none"> <li>Livestock Handling System</li> </ul>	<ul style="list-style-type: none"> <li>Water Well</li> </ul>
<ul style="list-style-type: none"> <li>Adding water supply to farm buildings for a new purpose (not new builds)</li> </ul>	

Food Safety	Marketing Activities
<ul style="list-style-type: none"> <li>Consultation / Label Design / Nutrient Fact Tables</li> </ul>	<ul style="list-style-type: none"> <li>Website Design &amp; Adding e-commerce to a website</li> </ul>
<ul style="list-style-type: none"> <li>Enclosed light fixtures/ non-breakable light fixtures for food processing areas if converting or upgrading</li> </ul>	<ul style="list-style-type: none"> <li>Farm signage</li> </ul>
<ul style="list-style-type: none"> <li>UV Systems / Reverse osmosis for water treatment</li> </ul>	<ul style="list-style-type: none"> <li>Graphic design for product packaging, logo, product labeling</li> </ul>
<ul style="list-style-type: none"> <li>Floor covering to meet food safety requirements (no concrete work)</li> </ul>	<ul style="list-style-type: none"> <li>Product photography (no videos)</li> </ul>
	<ul style="list-style-type: none"> <li>Marketing Plan / Social Media Strategy</li> </ul>



## Contact Information

Please submit all documents related to the Get Growing Program to NSDA Programs office at the address, email, or fax number below. For more information about the program, please contact Programs or your regional office.

**Nova Scotia Department of Agriculture  
Programs Office**  
74 Research Drive  
Bible Hill, Nova Scotia B6L 2R2  
Fax: 902-893-7579  
Email: [prm@novascotia.ca](mailto:prm@novascotia.ca)

<b>Programs:</b> <b>Telephone: 902-893-6377</b> <b>Toll Free: 1-866-844-4276</b>		
Western Region Offices	Cornwallis	902-638-2395
	Kentville	902-679-6021
	Lunenburg	902-634-7575
Eastern Region Offices	Truro	902-893-6575
	Antigonish	902-863-7180
	Sydney	902-563-2000