



Missions and Investigative Travel Program Guidelines

2022-2023

FOR MORE INFORMATION PLEASE CONTACT:

Programs

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 the Missions and Investigative Travel Program is to support the agriculture and agri-food industries' efforts to explore and investigate new market opportunities and innovative farm technologies. The program will assist applicants by offsetting the costs of travel to:

- support efforts outside of the Maritimes, for accessing new and emerging markets, expanding existing markets and building capacity to develop markets; and
- assist in the acquisition, adaptation and installation of new automated processes and equipment that will improve productivity, competitiveness and profitability for innovative farm technologies.

ELIGIBILITY

Farm:

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

Agri-Business:

- represents identifiable Nova Scotia agriculture and agri-food products;
- generates an annual eligible gross agri-business income of \$30,000 or more based on 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 to the 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.

PROGRAM FUNDING

Eligible Activity	Maximum Funding Per Year		
	Domestic (Excludes NS, PEI and NB)	Continental USA	International
Outbound Mission or Investigative Travel market expansion or innovative farm technologies	\$1,500.00	\$2,500.00	\$3,500.00
Inbound Mission *innovative farm technologies only	\$2,500.00	\$3,500.00	\$4,500.00

*Inbound Missions not eligible for Marketing Projects. Apply to the Market Expansion and Export Readiness Program.

PROGRAM FUNDING RESTRICTIONS

1. Must provide a detailed business case outlining:
 - current market position;
 - economic impact to the applicant;
 - expected outcomes and how they meet the applicant's organizational objectives;
 - overall benefit to the industry, beyond the benefit to an individual business; and
 - proposed project purpose, activities, and timelines.
2. An applicant may complete one application for one trip per year.
3. A maximum of three applications may be submitted throughout the life of the Canadian Agricultural Partnership (CAP).
4. Program funding will be available to support:
 - one representative for an outbound mission or investigative travel.
 - two representatives for an inbound mission.
5. Must be export-ready and capable of servicing markets outside of the Maritime Provinces if missions or investigative travel pertain to market activities.
6. 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.

APPLICATION PROCESS

1. Applications must be submitted by November 30, 2022. Late applications will not be accepted. To apply for the Missions and Investigative Travel Program, complete and submit the Application. 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 – December 31, 2022	December 31, 2022

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 and rated 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 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 the **Program Claim Form**. Claim deadline is noted in table above (page 5)
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. Provide supporting documentation to the Programs office with your claim

Note 2: No payment will be made for claims under \$20.00.

Payment Holdback: 25% of the submitted claim will be held back until the required Final Report, satisfactory to Programs, has been submitted. The holdback payment will be processed for payment after the Final Report has been received.

FINAL REPORT

Projects approved for program funding have the following mandatory reporting requirements:

- a Final Report is to be submitted to Programs (template provided with claim form);
- failure to submit a complete Final Report will affect future program funding considerations by the Programs office and eligible claim payment will be reduced by 25%;
- 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 program funding. 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 Missions and Investigative Technology 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
 Fax: 902-893-7579
 Email: prm@novascotia.ca

Programs: Telephone: 902-893-6377 Toll Free: 1-866-844-4276		
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