



Missions and Investigative Travel Program Guidelines

2021-2022

FOR MORE INFORMATION PLEASE CONTACT:

Programs and Business Risk Management (PBRM)

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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 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 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 gross agri-business income of \$30,000 or more; 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.

FINANCIAL ASSISTANCE

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

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

FINANCIAL RESTRICTIONS

- 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.
- An applicant may complete one application for one trip per year.
- A maximum of three applications may be submitted throughout the life of the Canadian Agricultural Partnership (CAP).
- Assistance will be available to support one representative for an out-bound mission or investigative travel.
- Assistance will be available to support two representatives for an in-bound mission.
- Must be export-ready and capable of servicing markets outside of the Maritime Provinces if missions or investigative travel pertain to market activities.
- 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

- Applications must be submitted by December 31, 2021. 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, 2021 - December 31, 2021	April 1, 2021 - March 1, 2022	March 1, 2022

Note: Clients new to PBRM 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, assistance offered, and the terms and conditions under which assistance is approved.
3. Review, sign and return the LOA to PBRM within **30 days** of the date of the letter or your funding will be forfeited.

CLAIMING PROCESS

1. Claim deadline is noted in the table above (page 4) in Application Process.
2. Complete and sign the **Program Claim Form** that you received with your LOA.
3. Attach copies of all invoices for eligible travel costs incurred and paid for by the applicant.
4. Attach proof of payment for each invoice – debit slips, cancelled cheques, or credit card statements. (receipted invoices marked paid and signed by the supplier are not accepted)
5. Submit your claim with the required supporting documentation to the PBRM by the claim deadline.

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 PBRM, has been submitted. The holdback payment will be processed for payment after the Final Report has been received.

FINAL REPORT

Projects approved for funding have the following mandatory reporting requirements:

- a Final Report is to be submitted to PBRM (template provided with LOA);
- the Final Report must be submitted at the time of the final claim;
- failure to submit a complete Final Report will affect future funding considerations by the PBRM 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 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 related to the Missions and Investigative Technology Program to PBRM at the address, email or fax number below. For more information about the Program, please contact PBRM or your regional office.

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74 Research Drive

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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