

Sustainable Canadian Agricultural Partnership

Competitive. Innovative. Resilient.

Speaker Series Assistance Program Guidelines

2024-2025



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 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

To support Industry Associations with skills development and awareness which will help to improve with competitiveness, sustainability, and profitability of the Nova Scotia agricultural industry.

This program helps the Agricultural Industry to:

- Provide education and awareness activities for producers related to BMPs.
- Assist industry associations with bringing in research subject matter experts (mentors) to producer attended conferences to encourage leading edge industry learning.
- Strengthen market diversification and support the sector to take advantage of new market opportunities by receiving expert advice.
- Promote agricultural career opportunities.
- Provide communication, awareness, or educational activities which support success of the sector, including the implementation of best practices.

Eligible Applicants

- Agricultural Industry Association

Program Criteria

- Represents identifiable Nova Scotia agriculture and agri-food products

Financial Assistance

One application per year per Industry Association up to a maximum funding amount of \$5,000.

Note 1: This program is anticipated to be offered again in 2025-26, 2026-27 and 2027-28. However, programs may be modified or discontinued based on budget availability, industry feedback, and government priorities.

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: A budget table of expenses is required and must be provided with the application.

Eligible Expenses

- Speaker Fees for Strategic Events, Industry Workshops, Annual General Meetings (AGMs)

Ineligible Expenses

These include but are not limited to:

- administrative / general overhead
- in-kind contributions
- operating expenses / existing staff salaries
- travel
- nutrition breaks and meals
- entertainment
- HST

Application Process

To apply for the Speaker Series Assistance Program:

1. Submit a complete application with a project budget by **December 31, 2024**.
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 (LOA) from the Programs office.

Application Intake	Activity Period	Claim Deadline
April 1, 2024 – December 31, 2024	April 1, 2024 – March 31, 2025	March 31, 2025

Note: Clients new to Programs since 2023 must complete the Program Funding Registration form (PFR). 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. Completed applications will be reviewed by the Nova Scotia Department of Agriculture (NSDA) as they are received.
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. 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 **March 31, 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 to the Programs office by the claim deadline.

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

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.

Conflict of Interest

No current or former Federal public servant or public office holders will receive benefits from this funding except in compliance with Conflicts of Interest Act (Canada), the Conflicts of Interest Code for Members of the House of Commons, or the Federal “Values and Ethics Code” for the public sector and the Federal “Policy on Conflicts of interest and Post -Employment”. No MP or Senator will be allowed to obtain financial benefit from this funding except in accordance with the Parliament of Canada Act.

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