

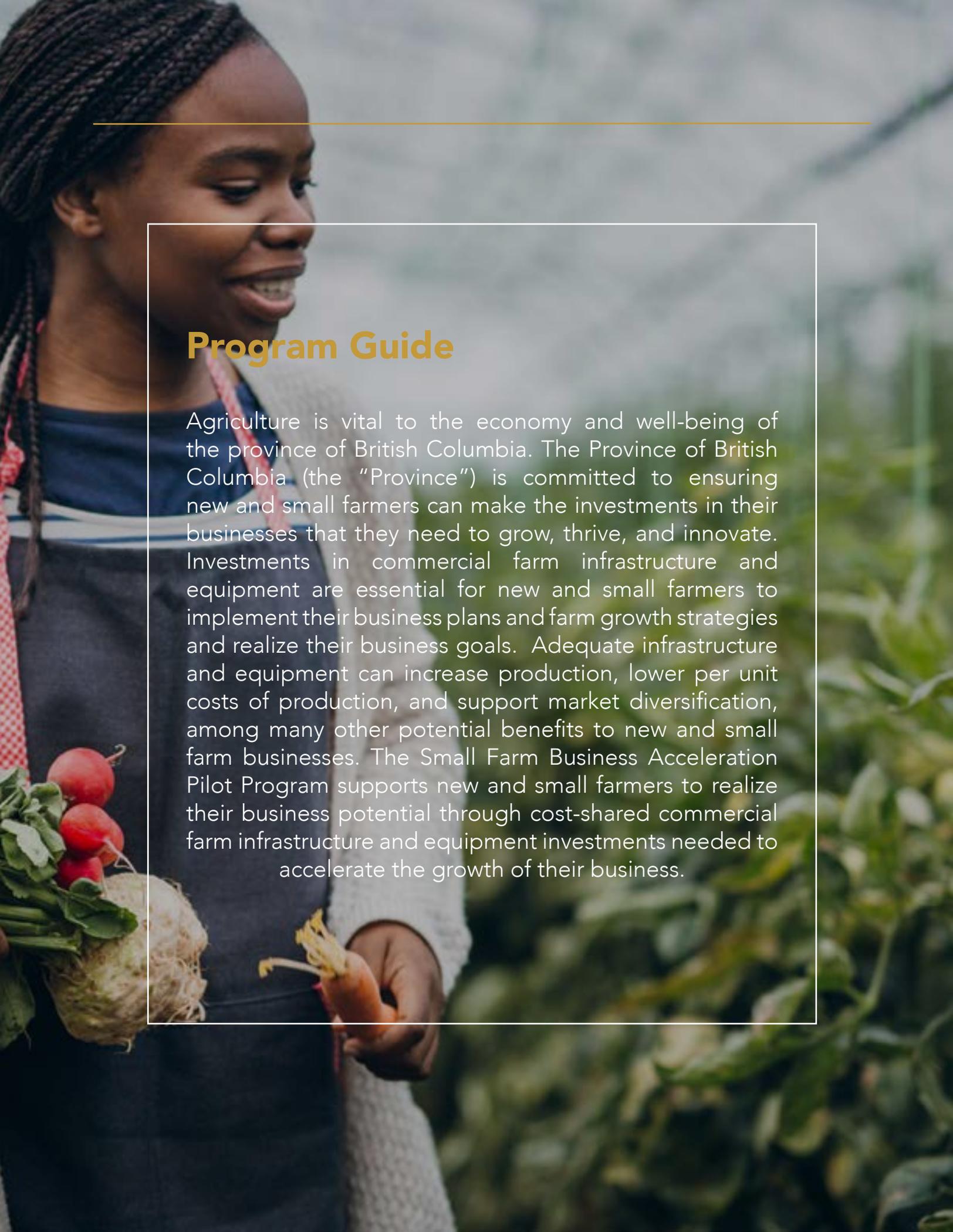


Small Farm Business Acceleration Pilot Program

Terms & Conditions



Ministry of
Agriculture

A woman with braided hair, wearing a dark apron over a blue and white striped shirt, is smiling and looking down at a bunch of fresh vegetables she is holding. The vegetables include several red radishes and a large, light-colored root vegetable, possibly a rutabaga. She is standing in a field of green plants, likely a vegetable garden or farm. The background is slightly blurred, showing more greenery and a white structure, possibly a greenhouse or covered walkway.

Program Guide

Agriculture is vital to the economy and well-being of the province of British Columbia. The Province of British Columbia (the "Province") is committed to ensuring new and small farmers can make the investments in their businesses that they need to grow, thrive, and innovate. Investments in commercial farm infrastructure and equipment are essential for new and small farmers to implement their business plans and farm growth strategies and realize their business goals. Adequate infrastructure and equipment can increase production, lower per unit costs of production, and support market diversification, among many other potential benefits to new and small farm businesses. The Small Farm Business Acceleration Pilot Program supports new and small farmers to realize their business potential through cost-shared commercial farm infrastructure and equipment investments needed to accelerate the growth of their business.

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PROGRAM OBJECTIVE

The Small Farm Business Acceleration Pilot Program supports the growth of small and new farms by providing financial support for the implementation of farm business plans and growth strategies. The program supports cost-shared purchasing of commercial farm infrastructure and equipment (collectively, "Infrastructure") needed to accelerate the revenue growth of farm businesses.

Through the Small Farm Business Acceleration Pilot Program, a small and new farm business can make investments necessary to achieve farm income growth goals, ensure commercial viability and strengthen financial sustainability.

PROGRAM OVERVIEW

The Small Farm Business Acceleration Pilot Program invites small and new farm businesses to apply for the program through a competitive application process. The application intake will be open from December 7 to 15, 2020. The Province reserves the right to re-open the application in-take period.

Your application package must include the following documents:

1. Small Farm Business Acceleration Pilot Program Application
2. Business Plan for your farm business (see below for important information on how to develop or update your business plan)
3. Growth Plan for your farm business
4. Project Budget and Partial Budget to describe what the investment is and how the investment will support the overall financial growth of the operation
5. Supplier quotes associated with the requested infrastructure and/or equipment investments and any associated information (aerial designs, diagrams, etc.)

Your application will undergo a merit-based evaluation. You must clearly demonstrate in both your Business Plan and the Growth Plan how your business' growth goals would be advanced through cost-share Infrastructure funding support. Successful applicants will be notified in January 2021 and will then have until March 31, 2021 to submit receipts for reimbursement for approved Infrastructure. Approved applicants will be required to submit reporting and evaluation information for project results in December, 2021. For more information on how your application will be evaluated, please see below.

Application information and forms can be found at the [Ministry of Agriculture website](#).

ELIGIBILITY

To be eligible for the Small Farm Business Acceleration Pilot Program, you must meet the following eligibility requirements:

- Primary agriculture producer growing or raising fresh food or agricultural products in British Columbia which are intended for sale.
- Reported total farm annual gross revenue of less than \$60,000 in each of the previous two years (2018 and 2019 tax statements) to Canada Revenue Agency. This applies to any agricultural business owned by any of the business entity's owners, members, or shareholders.
- All owners, members, and shareholders must be residents of British Columbia.
- Have not received cost-share funding from the [Beneficial Management Practices Program](#) (often referred to as the Environmental Farm Plan) or the [On-Farm Food Safety Program](#) in the last five (5) calendar years nor plan to apply for cost-shared funding with either of these programs in 2020/21.
- Commercial farm business operation whose primary purpose is the production and sale of agricultural products and is either:
 - B.C. registered business entity (including sole proprietors, partnerships, corporations, cooperatives, Indigenous economic development corporations, and band-owned businesses), OR
 - Committed to registering as a business before the completion of the project
- Business either:
 - Received a Statement of Completion or Implementation from the Environmental Farm Plan Program, OR
 - Commits to apply for and, to the extent possible, complete an Environmental Farm Plan within a year of completing the Small Farm Business Acceleration Program.



Applicants must provide documentation and references to demonstrate eligibility including, but not limited to, income statements provided by a Certified Professional Account (CPA) on request. If you are new to farming and have not filed a Farming Income and Expense Statement, the program may request, and you must submit, interim statements.

Farm businesses that are not eligible for the program but require additional support for the growth of their business are encouraged to review the [Ministry of Agriculture website](#) or contact AgriService@gov.bc.ca.

Indigenous Applicants

The Province is committed to supporting the success of Indigenous businesses in the agriculture and food sector. We understand that Indigenous business may have distinct characteristics reflective of regulatory, operational, cultural and other factors affecting their business history and operation. We aim for flexibility in our program delivery in order to reduce barriers and ensure the accessibility of our programs. If you are interested in applying to the program but have questions about the application process or eligibility criteria, please contact program staff at AgriBusiness@gov.bc.ca.

Application Example

The Jensen's are a couple that purchased 6 acres of farmland south of Nanaimo 3 years ago. The land is a long narrow parcel with approximately 3.5 acres in fenced pasture. The farm has one out building that was used for feed storage and outdoor feeding area.

The Jensen's are interested in crop production. They contracted a neighbour to till the 3.5 acres of field area. The pasture fencing has been replaced by deer fencing. They have planted day-neutral strawberries on a 2-acre portion of the 3.5 acres. They have had two years of production and expect volumes to double the next year. Their short-range marketing plan is to convert the barn into a farm market and pick your own stand. They are currently taking advantage of the 3 farmers markets close by to sell fresh picked strawberries.

There is significant competition in peak season from other producers that market strawberries through these same farmers markets. In order to capture more market-share they want to install high tunnels on 2 acres of their field and leave the remaining 1.5 acres uncovered as the pick-your-own area.

The cost of the high tunnels is significant but will increase the quality and quantity of berries during the shoulder seasons where prices and demand are higher. This technology is used in regions with similar climate conditions and is ideal for small operations with small equipment. They have looked at both commercial and custom-built tunnels. The flexibility, adaptability and durability of the manufactured commercial product is better suited to their long-range plans. The estimated cost of the high tunnels is between \$5.00 to \$7.00 per square foot installed.

Their aim is to purchase and add to the tunnels as funds are available so they can grow their business this coming season by increasing their ability to compete with other u-pick producers in the area.

FINANCIAL ASSISTANCE

Approved applicants are eligible to receive between 50% to 75% of cost-shared assistance for the purchasing of Infrastructure that meets the income growth goals of their farm business. The Small Farm Business Acceleration Pilot Program may provide up to \$17,500 per successful applicant in cost-share funding for Infrastructure. Eligible expenses include the purchase of Infrastructure or expansion of physical structures. All Infrastructure investments supported through this program must be used exclusively to generate income for primary commercial agricultural production. Your application must clearly state how your investment would support the growth of your business. For example, an applicant may demonstrate how their proposed Infrastructure purchase would:

- Improve crop quality, increase crop yields, decrease losses to pests and wildlife, or
- Increase production capacity;
- Increase labour productivity;
- Increase productivity of livestock;
- Increase primary value-added activities (exclusive of food processing equipment); or,
- Increase market access (i.e. food safety equipment such as wash basins, cold storage, high tunnels).

Eligible Activity	Program Support
Commercial Farm Infrastructure and Equipment Project between \$1,000 and \$10,000	75% of project costs (to a maximum of \$7,500)
Commercial Farm Infrastructure and Equipment Project of up to \$10,000 and \$30,000	75% of the project costs up to \$10,000 and 50% of the remaining project costs (to a maximum of \$17,500)

Note: No projects will be approved under \$1,000.

For approved projects that are **more than \$10,000**, program funding will reimburse the first \$10,000 at a total of 75% and 50% of the amount between \$10,000 and \$30,000 total. The remaining 50% will need to come from your business through cash or in-kind contributions. This means that for a project of \$30,000 in value, you can request \$17,500 from the program and the remaining \$12,500 must come from your business through cash or in-kind contributions.

For approved projects that are **equal to or are less than \$10,000**, program funding will reimburse 75% of your total project costs, with the remaining 25% coming from your business through cash or in-kind contributions. This means that for a project with a total cost of \$10,000, you can request \$7,500 from the program and the remaining \$2,500 must come from your business through cash or in-kind contributions. For additional support on calculations, please see the [Project Budget and Partial Budget Template](#).

An in-kind contribution is defined as a non-cash contribution that is provided by your business in order to assist with the completion of the project. An example of an in-kind contribution is staff time for the installation of infrastructure. Cash and in-kind contributions will be required to show evidence of funding sources. Applicants will be required to provide evidence of both cash and any in-kind contributions at the completion of the project.

Applicants must provide additional supporting documentation on budgets, designs, diagrams, etc. on request, depending on the type of eligible expenses applied for. For applications for Infrastructure related to livestock handling systems and permanent field fencing, you must submit designs that show layout and measurements, including any existing structures related to the project.

Ineligible Costs

Program funds cannot be used for income growth of farm businesses through:

- Community gardens for individual consumption
- Equipment for providing custom work
- Riding lessons and/or boarding horses
- Land and facilities rent
- Aquaculture
- Raising of animals for pets and/or domestic households
- Agri-tourism initiatives
- Forestry products
- Waste recovery
- Government program payments, or any other non-commodity income.

Ineligible costs include, but are not limited to:

- GST and/or interest payments;
- Costs incurred before the approval of the project or after the project completion date (as specified on the approval of your application);
- Training and education courses;
- Normal and ongoing operating expenses, existing staff salaries and maintenance costs (e.g. phone, insurance, taxes, building and equipment repairs annual accounting fees, preparation of legal documents or agreements, etc.);
- Consultant or advisor support for the development the cost-share application;
- Productive farm units (e.g., breeding stock, perennial plants, root stock, beehives, etc.);
- Used equipment unless from a reputable used dealership;
- Purchase of land;
- Variable expenses for agriculture product (e.g., fertilizer, chemicals, livestock, seed, feed, fuel, etc.);
- Sale of equipment; and
- Perimeter fencing.

APPLICATION PROCESS

To apply for the Small Farm Business Acceleration Pilot Program, complete and submit the Program Application. The Program Application must be accompanied by an up to date business plan, the Growth Plan, the Partial Budget and any other required additional accompanying material related to your project.

Late applications will not be accepted. Eligible project expenses will be only be recognized after the beginning of the intake period on December 7, 2020. Any purchases made between December 7, 2020 and the time of application approvals are done so at the risk of the applicant with no guarantee of reimbursement.



Approval Process

1. Applicants submit their application and accompanying documents to AgriBusiness@gov.bc.ca. **Applications submitted before or after the intake period will NOT be accepted.** Please ensure that all files and forms submitted include the business name and document type (i.e. Happy Valley Farms. Partial Budget.xls).
2. Applications are reviewed by the Ministry of Agriculture and a panel of Farm Business Specialists.
3. If approved, applicants will receive an approval letter and Contribution Agreement which identifies the eligible project activities, financial contribution offered, and reporting requirements under which assistance is approved.
4. Applicants must review, sign and return the Contribution Agreement within 14 days of the date of the letter or funding will not be provided.
5. At completion of the project, applicants will submit the Project Reimbursement Form. **All projects must be completed, and Project Reimbursement Forms submitted by March 31, 2021.** Project Reimbursement Forms must be accompanied by all invoices for eligible project costs incurred and proof of payment of goods and receipts, in addition to proof of the applicant's cost-share contribution

Note: The application process is expected to be competitive and there is no guarantee that you will receive funding.

Application Evaluation

Application Example

Jackie runs a small poultry operation where she raises and slaughters birds for the local community. For the past 5 years she has slaughtered her own birds and a few of her neighbours' flocks. Her operation is located in a Class D designated meat slaughter region which allows her to process a small number of birds for direct sale within that region. With COVID-19 there is a much greater demand for local meat supply and custom slaughter than she currently is permitted to do under her Class D license. She is interested in upgrading her facility to become a Class B slaughter facility. This would allow her to sell to the local butcher shop and custom kill for more producers in the area.

She has been working through the process which requires a considerable upgrade of her current facility. She is following the checklist for provincial Slaughter Establishment Approval. To date she has invested a significant amount of money to upgrade her building to meet the required standards.

The checklist requires a "Certificates of accreditation and water potability for private wells". She has identified a need to increase both the quantity and quality of the processing water supply. She requires an upgrade to her water purification system and a food grade water holding tank to ensure an adequate water supply to meet the increased processing demand. She would like to get support for an outside evaluation of her options for water purification based on her recent well water test results, installation of a new purification system and food grade water holding tank.



APPLICATION EVALUATION

The Small Farm Business Acceleration Pilot Program will run an application intake process between **December 7 to December 15 of 2020**. The program anticipates a high number of applicants, which will likely result in requests for funding that exceed the amount of funds available. To allocate limited funding, applications will undergo a merit-based evaluation of the Business Plan and Growth Plan. Your documents should clearly demonstrate how your proposed plan for business growth and the requested Infrastructure is required to meet your farms' growth plan. Program applications without all the required forms completed will not be considered. Before submitting your application, please ensure that the following items have been included:

- Small Farm Business Acceleration Pilot Program application form
- Business Plan
- Growth Plan
- Project Budget and Partial Budget for Growth Plan (separate form provided)
- Supplier quotations and relevant material for your project plan (aerial maps, diagrams, etc.)

Application Form Evaluation

The Small Farm Business Acceleration Pilot Program requires the submission of the Program Application to be complete and sent with all supporting documents in order to be considered for program funding. The Program Application requires business and applicant information, a declaration of eligibility, and your agreement to these program Terms and Conditions. Application forms that are incomplete will not be accepted.

Business Plan Evaluation

Applications will be evaluated on the viability of your business and the potential of the proposed project to grow your business. Your submitted business plan will be used to assess the viability of the business and will be evaluated against the following elements:

Executive summary: The executive summary should provide a clear summary of:

- Who the business is;
- What the business does; and
- Future business plans and how they will be successful.

Business Description, Strategy, Vision, Purpose, and Mission: This should include a clear description of the business':

- Vision – what the farm business wants to become
- Purpose – why the business exists
- Mission – how the farm business wants to accomplish its goal

The business description should also include short, medium and long-term SMART (Specific, Measurable, Attainable, Realistic, Time based) business goals, including your action plan and key milestones for the sustainable growth and competitiveness of your business.

Ownership, Management and Human Resources: Clearly define the form of business ownership and any reasoning for the chosen form. Ownership and management descriptions should include any additional stakeholders and solicited professional services which are required for the business management.

The Human Resource Strategy should include organizational charts with member's and staff names, roles, and high-level job description and qualifications. It should also identify your plan for attraction, training and development, retention, succession and compensation strategies for any current or future key employee positions.

Industry Analysis: The business plan should identify the industry size, segments, maturity, trends, and outlook that align with the commodities developed. The description should include possibilities, threats, and potential barriers to entry. Analysis should include any competitive analysis, target markets and consumer demographics and any unique advantages to the farm business.

Marketing Strategy: The marketing strategy should provide a clear description of the overall marketing strategy and budget. It must include the target market and customer profiles, pricing strategy and any comparative market advantage. The marketing strategy should also include distribution channels, sales and marketing channels, media and PR strategies and any sales management plans. The marketing strategy should clearly define both current and future market profiles.

Production Plan: The production plan should describe current and future production systems (organic, conventional, crop rotation plan, etc.), production goals including production strategies (what to produce, when to produce, when to market, etc.), food safety requirements and strategies, cost to produce products, (projected) sales revenue, and (projected) net return.

Operational Plan: The operational plan should detail the facilities, technology, and infrastructure requirements for success. This should include any implementation timetables and progress monitoring. It should include any environmental impacts of the operation and any farm management practices minimizing potential impacts. The operational plan should also detail any legal implications on the operation including leases and regulations.

Financial Plan: The financial plan should provide a comprehensive report on values for assets, liabilities, equity, and key financial indicators of success. Financial plans should identify current and future financial needs through a balance sheet and a two-year cash flow statement.

Risk Assessment and Mitigation Strategy: The business plan should describe business strengths and weaknesses, opportunities and any significant threats/changes that could impact the operation (SWOT). Risk mitigation steps should also be discussed, including any steps the business has or plans to take regarding marketing risks, human resource issues (recruitment, retention, safety), interest rates and financial risks, food safety, quality assurance, regulatory inspections, and environmental management.

NOTE

Submitted business plans should include details that are specific, measurable, attainable, realistic, and time oriented. Business plans should be reviewed for grammatical errors and spelling mistakes. All plans should be clear and coherent with straightforward language and organized so that the reader can appropriately follow.

Growth Plan Evaluation

The completed Growth Plan will be used to assess the potential of your project to grow your business. Evaluation of the plan will review the following:

Project Description: The proposed project should be clearly described and include any steps required for completion. Timelines provided should meet the requirements of the program and should clearly state the availability and type of labour available (if required such as self, employee, contractor). Applicants must confirm that contractors are registered and have current status with WorkSafe BC. Please include other applicable licenses and certifications).

Supplier Quotes and Diagrams: The Growth Plan should include a minimum of two appropriate quotes for the proposed project. Quotes must clearly outline the items to be purchased, any installation fees, and delivery dates. Quotes must be written and received within the last two months and must be stated in Canadian dollars. Where applicable, diagrams, design plans, maps, and/or aerial photos should be provided. Supplier quotes should also include a narrative description of the rationale for the chosen suppliers and preferred agreements for purchasing.

Plan for payment: Clearly describe the source and amounts of both cash and in-kind contribution, as well as the funds to be used to complete the project prior to reimbursement. Applications will be evaluated on the likelihood of project completion and financial viability.

Compliance with regulatory requirements: Any requested Infrastructure must meet any relevant regulations, land share agreements, local, provincial, and/or federal laws, and/or by-laws (i.e. water licensing).

Goals and measurements of growth: The Growth Plan must clearly detail the alignment of your project with business goals stated within your business plan. Your plan must describe in detail the need for the investment and how the successful implementation will be measured against the growth of your business. This should be done through a thorough explanation of how the Infrastructure will either increase your production, efficiencies, decrease direct expenses, etc. Your plan must show the total added income assessed on the total value and the likelihood that your project will meet its goal. Your plan will be evaluated against the ability to demonstrate the net change in profit assessed on the total value and the likelihood that the project will meet its goal. These should also be demonstrated in the partial budget template provided.



RESOURCES

For additional resources on the development of business and growth plans, please see below. Applicants should ensure that business and growth plans meet the evaluation criteria provided above. The resources below should not be considered exhaustive or representative of the components required for the evaluation process. Additional supports for business planning are available through programs available from the Province.

Business Planning Development Resources and Templates

- Ministry of Agriculture – [Business Plan Template and Evaluation Checklist \(DOCX, 858KB\)](#)
- Small Business B.C. – [Business Planning Resources](#)
- BDC – [Business Planning Template](#)
- Futurepreneur Canada – [Business Plan Writer](#)

If you need assistance to develop or update your business plan, you can apply for funding to work with a pre-Qualified Farm Business Consultant to help build a business plan or update your existing business plan. For individuals who have not yet developed a business plan for their farm business, or require assistance in developing or reviewing their business plan, additional supports are available through the B.C. Ministry of Agriculture including:

Business Planning Coaching Programs

- B.C. Agri-Business Planning Program – [Business Plan Coaching Stream](#)
- B.C. Indigenous Agriculture Development Program – [Indigenous Entrepreneurs](#)

Costs associated with the use of consultants to support the development of applications are not eligible under the Small Farm Business Acceleration Program. For more information on qualified farm business consultants, please see the [B.C. Agri-Business Planning Program](#) or [B.C. Indigenous Agriculture Development Program](#). Lists provided are not exhaustive nor are they an endorsement of any specific provider.

Application Example

Maple and Cedar are recent agriculture graduates that are part of the Young Agrarians Land Matching Program in the Fraser Valley. They were matched with the owner of a 2.5-acre urban farm that was not in agricultural production prior to their lease. They have a written agreement with the owner to get field conditions and infrastructure to a point where a crop can be grown. In their first year they were successful in planting an acre of primarily mixed greens and seasonal vegetables that they sold through a CSA program and to local produce outlets.

However, land has a significant annual and perennial weed problem due to past years of inactivity. This resulted in several of the spring plantings being quickly over-run by weeds which had to be plowed under and re-seeded. Hired labour is also something they wish to avoid until they grow the operation and are better established.

The farmers have access to a 30-horsepower four-wheel drive tractor from a neighbouring farm friend. They want to purchase a plastic mulch layer to increase productivity early in the season, conserve water, reduce disease and weed pressure. The cost of the machinery is approximately \$5,000 but estimate it is well worth the time, labour saving and increase in production.

Terms

&

Conditions



EVALUATION AND AUDIT OF APPROVED PROJECTS

Review and evaluation of projects in any stage of the program may be carried out by the Province or other parties chosen by the Province 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 also be asked to complete, and in that case must complete and submit, an evaluation survey related to the program and any success stories.

Program applicants agree that they will provide the Province or its contractors, on request, with full access at a reasonable time to the project site, and any documents or other information related to the program, for the purposes of:

- verifying any information submitted, by the applicant;
- confirming program, project, and funding eligibility; and
- assessing program, project, and funding impacts.

Evaluation and audits of approved projects continue in force indefinitely, even after the program ends or is terminated.

NUMBER OF PROJECT APPLICATIONS

Eligible applicants are limited to a single application. Neither a farm business nor an applicant may apply for more than one project.

EQUIPMENT AND INFRASTRUCTURE

Equipment (e.g., mowers, sprayers, spreaders, wood residue grinders, etc.) purchases must only be new equipment or if used, they must be from a recognized and reputable farm equipment dealer that indicates the equipment has been reconditioned and is in good working order. Equipment purchased with funding from the Small Farm Business Acceleration Pilot Program may not be sold by the eligible applicant. The Province reserves the right to require repayment of any amount of funding spent on equipment that was later sold, as determined by the Province, in its sole discretion.

IN-KIND CONTRIBUTIONS

The primary purpose for allowing in-kind contributions to cover a portion of the project costs is to reduce the cash cost to the applicant. Only the following may be eligible as in-kind contributions by the applicant:

- Reasonable hours of labour invested by the applicant, his/her dependents and business partner(s) may be claimed.
- Equipment costs associated with equipment already owned or leased by the applicant and considered essential to implement the approved project.
- The maximum allowable in-kind labour and equipment rates are:
 - Labour: \$20/hour
 - Machinery:
 - Small Equipment & Operator labour - \$60/hr (does not include hand tools or motorized tools less than 25HP)
 - Farm Tractor and Implements - up to 80hp (e.g., skid steer)
 - Medium Equipment & Operator labour - \$90/hr
 - Farm Tractor and Implements - 80 to 120hp (e.g., tandem axle dump truck)
 - Large Equipment & Operator labour - \$140/hr
 - Farm Tractor and Implements - greater than 120hp (e.g., excavator, loader backhoe or land scraper)

If a farm business plans to claim for in-kind contributions, accurate estimates must be reflected in the total project cost submitted with the project application. **All proposed use of in-kind labour and equipment must be identified on the application.** If the project is approved, these hours must be tracked and submitted. The Ministry of Agriculture reserves the right to make the final determination as to the number of hours or metres (i.e. fencing) and the reasonable rate for those hours or metres which may be claimed as in-kind contributions, based on the project, the nature of the work performed and other Province cost-shared programs.

FENCING & IRRIGATION

For electric and cross-fencing, the maximum amount of eligible costs for materials, labour and equipment is \$15.00 (ex. at 75% cost share = \$12.00 from the program) per meter. This is regardless of whether the fence is installed by the applicant or by a fencing contractor.

Requests for funding for irrigation must provide proof of [irrigation water license](#) with sufficient capacity to irrigate the intended land. An irrigation plan by a Certified Irrigation Designer is highly recommended. A list of the designers can be found at [Irrigation B.C.](#)

PROJECT INITIATION

All projects must be completed by the deadline outlined on their funding approval letter. Work, invoices and project summary report must be completed and dated on or before the deadline outlined in the approval letter. Projects will be considered cancelled if paperwork is not received by the deadline date, and funding will then be reallocated to other projects.

PROJECT COMPLETION

All projects must be completed by the deadline outlined on the funding approval letter. Work, invoices and project summary report must be completed and dated on or before **March 31, 2021**. Projects will be considered cancelled if this paperwork is not received by the deadline date, and previously approved funding may then be reallocated to other applicants' projects.

EVIDENCE OF PAYMENT

The program requires a paid company invoice, cancelled cheque with invoice, or credit card transaction as evidence of payment. Proof of payment must be under the legal name on your application (both business and personal). Cash payments will not be eligible unless accompanied by an official company voucher and proof of payment. Barter/exchange transactions are not eligible.

CANCELLED PROJECTS

Any projects cancelled by the applicant or that do not meet a relevant deadline are considered cancelled. Any materials or services obtained for a cancelled project are not eligible for payment. A previously started but cancelled project may be considered eligible for any future iterations of the program (if any), however, all costs incurred for materials or services under the previous application will be ineligible for funding under the new iteration.

LIVESTOCK PREMISES ID

The Ministry of Agriculture is responsible for providing a livestock and poultry premises identification system for the BC livestock sector. A premises is any parcel of land where animals are kept, assembled, raised or disposed of. Premises ID is an important part of a full traceability system that also includes animal identification and animal movement. In the event of an animal health or disaster emergency, the faster suspect animals can be identified, the better. Livestock operations are encouraged to register with the B.C. Premises Identification Program.

A Premises Identification number is a unique national number assigned to a piece of land by the government of British Columbia and is a critical component of the National Livestock Traceability System. If you have not previously registered your premises with the BC Ministry of Agriculture, please visit the Ministry's website at www.gov.bc.ca/premisesidprogram or email BCPID@gov.bc.ca or call (Toll Free) 1-888-221-7141 or (604) 556-3001 to register your premises.

ARM'S LENGTH TRANSACTIONS

All businesses from which claimed goods or services are purchased must be at Arm's Length from the applicant, meaning not related to the applicant, not affiliated with the applicant, or controlled in any way by individuals who are connected by blood relationship, marriage, common-law partnership, or adoption.



GENERAL TERMS AND CONDITIONS

AUTHORITY

The Province shall have the authority to deny an application if there is evidence of misrepresentation of pertinent information. The Province has the sole discretion to determine eligibility, costs, establish values and to approve or limit payments.

LIMITS ON FUNDING

Any payment to an applicant is subject to the Financial Administration Act, RSBC 1996, c. 138, which makes that payment subject to an appropriation being available in the fiscal year of the Province during which a payment may be made.

The Province makes no representations, commitments or guarantees with respect to the timing, number or value of any payments that may be provided to an applicant. The Province does not guarantee that by submitting an application, an applicant will receive any or all of the funding requested from the Province even where all eligibility criteria are met.

LEGISLATION

All projects must abide by all applicable federal, provincial and local government laws and regulations, including but not limited to, Federal and Provincial environmental and land use legislation, and zoning bylaws.

AUTHORIZED SIGNATORIES

Designates are not permitted to sign the program application or other program documentation on behalf of an individual, unless they are an attorney under a duly authorized power of attorney.

In the case of non-individual applicants, the application form and other program documentation must be signed by a properly authorized person with signing authority on behalf of the entity. If the person who signs is not properly authorized to do so, that person will be deemed to have submitted the application in their personal capacity and will be responsible for all amounts paid to them or for any overpayments owed by them under this program. Proof of authorization must be submitted upon request.

TERMINATION OF THE PROGRAM

The Program may be terminated or amended by the Province at any time, without prior notice.

VERIFICATION AND DECLARATIONS

Program applicants must supply all documentation or information required to verify and administer the program, upon request. This continues in force indefinitely, even after the program ends or is terminated.

COLLECTION AND USE OF PERSONAL INFORMATION

Any personal information collected by the Government of B.C. in relation to this program is for the purposes of administering the program, as well as for the administration, evaluation and development of Ministry of Agriculture programs, and to advise you about Ministry programs and services. It is collected under the authority of s. 26(c) and s. 27(1)(a)(i) of the Freedom of Information and Protection of Privacy Act, RSBC 1996, c. 165. Further information about the collection or use of this information may be obtained from Lindsay Bisschop, Director, Partnerships and Outreach, B.C. Ministry of Agriculture, Ph. 1-888-221-7141.

WAIVER OF LIABILITY

Under no circumstances will the Province or its officers, servants or agents be liable to any applicant or participant in the program (or to their heirs, administrators or assigns) for any direct, indirect, special, incidental, consequential, or other damages arising out of any application to or participation in the program or arising from any advice, operation or any other activity related to the program, including, without limitation, any lost profits, business interruption, or loss of programs or information, even if the Government of British Columbia or the British Columbia Ministry of Agriculture have been specifically advised of the possibility of such damages.

OVERPAYMENTS AND REFUNDS

If it is determined by the Province that the provision of funding to an applicant under the program was inconsistent with these terms and conditions, it is an overpayment. In that case, the Province may require the person to repay some or all of the overpayment. Until it is repaid, the amount of the overpayment is a debt owing by the applicant to the Province. An overpayment may result where an applicant:

- is not eligible to participate in the program;
- claims costs that are not eligible;
- is overpaid by the program;
- has not complied with the terms and conditions of the program; or
- provides false or misleading information in the program application or to the Province.

The Applicant agrees to refund any overpayments received from the program back to the Province within 30 days of notice being provided to them by the Province. The applicant's failure to refund such payment by that deadline may result in the debt for that amount being set off against money owed by the Province to the Eligible Applicant. Interest charges for unpaid amounts will be compounded monthly and will be added to any debt not repaid by the deadline.

FALSE OR MISLEADING INFORMATION

Applicants who provide false or misleading information to the Province related to the program forego all program funding and are liable to repay all program funding they have received to the Province.

DEBTS TO GOVERNMENT OR THIRD PARTIES

The Province has the right to deduct from any payments to an eligible applicant under the program any amount due and owing by the applicant to the Province.





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