

, Alberta

Dear :

Re: Sustainable Canadian Agricultural Partnership – Value-Added Program

I am pleased to inform you that the Minister of Alberta Agriculture and Irrigation (the “**Minister**”) has approved a grant (the “**Grant**”) of up to under the Value-Added Program (the “**Program**”) to (the “**Eligible Applicant**”) based upon the application dated (the “**Application**”).

This Approval Letter lists the approved activities and expenses that the grant may be used for. By accepting the Grant funds, the Eligible Applicant agrees to comply with the terms and conditions set out in this Approval Letter, the Approval Letter Grant Terms, the *Ministerial Grants Regulation*, and the Program Terms and Conditions. A copy of the Approval Letter Grant Terms and all other items may be viewed on the Program Website at:

www.alberta.ca/s-cap.aspx.

Eligible Activities and Eligible Expenses

This grant has been approved for the Eligible Activity and Eligible Expenses listed in Schedule “A” (Eligible Activity and Expense Schedule).

The Sustainable CAP Travel Expense Policy (effective December 1, 2023) is attached for reference at Schedule “B” (Travel Expense Policy).

The Eligible Applicant must begin its Eligible Activity no more than 90 days after the date of the Application.

The Eligible Activity must be completed between **January 1, 2024** and **March 15, 2025** (the “**Project Term**”). To be eligible for reimbursement, Eligible Expenses must also be invoiced and paid by the Eligible Applicant between these dates.

Final Report

The Eligible Applicant must provide the Minister with a written final report (the “**Final Report**”), to the Minister’s satisfaction, detailing:

- a) a list of activities (including but not limited to capital investment, capacity expansion, food safety, market development etc.) completed by the Eligible Applicant in relation to the Eligible Activity,
- b) a report of the Eligible Applicant’s success in meeting the Eligible Activity’s objectives,

- c) a description of the successful aspects of the Eligible Activity, as well as any recommendations for improvements,
- d) a narrative of any value-added benefits of the Eligible Activity (including but not limited to number and description of products developed, the commercial status of products developed, increased availability of Alberta products and/or ingredients, increased production capacity),
- e) a narrative of any impacts of the Eligible Activity on the Eligible Applicant's business (including but not limited to increased sales, job creation and/or retention, and increased production capacity),
- f) a signed declaration detailing the launch of New Products into the marketplace, if applicable,
- g) a signed declaration detailing expansion of and/or entry into New Markets, if applicable,
- h) a list of any market information and/or intelligence products created, updated, or disseminated, if applicable,
- i) copies of any publications for industry, if applicable,
- j) a financial report, detailing all expenditures of the Eligible Activity, the expenditures attributed to the grant, and the expenditures attributed to other funding sources for the Eligible Activity, including the Eligible Applicant's contribution, and
- k) any other information requested by the Minister.

The Final Report is due by **March 15, 2025**, covering the Project Term.

The Minister may require that the Final Report be reviewed, assessed, and reported on by your auditors. Upon request by the Minister, you must elaborate on any particular aspect of the report in a timely manner.

Request for Payment

To request payment, you must complete and submit a Reimbursement Claim Form, and all documentation required to be submitted pursuant to that form and the Program Terms and Conditions. A Reimbursement Claim Form must be submitted with the Final Report for Eligible Expenses incurred during the Project Term.

The determination of whether an expense incurred by the Eligible Applicant constitutes an Eligible Expense that is eligible for reimbursement is at the sole discretion of the Minister. The Minister has the absolute discretion to determine any payments due under this Program.

Communications

Any communications with respect to this Approval Letter or Grant must be in writing and delivered to the Minister at: S-CAP.ValueAddedPrograms@gov.ab.ca

We wish the Eligible Applicant every success with this project. Should you have any questions or concerns regarding this Grant, please contact: S-CAP.ValueAddedPrograms@gov.ab.ca

Sincerely,

Jared Huston Manager
Export and Investment Branch

Date



SAMPLE

Schedule "B" Travel Expense Policy

Effective December 1, 2023

This Alberta Sustainable Canadian Agricultural Partnership Travel Expense Policy applies to all travel-related expenses incurred under this Agreement, and only those expenses stated in this policy are eligible for payment. All travel-related expenses must be reasonable and appropriate in the sole discretion of the Minister. All expenses must be receipted, except for meal allowances. Expenses must be converted to Canadian dollars at time of submission. GST is ineligible. Travel that is cancelled, for any reason, and any associated costs are not eligible for payment.

This Alberta Sustainable Canadian Agricultural Partnership Travel Expense Policy has been developed based on the Alberta Treasury Board and Finance Travel, Meal and Hospitality Expense Directive.

1. Travel by Air (receipt required)
 - Only economy class air travel is eligible.
 - Trip cancellations and associated costs are not eligible for payment.
 - Cancellation insurance is not eligible for payment.
2. Travel by Ground. Receipt required.
 - Taxi or similar vehicle for intra-city public transportation.
 - Parking.
 - Automobile rental (compact rate only) if there is a valid business purpose for renting a vehicle.
3. Business Kilometer Rate for Private Vehicle. Proof of travel must be shown.
 - \$0.550 per km up to 300 km.
4. Accommodation.
 - One may claim either the reasonable actual cost of accommodation (receipt required), or the accommodation allowance of \$20.15 per night.
 - Costs associated with cancellations are not eligible for payment.
5. Meals.
 - One may claim for a meal allowance under the following conditions:
 - Breakfast, if the departure is 7:30 a.m. or earlier or the return time is 7:30 a.m. or later.
 - Lunch, if the departure is 1:00 p.m. or earlier or the return time is 1:00 p.m. or later.
 - Dinner, if the departure is 6:30 p.m. or earlier or the return time is 6:30 p.m. or later.
 - The meal allowance for all travel is as follows (in CAD dollars) (receipts are not required):
 - Breakfast: \$13.00
 - Lunch: \$17.00
 - Dinner: \$27.00

If a meal is included in the cost of airfare, a meal cannot be claimed unless the flight is delayed. When the flight is delayed, a meal may be claimed in accordance with the above.

A Claimant must not claim a meal allowance if a meal is provided at no cost (e.g., at a conference, workshop, seminar or part of the hotel booking).