

File Number _____

Date Received _____



On-Farm Value-Added Program Application Value-Added Program Application

The personal information collected is in accordance with section 33 (c) of the Freedom of Information and Protection of Privacy Act RSA 2000,c. F-25 ("FOIPPA") and will be protected under Part 2 of the Act. Any personal information that is provided in this Sustainable Canadian Agricultural Partnership (Sustainable CAP) program application form will be used for the purpose of determining and assessing the applicant's eligibility for a grant under the Sustainable CAP On-Farm Value-Added Program (OFVAP) or the Sustainable CAP Value-Added Program (VAP), and also to support ongoing evaluation of those Sustainable CAP programs. The personal information will be disclosed to the Federal Government for the purpose of administration and evaluation of the Sustainable CAP framework. Should you require further information about collection, use and disclosure of personal information, please direct your questions or inquires to the Director, Sustainable CAP Secretariat, Intergovernmental and Trade Relations Branch, Alberta Agriculture and Irrigation, at 310-3276, Email at: S-CAP.Alberta@gov.ab.ca or mail to Intergovernmental and Trade Relations Branch, CAP Secretariat, Agriculture and Irrigation, #300, 7000 - 113 Street, Edmonton, AB T6H 5T6.

Part A: Applicant Information

Applicant Type Food Processor Bio-Industrial Processor Primary Producer

Legal Name of Business (full incorporated name as listed with Alberta Corporate Registry):

Name of Primary Contact

Title

Business Mailing Address

City or Town

Province

Postal Code

Business Location (if different from above)

City or Town

Province

Postal Code

Primary Phone

Alternate Phone

Email Address

Project Location in Alberta (if address is different from above)

Authorized Signing Authorities:

I/We have signing authority for the Applicant.

First Name

Last Name

Email Address

First Name

Last Name

Email Address

Business Description

Provide an overview of the business.

Reminder: Both the On-Farm Value-Added Program (OFVAP) and the Value-Added Program have two streams with limited funding available: Stream A (maximum grant \$50,000) and Stream B (maximum grant \$250,000). Applications will be processed and assessed based on meeting the minimum eligibility requirements and assessment criteria. Provide all supporting documents to facilitate this assessment (e.g. project financials, business/marketing/export plans, letters of support to justify market demand) as set out in section 7.0 of the Program’s Terms and Conditions (T&Cs).

Part B: Project Details

Project Title

Anticipated Project Start Date mm-dd-yyyy

Anticipated Project End Date mm-dd-yyyy

What Program is the Applicant applying for:

- On-Farm Value-Added Program (OFVAP)
On-Farm Value-Added applicants only: Current commercial agriculture production \$_____
- Value-Added Program (VAP)

What Stream is the Applicant applying for:

- Stream A (grant maximum of \$50,000)
- Stream B (grant maximum of \$250,000)

Briefly explain the Applicant’s current processing process, from input to output, and how it meets the definition of “Processor” per T&C section 2.1.

List the specific project details, including but not limited to, project activities, expected outcomes and deliverables.

Please list any other project-related details which are not currently captured above.

Part C: Project Cost Summary

Capital Expenses:

List each proposed capital expense separately and submit all invoices or quotes for each line item over \$10,000.

Refer to the relevant Funding List for examples of eligible capital expenses.

<https://www.alberta.ca/assets/documents/agi-scap-vap-funding-list.pdf>

<https://www.alberta.ca/assets/documents/agi-scap-ofvap-funding-list.pdf>

Requested Capital Expenses Expense lines over \$10,000 without quotes and/or invoices will be deemed ineligible	100% of Expense Amount (less GST)

Total Capital Expenditure _____
Capital Grant Request = 25% _____

Non-Capital Expenses

List each proposed non-capital expense separately and submit all invoices or quotes for each line item over \$10,000.

Refer to the relevant Funding List for examples of eligible non-capital expenses.

<https://www.alberta.ca/assets/documents/agi-scap-vap-funding-list.pdf>

<https://www.alberta.ca/assets/documents/agi-scap-ofvap-funding-list.pdf>

The Sustainable CAP Travel Expense Policy contains the eligible travel expenses. <https://www.alberta.ca/assets/documents/agi-scap-travel-expense-policy.pdf>

Requested Non-Capital Expenses Expense lines over \$10,000 without quotes and/or invoices will be deemed ineligible	100% of Expense Amount (less GST)

Total Non-Capital Expenditure _____
 Non-Capital Grant Request (cannot exceed \$50,000 total) = 50% _____
 Total Capital & Non-Capital Expenditure _____
 Total Capital & Non-Capital Grant Request _____

Part D: Total Sources of Investment
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The OFVAP and VAP pay grants only on a reimbursement basis. The applicant must provide details on how the project will be fully funded. Provide the following details on all financial sources related to the project, how much each source is expected to contribute and the status of those funds. This may include other grant applications, government programs, loans, cash from operations, etc.

Project Investment	Details e.g. financing: cash from operations, loan, grant, credit line etc.	Status of Funds secured or pending	Amount of Funds
Applicant's contribution			+
Other provincial or federal funding			+
Other financing			+
The above 3 lines must equal the total Capital & Non-Capital Expenditure as calculated in Part C above			= \$
Total investment related to ineligible costs but necessary to complete the project (e.g. construction, project management)			+
Total Investment Related to the Project			= \$

Part E: Anticipated Business Impacts

Please provide the following information about business impacts expected AS A DIRECT RESULT of the project:

E-1 Is the Applicant increasing production capacity as a direct result of this project? Yes No

What is the estimated increase in production capacity as a direct result of this project? _____ (%)

How did the Applicant calculate its production capacity increase? _____

E-2: Job creation in Alberta as a direct result of the project:

Current number of employees in Alberta _____ + Number of permanent jobs created in Alberta related to this project _____ =

Total number of employees in Alberta after this project has been completed _____

How did the Applicant calculate the number of permanent jobs created? _____

E-3: Business sales growth per annum (\$) as a direct result of the project:

Current annual sales within Canada (\$): _____ Projected annual sales within Canada (\$): _____

Current annual International sales (\$): _____ Projected annual International sales (\$): _____

How did the Applicant calculate its projected annual sales? _____

E-4: (i) Existing market expansion:

Briefly explain which markets the Applicant is currently accessing (i.e. domestic, etc.) and how (e.g. wholesale, retail, on-line):

(ii) New market opportunities as a direct result of the project:

Briefly explain the new markets this project will access and how.

(iii) Barriers to growth or market entry

Briefly explain how this project will remove barriers to growth or market entry.

E-5: New products:

Anticipated number of NEW products developed as a direct result of this project _____

Anticipated number of NEW products introduced to market as a direct result of this project _____

Additional Information:

Would the Applicant like to be put in contact with an Investment Officer? Yes No
<https://www.alberta.ca/agricultural-investment-services>

Would the Applicant like to be put in contact with an Export Officer? Yes No
<https://www.alberta.ca/agricultural-trade-services-for-exporters>

Did a third-party consultant assist in completing this application Yes No

Does the Applicant agree to allow its application to be transferred to another Alberta Sustainable CAP program to be evaluated for eligibility if this application is INELIGIBLE for OFVAP/VAP? Yes No

Part F: Certification

NOTE: Read this Carefully Before Signing

Statement of Certification:

I, _____, **certify that:**
Legal name of applicant or authorized representative of applicant

- I am authorized to complete this application to the On-Farm Value-Added Program or the Value-Added Program, as the case may be, (the "Program") on behalf of the Applicant;
- The Applicant understands the terms in the applicable Program Terms and Conditions and Funding List, and agrees to the terms within them;
- The Applicant understands that if the Application is accepted for grant funding, the terms of the Grant will be set out in an Approval Letter (if the Grant is \$50,000 or less) or a long-form Grant Agreement (if the Grant is over \$50,000);
- The Applicant understands that not all of the activities and expenses included in this Application may be approved as being eligible for funding, and that the Approval Letter or long-form Grant Agreement will list the activities and expenses that the Grant may be used for;
- The Applicant understands that funding for the Program is limited;
- The Applicant understands that applications under the Program will be considered on a case-by-case basis, subject to Program eligibility criteria, assessment criteria and funding constraints;

AND I certify that the information provided in this application is, to the best of my knowledge, true, complete and correct.

Date mm-dd-yyyy

Signature of Authorized Representative of Applicant: **(original signatures only)**

IMPORTANT REMINDERS:

- Complete all sections/questions.
- Include all quotes and/or invoices for all requested line items \$10,000 and more.
- STREAM B ONLY: Include any other supporting documents (business plan, letters of support to justify market demand, market studies, etc.) that will be used to assess the merits of the application.
- Sign and date the Statement of Certification (electronic/digital signatures are not acceptable).

When complete, **email OR mail** to:

S-CAP.ValueAddedPrograms@gov.ab.ca
Sustainable Canadian Agricultural Partnership Grants
#301, 7000-113 Street
Edmonton, Alberta T6H 5T6

Only applications received through this email / address will be considered for funding.