

# Enabling Agricultural Research and Innovation



## Sustainable Canadian Agricultural Partnership

Competitive. Innovative. Resilient.

**(Office use only)**

Date received	Application received by
Project Number	Previous Project Number

New application	New entrant	Continuation of previous approved project
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**Language preference for correspondence:** English / Anglais      French / Français

### Step 1 - Basic Eligibility Requirements

**I confirm that all of the following conditions are met:**

- ✓ The applicant is eligible under the *Sustainable Canadian Agricultural Partnership*.
- ✓ The applicant is in compliance with all Requirements of Law and agrees to remain in compliance with all Requirements of Law for the duration of the project. "Requirements of Law" means all applicable requirements of law, as may be set out in statutes, regulations, by-laws, codes, rules, ordinances, official plans, approvals, permits, licences, authorizations, decrees, injunctions, orders and declarations, or any other similar requirement of law.
- ✓ The project does not support normal operating costs associated with carrying out a business.
- ✓ The project does not support basic research (experimental or theoretical work undertaken primarily to acquire new knowledge without a commercial or other specific application in view).
- ✓ The project does not, and the project activities do not, directly influence and/or lobby any level of government.

### Step 2 - Applicant Contact Information (Communication and disbursements will be addressed to applicant name)

<b>Applicant Name (Business Name or Individual Name)</b>		
<b>Contact Name</b>		
<b>Secondary Contact</b>		
<b>Email</b>	<b>I prefer documents be communicated to me by email</b>	
<b>Phone Number</b>		
<b>Address</b>		
<b>City/Town</b>		
<b>Province</b>	<b>Postal Code</b>	<b>Country</b>
<b>CRA Business Number or GST/HST Number</b>		

**Step 3 - Project Location** (Identify where project work is taking place if different than above – attach additional information if required)

Primary Location	Secondary Location
<b>Project Contact Name</b> (if different than above)	
<b>Phone Number</b>	
<b>Address</b>	
<b>City/Town</b>	
<b>Province/Postal Code</b>	
<b>Property Identification Number</b> - PID (if applicable)	

(This step is optional)

**Step 4 - Is your company/organization majority owned (50% or more) by one or more of the following groups?**

(Select all that apply)

- |                    |         |                                     |                     |
|--------------------|---------|-------------------------------------|---------------------|
| Indigenous Peoples |         | Women                               | Not applicable      |
| First Nations      | Metis   |                                     |                     |
| Inuit              | Unknown | Youth<br>(40 years old and younger) | Decline to identify |

(This step is optional)

**Step 5 - Select any of the following groups who will directly benefit from the project's activities**

(Select all that apply)

- |                    |         |                                     |                     |
|--------------------|---------|-------------------------------------|---------------------|
| Indigenous Peoples |         | Women                               | Not applicable      |
| First Nations      | Metis   |                                     |                     |
| Inuit              | Unknown | Youth<br>(40 years old and younger) | Decline to identify |

**Step 6 - Recipient Type** (Applicant chooses one of the following options)

- |   |                           |             |
|---|---------------------------|-------------|
| Primary Producer                                | Processor                 |             |
| Industry Organization                           | Research Body/Institution |             |
| Retailer/Wholesaler                             | Service Provider          |             |
| Provincial / Territorial / Municipal Government | Indigenous                |             |
|   | community                 | association |
|   | organization              | individual  |

**Step 7 - Commodity or Sector - What commodity or sector does the project activities benefit?**

<b>Commodity or Sector</b>	
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## Step 8 - Project Title and Description

<b>Project Title</b> (10 words or less)
<b>Project Description</b> – Provide the following information on the project; description of the project; challenges and issues; opportunities and benefits; expected outcome; attach additional information such as business plan as needed.

## Step 9 - Work Plan

List each high level activity/key milestone necessary to successfully complete the proposed project, in chronological order of estimated completion date. Attach additional sheets if necessary.

Proposed Project Start Date	Proposed Project End Date	Activity or Milestone	Estimated Completion Date
		1.	
		2.	
		3.	
		4.	
		5.	

**Step 10 - Cost Information - List all cost items, excluding taxes** (Quotes must be attached if applicable)

Budget Items	Unit Cost of Individual Items	Total Cost of Budgeted Items (a) = (b) + (c) + (d)	\$ Requested from CAP (b)	Applicant Contribution (Cash/In-kind) (c)	"Other Source" Contributions (name, amount) (d)
Example	10	100	50	40	10
<b>Total</b>					

I am eligible to apply for the non reimbursable portion of HST and have included this item in the table above and have attached supporting documentation.

**Step 11 - Required Additional Information**

<b>Project Background</b> (Limit: 500 words)
<ul style="list-style-type: none"> <li>• If this project is a continuation of a previously approved multi-year project, a copy of a progress report must be provided along with any proposed changes to the original proposal and budget. Applications will not be processed without a copy of this report.</li> <li>• Has funding for this project been requested from other sources? What is the status of that application?</li> </ul>

**Objectives of Project** (Limit: 250 words)

- Clearly state the objective(s) of the project.

**Project Deliverables** (Limit: 250 words)

- Clearly list the deliverables that can be expected upon the submitted project completion. Upon project completion and submission of a final report, the final deliverables and outputs will be evaluated and compared to the original projected deliverables. Do not list anticipated deliverables outside the scope of the submitted project for which future funding may be required to complete.

## Situation Analysis/Project Justification

- Provide rationale and details on the need for the project.
- Provide relevant literature review information in support of the project.
- Indicate the expected commercial and/or economic benefits and impact to New Brunswick's agriculture, agri-food, agri-product, agri-science and agri-processing sectors.
- Explain how the project is expected to encourage the growth, profitability, sustainability and self-sufficiency of New Brunswick's agriculture, agri-food, agri-product, agri-science and agri-processing sectors.
- Indicate the potential commercial application/market potential for project results.
- Indicate how this project will advance the sector as a whole.

## Project Details

- List in chronological order the activities, time allotted per activity and expected completion date. If a multiyear project, give details of what aspects of project will be completed each year.
- Describe project activities in detail.
- Describe in detail the methodology to be used to accomplish project objectives.
- Explain where the project will take place.
- Indicate if there are partners involved in this project other than the ones providing funding.

**Project Team** (Limit: 100 words)

- Provide the names, qualifications, and experience of the project leader and team who will be carrying out the project.
- For research describe the role, activities and research that the principal researcher will be committing to this project.

**Evaluation Plan** (Limit: 100 words)

- Provide a detailed evaluation plan and include what results will be measured/evaluated, how they will be measured /evaluated and who will do the evaluation.
- For Research and Development projects, describe possible next steps for the research or technology transfer.

**Communication Plan** (Limit: 100 words)

- Describe what combination of annual and final reports are planned.
- Describe how the results of the project will be communicated.
- If the applicant seeks confidentiality of project results, state any conditions and time frames associated with this request.



**Intellectual Property** (Limit: 50 words)

- Identify any opportunities that may exist for development of Intellectual Property and identify who would own the Intellectual Property.

**Declaration and Signature**

The applicant certifies that the information and representations contained in this application are true and correct to the best of his/her/its knowledge and belief.

The applicant hereby gives his/her/its consent to the Minister of the Department of Agriculture, Aquaculture and Fisheries of the Province of New Brunswick and to the employees, agents, successors and assigns of the said Minister to seek and obtain further and other information to whatever extent and from whatever sources or records as may be deemed or considered appropriate.

The applicant consents to the disclosure of applicant contact and project information to Canada and New Brunswick for disclosure of financial, investment and qualitative information related to the funding of a project. Financial information disclosed may be funding under a priority area, activity area and recipient type. Investment information may be disclosed for the purpose of analyzing impacts of Federal/Provincial/Territorial investments in the sector. Qualitative information may be disclosed to evaluate the results achieved from spending on programs under Sustainable CAP.

The applicant consents to New Brunswick or Canada publishing the amount of funding the applicant has received under Sustainable CAP.

<b>Applicant Signature</b>	<b>Date</b>

Completed applications can be submitted as follows:

- ✓ in person or mailed to your regional Department of Agriculture, Aquaculture and Fisheries office,
- ✓ emailed to [Sustainable.CAP@gnb.ca](mailto:Sustainable.CAP@gnb.ca)
- ✓ mailed to Sustainable CAP Program Administrator:

Department of Agriculture, Aquaculture and Fisheries  
PO Box 6000; Fredericton NB; E3B 5H1