

ACCELERATING AGRICULTURAL INNOVATION PROGRAM TERMS AND CONDITIONS

1.1 PURPOSE

Accelerating Agricultural Innovation Program is a program under the Science and Research theme within the Canadian Agricultural Partnership which supports research and KTT activities. This program is administered by Results Driven Agriculture Research under a CAP Program Administrator Agreement with the Minister of Agriculture and Forestry.

The purpose of the program is to **support research activities and projects that:**

- Demonstrate the feasibility and potential for innovations (products, technologies, processes and practices) by determining if the innovation is appropriate for use in Alberta by the end-user and how easily it can be adopted;
- Advance the adaptation of existing innovative technologies, products, practices and/or processes for Alberta-specific conditions;
- Promote innovations or those technologies, products, practices or processes proven to work outside Alberta or in industries other than agriculture; or
- Evaluate, adapt or demonstrate the feasibility and potential of such innovations for application under Alberta-specific conditions and producer needs.

The activities are to advance the priority research areas of:

- Enhanced productivity, profitability and competitiveness;
- Sustainable and responsible agricultural production;
- Market demand: food safety, quality, value-added products and diversification; and
- Extension and knowledge transfer.

Projects may be selected based on alignment with priorities, which may include, but are not limited to primary production and/or crop/livestock production systems, food processing systems, environmental sustainability, climate change adaptation. All projects supported by this program must include a knowledge translation and transfer (KTT) component.

2.0 DEFINITIONS

In these Program Terms and Conditions, the following terms have the following meanings:

- 2.1 **Active Producer:** means an individual, proprietorship, corporation, registered partnership, or other organization that is:
- a) Operating in Alberta; and
 - b) Responsible for the day-to-day management and work on the farm,

including responsibility for input costs for agricultural crops or livestock production generating at least \$10,000 of farm commodities annually, but does not include a landlord whose only interest in the crop or livestock is that of ownership of the land;

- 2.2 **Applicant:** means the legal entity that submits a Proposal, and meets the eligibility criteria in section 3.1.1;
- 2.3 **Applied Research Association:** means an association registered in Alberta as a society that has a focus on agriculture applied research and extension;
- 2.4 **Canadian Agricultural Partnership:** means the Federal-Provincial-Territorial Canadian Agricultural Partnership;
- 2.5 **Eligible Capital Expenses:** means the capital expenses described in section 3.5.2 and listed in the Grant Agreement;
- 2.6 **Eligible Expenses:** means Eligible Capital Expenses and Eligible Non-Capital Expenses;
- 2.7 **Eligible Non-Capital Expenses:** means the non-capital expenses described in section 3.5.1 and listed in the Grant Agreement;
- 2.8 **Federal Crown:** means Her Majesty the Queen in Right of Canada;
- 2.9 **Fiscal Year:** means the 12-month period beginning April 1 of any year and ending March 31 of the following year;
- 2.10 **Grant Agreement:** means the signed agreement between RDAR and an Applicant governing the payment of the grant and the obligations of the Applicant upon receipt of the grant;
- 2.11 **Grazing Reserves:** means the 32 provincial grazing reserves administered by Alberta Environment and Parks;
- 2.12 **Industry Organization:** means not-for-profit agencies, boards, commissions, associations or societies whose membership includes individuals or businesses involved in crop or livestock agriculture in Alberta;
- 2.13 **In-Kind Contributions:** means non-monetary contributions considered as part of the total Project valuation;
- 2.14 **Innovation:** means technologies, products, processes, or practices;
- 2.15 **Knowledge Translation and Transfer (KTT):** means sharing knowledge with Alberta agriculture industry stakeholders;
- 2.16 **Minister:** means the Minister of AF and his/her authorized representative(s);

- 2.17 **Municipal Government:** means a municipality as defined in the Alberta Municipal Government Act, with the exception of summer villages and improvement districts;
- 2.18 **Post-Secondary Institution:** means a public college, technical institute, or university, as defined under the Alberta Post-Secondary Learning Act;
- 2.19 **Program:** means the Canadian Agricultural Partnership Accelerating the Advancement and Adoption of Agricultural Innovation Program;
- 2.20 **Program Term:** means the time period for the Program, being April 1, 2018 to March 31, 2023;
- 2.21 **Program Terms and Conditions:** means the terms and conditions for the Program set out in this document, as may be amended;
- 2.22 **Project:** means the activities described in the Grant Agreement that have Eligible Expenses associated with them;
- 2.23 **Project Term:** means the period between the start date and the end date stated in the Grant Agreement;
- 2.24 **Proposal:** means the research proposal submitted by the Applicant and approved by RDAR;
- 2.25 **Proposed Project:** means the activities described in the Proposal;
- 2.26 **Provincial Crown:** means Her Majesty the Queen in the Right of Alberta; and
- 2.27 **RDAR:** means Results Driven Agriculture Research.

3.0 ELIGIBILITY

3.1 Eligible Applicants

Funding will be available to qualified researchers from or under contract with organizations that directly and/or indirectly participate in the service and development of the Alberta livestock or crop industry, provided that such organizations are in good standing and not in default under any other agreements or programs with RDAR. Eligible applicants include but are not limited to:

- a) Active Producers;
- b) Non-profit agricultural groups registered under the *Societies Act* or Part 9 of the *Companies Act*, such as Applied Research Associations (ARAs) or Forage Associations;
- c) Industry Organizations;

- d) Post-Secondary Institutions;
- e) Municipal Governments; and
- f) For-profit entities, including research companies, service providers, and agri-businesses offering custom services, consulting services or general services to agricultural clients.

3.2 Ineligible Applicants

The following entities are not eligible to apply to the Program:

- a) Grazing Reserves;
- b) Federal research stations;
- c) Religious organizations, churches and similar organizations;
- d) Food processors or bio-processors;
- e) Retail businesses and food-service establishments; and
- f) Any other entities deemed ineligible by RDAR.

3.3 Eligible Activities (must be approved by RDAR)

3.3.1 Activities under the Program must support the purpose of the Program outlined in section 1.1.

3.3.2 All Proposals under the Program:

- a) May include one or more of the applied research activities listed in s. 3.3.3; and
- b) Must include one or more of the KTT activities listed in s. 3.3.4.

3.3.3 Subject to s. 3.3.1, examples of activities that support the science, research and innovation Priority Area may include, but are not limited to:

- a) Investing in primary research that is closely aligned with the provincial needs of the Sector;
- b) Public-private collaboration on research and research priority-setting;
- c) Helping producer groups demonstrate and evaluate new agricultural practices and technologies at the local level;
- d) Sharing and dissemination of research knowledge, including through events such as workshops and symposia;

- e) Targeting support for farms and firms to accelerate the adoption of new or improved products, processes or practices that add value;
- f) Accelerating the adoption of transformative technologies in collaboration with the Sector;
- g) Support for farms and firms to develop or adapt new or improved products, processes or practices that add value;
- h) Strategic investments in the use and development of clean and sustainable technology and processes;
- i) Developing highly qualified personnel with a direct benefit to the Sector, within colleges, universities and research institutions;
- j) Facilitating public-private partnerships for the development of innovation facilities for producers and processors;
- k) Providing commercialization support through the establishment or expansion of commercialization and other risk-sharing activities; and
- l) Other activities related to research, development and knowledge transfer.

3.3.4 Subject to s. 3.3.1, one or more of the following KTT activities must be included in a Proposal, and these activities must be for the extension of knowledge about science and innovation gained by the Applicant from current or past projects in order to benefit Alberta agriculture sectors:

- a) Organizing, hosting, facilitating, attending, or presenting at KTT events such as:
 - (i) Group, in-person events such as workshops, seminars or classes;
 - (ii) Web-based events such as webinars;
 - (iii) On-site activities such as field tours; and
 - (iv) Conferences/tradeshows specifically for KTT and not for sales/marketing;
- b) KTT mentorship activities, one-on-one activities, or peer-to-peer activities; or
- c) Development and distribution of KTT products such as factsheets, videos, publications, and podcasts.

3.3.5 In completing a Project under the Program, the Applicant must:

- a) Comply with all applicable laws and regulations; and
- b) Obtain all required governmental approvals prior to commencing the Project, including those related to public health and safety, labour codes and standards, care and use of animals in research, wildlife habitat and environmental protection.

3.3.6 Acceptance of a Proposal under the Program creates no obligations on the part of the Provincial Crown or Federal Crown to provincial licenses or approvals under any legislation.

3.4 Ineligible Activities

3.4.1 The following activities are not eligible for funding through the Program:

- a) Scale-up of new technologies beyond pilot studies;
- b) Commercial marketing activities for products and technologies created through Project activities;
- c) Ongoing website updating and maintenance;
- d) New builds or expansions for structure and structural modifications;
- e) Aquaculture or aquaponics; and
- f) Any other activity deemed by RDAR to be ineligible.

3.5 Eligible Expenses (must be approved by RDAR)

3.5.1 The following Eligible Non-Capital Expenses may be included in a Proposal:

- a) Incremental wages for Project personnel directly related to the Project whose primary responsibility is to ensure the success of the Project. Personnel must be identified on the Project team (can be new or existing) with specific skill sets required for the Project;
- b) Costs for fee-for-service providers or contributors justified as essential to the success of the Project;
- c) Event registrations for a Project team member transferring or delivering knowledge to Alberta agriculture industry stakeholders, e.g. conferences, meetings;
- d) Reasonable travel-related expenses directly related to the Project, as set out in the Alberta Canadian Agricultural Partnership Travel

Expense Policy posted on the RDAR website, as may be amended (excluding RDAR staff);

- e) Communications with Alberta agriculture industry stakeholders directly related to the Project, e.g. social media, publication, promotional advertising;
- f) Cost of new inputs (animal, seed/crop) required for the Project, including per diem costs;
- g) Costs for the development and delivery of KTT activities;
- h) Costs for materials, supplies, inputs required for the design, development, implementation, and extension of the Project's applied research activities;
- i) Engineering costs for the Project;
- j) Rentals, leases of venues, technology, and equipment directly related to the Project;
- k) Cost of surveys related to gathering data required for Project reporting on performance measures;
- l) Commercialization expenses, e.g. patent, intellectual property; and
- m) Cost of assessments directly related to Project requirements (e.g. risk, welfare, economic, environmental).

3.5.2 The following Eligible Capital Expenses may be included in a Proposal:

- a) Capital purchases of equipment and technology under \$500,000.00, inclusive of all associated costs, directly required for the Project (e.g. currency exchange, brokerage fees, shipping, installation, modifications, commissioning, validation, certification for use in Alberta).

3.6 Ineligible Expenses

3.6.1 Expenses that are not eligible for payment under the Program and which must not be included in a Proposal include:

- a) Goods and Services Tax (GST), Provincial Sales Tax (PST), Harmonized Sales Tax (HST);
- b) Costs incurred outside of the Project Term;
- c) Expenses paid to a Government of Canada department or agency;

- d) Expenses for hosting, food, alcohol, non-alcoholic beverages;
- e) Expenses for commercial marketing materials;
- f) Expenses for commercial product development;
- g) Active costs associated with complying with assurance programs;
- h) Normal and ongoing administrative, management, maintenance and operating costs not directly related to the Project;
- i) Use of funding to subsidize the purchase of common items that can be used for multiple purposes (e.g. digital cameras, GPS, smartphones, measuring tapes);
- j) Website hosting/domain registration;
- k) Travel expenses not related directly to the Project, including travel expenses to view or pick up equipment/technology;
- l) Travel expenses for individuals who are not Project team members;
- m) Costs for the lease of office furniture, space and equipment;
- n) Costs of equipment attached to building such as sinks, walls, doors, plumbing, framing, flooring;
- o) Costs of repair/maintenance of existing infrastructure;
- p) Indirect overhead costs; and
- q) Any other expense deemed by RDAR to be an ineligible expense.

4.0 REVIEW PROCESS

4.1 Proposals will undergo a confidential review process, which will include internal review, scientific (peer) and/or industry review, or external review committees/panels for recommendations for funding decisions and funding amount.

4.2 Proposals will be evaluated based on the Project's potential to transform the livestock or crop sector and using the following Program assessment criteria:

- a) Alignment to RDAR's priorities;
- b) Impact and benefit to Alberta producers and the broader agriculture and food industry;
- c) Project plan timelines and deliverables are achievable and appropriate;

- d) Effective knowledge transfer and communication plan in place;
- e) Team capacity and collaboration potential;
- f) Adoption and/or commercialization potential of the innovation;
- g) Leveraging of RDAR's investment; and
- h) Budget items are clear and justified.

5.0 PROPOSALS

- 5.1 There is limited funding in the Program. Proposals completed to the satisfaction of RDAR will be considered for approval on a case-by-case basis subject to the Program eligibility criteria, assessment criteria, and funding constraints.
- 5.2 RDAR has the absolute discretion to determine the eligibility of any Applicant under this Program and any payment due under the Program. The decision of RDAR is final.
- 5.3 Proposals must be submitted to RDAR in such form, manner and deadline as determined by RDAR.
- 5.4 RDAR may reject any Proposal that is inaccurate, ineligible or incomplete at the sole discretion of RDAR.
- 5.5 Submission of a Proposal does not entitle an Applicant to a grant under the Program.
- 5.6 The Applicant acknowledges that the grant may not be sufficient to cover the project's entire cost and that the Applicant shall be solely responsible for raising funds from other sources to complete the Project. The Applicant acknowledges that the grant is the only financial assistance RDAR will provide under the Program to the Applicant for the Project.
- 5.7 If RDAR approves a Proposal, the Applicant must enter into a Grant Agreement with RDAR to be eligible to receive funding under the Program.
- 5.8 An Applicant under this Program may indicate on their Proposal if they would like to be considered for funding under the RDAR Research Program if their Proposal under this Program is determined to be ineligible. If an Applicant indicates this on their Proposal and their Proposal is determined to be ineligible under this Program, their Proposal will be considered for funding under the RDAR Research Program without being required to submit another Proposal.

6.0 FUNDING LEVELS

- 6.1 The Program provides grants on a cost-shared basis to cover Eligible Expenses for approved Projects for each Applicant up to a maximum of \$750,000 in any Fiscal Year.

- 6.2 Eligible Expenses will be cost-shared as follows:
- a) Eligible Non-Capital Expenses will be cost-shared at 50% grant and 50% Applicant; and
 - b) Eligible Capital Expenses will be cost-shared at 20% grant and 80% Applicant.
- 6.3 In-Kind Contributions are not payable under the Program, but RDAR may consider in-Kind Contributions as part of the Applicant's required contribution under s. 6.2, subject to the following:
- a) In-Kind Contributions are subject to the same financial review procedures as other Eligible Expenses and must be adequately documented to the satisfaction of RDAR; and
 - b) RDAR has the absolute discretion to reduce or reject any In-Kind Contribution if RDAR is not satisfied that the In-Kind Contribution is reasonable and adequately verified.
- 6.4 Funding received through any other Canadian Agricultural Partnership programs may not be used toward the cost-share requirements of the Program.
- 6.5 Funding received through other federal, provincial and municipal governments cannot exceed 100% of the Eligible Expenses claimed by the Applicant and paid under the Program. The amount of the grant shall be adjusted so that the total government funding for Eligible Expenses does not exceed 100% of these expenses.
- 6.6 In the event that federal or provincial funding levels are changed to the extent that the money available to RDAR to make the Grant is reduced or eliminated, RDAR may, in its sole discretion, cancel or reduce the amount of the Grant.

7.0 PAYMENTS

- 7.1 Successful Applicants will be required to enter into a Grant Agreement with RDAR prior to any payment being made to the Applicant. These Program Terms and Conditions will be a Schedule to and form part of the Grant Agreement. A copy of the Grant Agreement is available from RDAR.
- 7.2 Payments to Applicants will be made in accordance with the payment schedule set out in the Grant Agreement.
- After submitting the Final Report, if the sum of all previous grant payments exceeds the total Eligible Expenses claimed by an Applicant multiplied by the applicable funding levels, no final payment will be made, and the Applicant shall immediately pay the unused grant funds to RDAR.
- 7.3 Projects and Eligible Expenses qualify only once for payment under the Program.

7.4 Applicants cannot assign or defer any payment under this Program.

8.0 ACCESS TO INFORMATION

8.1 The Applicant acknowledges that under the CAP Program Administrator Agreement, the information and records maintained by RDAR relating to the Grant Agreement are subject to the *Freedom of Information and Protection of Privacy Act* (Alberta). This Act allows any person a right to access records in the custody or under the control of a public body, subject to limited and specified exceptions.

9.0 FALSE OR MISLEADING INFORMATION

9.1 An Applicant who provides false or misleading information under this Program forgoes all rights to benefit from this Program.

10.0 REPRESENTATIONS AND WARRANTIES

10.1 By submitting a Proposal, the Applicant represents and warrants that:

- a) The Applicant is an eligible applicant pursuant to s. 3.1 of the Program Terms and Conditions;
- b) The person signing the Proposal is duly authorized to make the Proposal to the Program on behalf of the Applicant;
- c) No Proposal has been made for the same activities by any other person, including without limitation, a person who is not arms-length or a related person as defined by the Income Tax Act (Canada) or by a shareholder, member or partner who is actively carrying on farming or business on behalf of a corporation;
- d) The Applicant has made full, true and plain disclosure to RDAR of all facts relating to the activities that are material to its Proposal, including without limitation all sources of funding from federal, provincial and municipal governments;
- e) The Applicant has the necessary financial resources to complete the activities listed in the Proposal;
- f) No member of the House of Commons or the Senate shall derive any financial advantage from the grant that would not be permitted under the Parliament of Canada Act;
- g) No current or former federal public office holder or federal public servant to whom the Conflict of Interest Act, the Conflict of Interest Code for Members of the House of Commons, or the Values and Ethics Code for the Public Sector and the Policy on Conflict of Interest and Post-Employment applies shall derive any advantage or benefit from the grant

unless the provision or receipt of such advantage or benefit is in compliance with such legislation, codes and policies;

- h) Any person lobbying, as that term is defined in the Lobbyists Registration Act (Canada), on the Applicant's behalf is registered pursuant to that Act;
- i) The Applicant is not aware of any discussions to effect a sale, transfer, assignment or pledge of interest which would result in a change of the control of the Applicant or of the disposition of all or substantially all the assets of the Applicant;
- j) The Applicant has adequate human resources, experience and skills to carry out the activities described in the Proposal;
- k) There is presently no action, suit, or proceeding being brought or pending or threatened against or affecting the Applicant which could result in the expropriation of any property of the Applicant, or which could affect its operations, properties, financial condition, or its ability to complete the activities described in the Proposal;
- l) If activities described in the Proposal require authorization by an agency, the Applicant has obtained such approval prior to the commencement of the activities;
- m) The Applicant is in compliance with all laws, orders and authorizations which relate to or affect the Applicant, and is not subject to any order of any court or other tribunal affecting the Applicant's operations;
- n) The Applicant has the power and authority and all necessary licenses and permits to own and operate its properties and carry on its operations, to make the Proposal, and to complete the activities described in the Proposal; and
- o) The execution of the Statement of Certification has been duly and validly authorized by the Applicant in accordance with applicable law and shall constitute a binding legal obligation of the Applicant.

