

Advancing Agri-Food Processing



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)

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

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

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

Commodity or Sector	
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Step 8 - Project Title and Description

Project Title (10 words or less)
Project Description – 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.	

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
Total					

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

The projects will be evaluated and selected based on program guidelines and merit. Project merit will be assessed according to the following criteria:

1. the comprehensive project description and executive summary (application form and business plan), and
2. the background and experience of the applicant,
3. the project's impact on the operation and on the sector,
4. the proposed financial budget and value sales,
5. the letter of intent of local products being used to develop the project and the involvement of other producers' primary products.

The project proposal will be evaluated based on the information included in the application and in the following questionnaire.

Please provide answers to the following questions:

Business information

Provide a description of your business. Please include your background and experience.

How many years have you been in production commercially?

How many acres are in production? Type of crops grown. Crops to be grown? Types of value-added products developed. Do you own farmland or a processing facility? If rented, do you have a land or property agreement with the owner?

Provide a list of local products used from your farm or other producers from New Brunswick.

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Provide the value of sales from the previous 3 years.

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**What market does your business operate in? How and where is your product sold? What is your competition?
Wholesale vs retail? Domestic vs export?**

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Describe the strengths and weaknesses of your business associated with the production and market of the value-added product.

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Financial Information and Outcomes

Provide financial projections for your business for the next 3 years. Highlight the added potential income/profit that will be generated by the new equipment or technologies requested on the application.

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Describe the project objectives and outcome on increased sales that will be generated by this project or new equipment being purchased, markets being captured, and any improved efficiencies. Please explain.

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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.

Applicant Signature	Date

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
- ✓ mailed to Sustainable CAP Program Administrator:

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