



Agriculture and
Agri-Food Canada

Agriculture et
Agroalimentaire Canada

For office use only

Applicant:

Project log #:

Phase #:

CANADIAN FOOD SAFETY AND QUALITY PROGRAM SYSTEMS DEVELOPMENT

APPLICATION FORM

Submitted by: _____
Name of applicant



CANADIAN FOOD SAFETY AND QUALITY PROGRAM SYSTEMS DEVELOPMENT APPLICATION FORM

INSTRUCTIONS FOR SUBMITTING AN APPLICATION

STEP 1. Determine Whether Your Organization Is Eligible

You may apply for funding under this program if you are:

- a Canadian, non-profit, national organization involved directly or indirectly in producing, marketing, distributing or preparing food or drink for human consumption, or
- a Canadian, non-profit, regional organization not represented by entities at the national level, involved in producing, marketing, distributing or preparing food or drink for human consumption, and can demonstrate your ability to deliver a national initiative.

To be eligible, your organization must also have a Canada Revenue Agency Business Number and be an incorporated entity under the laws of Canada.

Note: Aquaculture and seafood products are not eligible under this program.

STEP 2. Ensure That Your Activities Are Eligible

Your project must support the development and implementation of national, credible, government-recognized systems in the areas of food safety, food quality and underlying traceability systems. Only systems that deal with food products for human consumption, as well as related inputs that would affect food safety or food quality, such as animal feed, are eligible for funding. For more information, please see the Canadian Food Safety and Quality Program (CFSQP) brochure, which can be found at: <http://www.agr.gc.ca/foodsafetyandquality>. You may also request a copy by e-mail at cfsqp-pcsqa@agr.gc.ca or by contacting the CFSQP office at the address shown below.

Note: For on-farm food safety projects, the organization must agree to participate in the Canadian Food Inspection Agency (CFIA) On-Farm Food Safety Recognition Program. For more information, please consult the CFIA website at <http://www.inspection.gc.ca>.

STEP 3. Complete The Application Form

This application form is available in hardcopy by contacting the CFSQP office at the address shown below or by downloading the PDF form from the CFSQP website at <http://www.agr.gc.ca/foodsafetyandquality>.

Your application must be signed by your organization's CEO / Chairperson / President and Senior Financial Officer / Treasurer. Incomplete applications could result in delays in the approval process, possibly shortening the project's timelines. Extra pages are available at the end of this application if more space is required.

STEP 4. Attach Supporting Documents

Please attach the following documents to your application:

Mandatory

- letters of incorporation
- audited financial statements for the last two years
- annual report from last year

If available

- business plan
- strategic plan
- letters of endorsement from industry with rationale for support
- brochures / pamphlets
- other supporting documents

Note: If your organization has already submitted these documents, please provide a date of submission _____

STEP 5. Submit Your Application and Supporting Documents

YOUR APPLICATION MUST BE SIGNED BY YOUR ORGANIZATION'S CEO / CHAIRPERSON / PRESIDENT AND SENIOR FINANCIAL OFFICER / TREASURER. You may file your application by e-mail; however, you must provide a signed and dated application by fax or mail.

Applications dealing with on-farm quality and traceability systems, or off-farm systems of any type should be submitted to:

Canadian Food Safety and Quality Program Office
Agriculture and Agri-Food Canada
Room 415, 4th Floor, 930 Carling Avenue
Ottawa, ON K1A 0C5
E-mail: cfsqp-pcsqa@agr.gc.ca
Fax: (613) 759-6322

Applications dealing with on-farm food safety should be submitted to:

Canadian Federation of Agriculture
On-farm Food Safety Administration
Suite 1101, 75 Albert Street
Ottawa, ON K1P 5E7
E-mail: joan@cfafca.ca
Fax: (613) 236-5749

For more information on the Canadian Food Safety and Quality Program, please call 1-800-O-Canada or visit <http://www.agr.gc.ca/foodsafetyandquality>.

CANADIAN FOOD SAFETY AND QUALITY PROGRAM SYSTEMS DEVELOPMENT APPLICATION FORM

PART A - APPLICANT INFORMATION

1. Type of application (Check the appropriate box)

 First application for funding

 Application for funding for additional phases
after completion of a previously approved

 Amendment to an approved project

2. Name of your organization
3. Mailing address
4. Telephone of your organization
5. Fax of your organization
6. E-mail of your organization
7. Web address of your organization
8. Canada Revenue Agency Business Number (9 numbers, 2 letters, 4 numbers)

9. CEO / Chairperson / President

Name:
Title:
Address (if different from above):

Telephone:
Fax:
E-mail:

10. Primary Contact (if other than CEO / Chairperson / President)

Name:
Title:
Address (if different from above):

Telephone:
Fax:
E-mail:

11. Type of applicant (Check the appropriate box)

 Canadian national non-profit
commodity organization

 Other Canadian national
non-profit organization

 Canadian regional non-profit organization
not represented at the national level

12. Profile and history of your organization - Provide information about when your organization was formed, its membership, mandate and governance structure (including the names and titles of all Board of Directors and Executive Committee personnel), and its formal procedures, processes and policies for decision-making. Describe how your organization communicates to its stakeholders/membership through its organizational structure (e.g., national office, provincial offices, regional offices, etc.).

**CANADIAN FOOD SAFETY AND QUALITY PROGRAM
SYSTEMS DEVELOPMENT APPLICATION FORM****PART B - PROJECT INFORMATION****1. Project title**

2A. Project description - Describe your project in detail, including how it meets the objectives of the CFSQP (see Part G for a list of objectives), its main activities, and where these will be carried out. Explain what will be achieved by the project and how it will help to meet your organization's food safety, quality and traceability goals.

2B. Describe where you are in the development of food safety, food quality and traceability system(s). Indicate which phases of the CFSQP you have finished, what was accomplished and your proposed next steps beyond the completion of this project.

2C. For on-farm food safety projects only: Describe your organization's intentions to seek government recognition under the CFIA's On-Farm Food Safety Recognition Program. This is a requirement of the program.

**CANADIAN FOOD SAFETY AND QUALITY PROGRAM
SYSTEMS DEVELOPMENT APPLICATION FORM****PART B - PROJECT INFORMATION - CONTINUED**

3. Integrating your systems - Identify which of the three elements of food safety, food quality and traceability your project addresses. Projects should reflect an integrated approach, addressing all three of the elements. If one or more of the elements is/are not being currently addressed by this project, explain how the element(s) could be integrated in the near future.

4. Value-chain integration - Describe how your project fits with those being undertaken by other organizations who deal with the same product or its processed form (i.e., primary producers, processors, transporters, distributors, etc.), particularly the group immediately before and immediately after you on the value chain. Explain how and when you have communicated or plan to communicate with those organizations to ensure they are aware of and/or have input to your project. Identify the stakeholders and their commitment to this project.

**CANADIAN FOOD SAFETY AND QUALITY PROGRAM
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PART B - PROJECT INFORMATION - CONTINUED

7. Sustaining the system - Provide details on your organization's plan to sustain the system independent of government funding, as CFSQP funding will expire on December 31, 2007, and indicate whether this plan has been communicated to your organization's membership.

8. Capacity to deliver - Describe your organization's ability to undertake this project (e.g., previous experience in similar activities, financial management experience, knowledge of industry, product, contacts, resources, etc.).

**CANADIAN FOOD SAFETY AND QUALITY PROGRAM
SYSTEMS DEVELOPMENT APPLICATION FORM****PART B - PROJECT INFORMATION - CONTINUED**

9. Administration - Describe how your organization will administer the project and report on the project's progress and deliverables to your Board of Directors and to AAFC (i.e., explain what steps your organization will follow to manage and account for government funds and report on results). Be sure to outline how committees or project teams will be accountable to the organization and their specific responsibilities.

10. Compliance with the Values and Ethics Code for the Public Service - The Government of Canada *Policy on Transfer Payments* provides that recipients must respect and comply with the *Values and Ethics Code for the Public Service*. Where an applicant employs or has a major shareholder who is either a current or former (in the last twelve months) public office holder or public servant in the federal government, compliance with the Code(s) must be demonstrated. Provide the names of anyone involved with this project who has in the past year been employed with, or held public office with, the federal or provincial governments. Indicate their former positions and the nature of their involvement in your organization or the project itself.

11. Unpaid debts to Canada - Does your organization have any outstanding debts with the Government of Canada? If so, indicate the amount owing and under what program or legislation. It is a requirement of the Treasury Board *Policy on Transfer Payments* that recipients of funds declare any amounts owing to the federal government under legislation or contribution agreements.

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PART C - PROJECT WORK PLAN

Activity List each activity and sub-activity and include a brief description	Timeframe		Deliverables / Outputs For each activity / sub-activity, list all reports, standards, protocols, technologies, information, best practices, etc., that will be created. <i>You will be required to describe these in greater detail in Section E.</i>	Measuring Progress Indicate how you will measure and monitor progress toward completing the deliverables / outputs (measures can be quantitative or qualitative). <i>Approved applicants will be required to submit progress reports on a monthly or quarterly basis.</i>
	Start Date	End Date		
(1)				
(2)				
(3)				
(4)				
(5)				

CANADIAN FOOD SAFETY AND QUALITY PROGRAM SYSTEMS DEVELOPMENT APPLICATION FORM

PART C - PROJECT WORK PLAN - CONTINUED

Activity List each activity and sub-activity and include a brief description	Timeframe		Deliverables / Outputs For each activity / sub-activity, list all reports, standards, protocols, technologies, information, best practices, etc., that will be created. <i>You will be required to describe these in greater detail in Section E.</i>	Measuring Progress Indicate how you will measure and monitor progress toward completing the deliverables / outputs (measures can be quantitative or qualitative). <i>Approved applicants will be required to submit progress reports on a monthly or quarterly basis.</i>
	Start Date	End Date		
(6)				
(7)				
(8)				
(9)				
(10)				

CANADIAN FOOD SAFETY AND QUALITY PROGRAM SYSTEMS DEVELOPMENT APPLICATION FORM

PART D - PROJECT ACTIVITIES BUDGET

1. Budget - CFSQP funding will be provided only for incremental, eligible costs directly related to the project. You must provide detailed costing for each activity that you identify, detail description of activity e.g. some examples are: - conference - cost of room - food - hotel - travel - advertising, etc. and the costs associated with each of those items.

Incremental means the increase in expenditures as a direct result of the project being undertaken.

Eligible costs include: costs of goods and services; costs for materials and supplies; federal and provincial taxes, including the non-refundable portion of GST; costs for audits and performance reporting as required by CFSQP; cost of rental or lease of facilities, equipment or machinery; costs for labour or salaried services and related employment costs; other costs approved in advance by the Director, Food Safety and Quality Programs. Costs associated with travel (car, plane, train) and accommodation must not exceed Treasury Board guidelines. For a copy of the most recent guidelines, please contact CFSQP office.

Projects are to be cost-shared as described in Part B - Question 5. Therefore, Industry Cash / Industry In-kind and Other sources must amount to the correct funding ratio for the phase requested. Costs of translation and audits do not have to be considered under the cost-sharing required for the phase but must still be within the funding cap of that phase.

In-kind contributions are defined as non-monetary contributions that defray the total cost of the initiative or project, including the provision of labour or services, or equipment required in the planning, conducting or managing of a project. The applicant must consider a "reasonable" rate as per what is generally accepted in the industry. Applicants will be required to track and provide proof of in-kind contributions to CFSQP. Examples: direct cost of staff time on the project, participants/stakeholders time on the project (# of participants X \$value X hour/day) e.g. 12 participants X \$250/day X 2 day = \$6,000.00. The CFSQP office can provide more details, if they are needed.

Reports and public documents developed as part of a project must be available in both official languages; **translation costs are an eligible expense and should be itemized in your proposed budget.**

Activity List each activity and sub-activity as described in the Work Plan and break out the main component costs and funding source(s).	Industry Cash \$	Industry In-Kind \$	Other sources \$	Pending or Confirmed? P or C*	From CFSQP \$	Total \$
(1)						
Sub-Total Activity #1						
(2)						
Sub-Total Activity #2						

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PART D - PROJECT ACTIVITIES BUDGET - CONTINUED

Activity List each activity and sub-activity as described in the Work Plan and break out the main component costs and funding source(s).	Industry Cash \$	Industry In-Kind \$	Other sources \$	Pending or Confirmed? P or C*	From CFSQP \$	Total \$
(3)						
Sub-Total Activity #3						
(4)						
Sub-Total Activity #4						
(5)						
Sub-Total Activity #5						

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PART D - PROJECT ACTIVITIES BUDGET - CONTINUED

Activity List each activity and sub-activity as described in the Work Plan and break out the main component costs and funding source(s).	Industry Cash \$	Industry In-Kind \$	Other sources \$	Pending or Confirmed? P or C*	From CFSQP \$	Total \$
(6)						
Sub-Total Activity #6						
(7)						
Sub-Total Activity #7						
(8)						
Sub-Total Activity #8						

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PART D - PROJECT ACTIVITIES BUDGET - CONTINUED						
Activity List each activity and sub-activity as described in the Work Plan and break out the main component costs and funding source(s).	Industry Cash \$	Industry In-Kind \$	Other sources \$	Pending or Confirmed? P or C*	From CFSQP \$	Total \$
(9)						
Sub-Total Activity #9						
(10)						
Sub-Total Activity #10						
11) Total all activities (1 to 10)						
12) Reporting - preparation of required CFSQP reports (Progress, Financial, Performance)						
13) Translation (requirement that all materials be in both official languages)						
14) Audit (audit to be done at the end of project, unless otherwise advised by AAFC)						
15) Total Administration (12+13+14) Note: Translation (13) and Audit (14) costs are not considered under the cost-sharing requirements for the phase						
Grand Total (activities 11+15)						
For office use only						

*Note: If approved, all funds must be confirmed prior to entering into an agreement.

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PART D - PROJECT ACTIVITIES BUDGET - CONTINUED

2. **Advance Requested** - Will you be requesting an advance? Yes No

3. **Sources of Funding** - Indicate specific sources and amounts of funds noted in the "other sources" column in section D-1.

Source	Name of program(s) Organization and contact information	Amount \$
Federal		
Provincial and/or Municipal		
Other partners (please specify)		
Total from other sources (should match total "Other sources" column in Part D-1)		

PART E - PROJECT PERFORMANCE

1. Project Reach

A. Primary audience - Describe this project's primary audience (i.e., those individuals or groups for whom the work being proposed is intended to directly benefit), by listing the number of members of your organization, the names of other involved groups, or the names of other end-users who will benefit from the project's activities and deliverables/outputs.

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PART E - PROJECT PERFORMANCE - CONTINUED

B. Secondary Audience - Describe this project's secondary audience (i.e., those individuals or groups that either provide inputs into the products / services of your organization and its members or make use of those products / services, but are not members themselves), by listing any groups or associations that will benefit from or be impacted by the deliverables / outcomes of the project. Include the size of their membership if known.

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PART E - PROJECT PERFORMANCE - CONTINUED

2. Communications

A. Primary Audience - List and describe the products / services and tools (e.g., newsletters, web site, advertising, etc) you will use to communicate the project's activities and deliverables / outputs to your primary audience. List the names of any groups or associations that will support your organization's efforts to communicate to your primary audience (if applicable) and explain their roles.

B. Secondary Audience - Explain how your organization will communicate the project's activities, deliverables / outputs to the secondary audience. List the names of any groups or associations that will support your organization in doing so (if applicable) and explain their roles.

**CANADIAN FOOD SAFETY AND QUALITY PROGRAM
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PART E - PROJECT PERFORMANCE - CONTINUED

3. Results to Be Achieved

A. Deliverables / Outputs - Provide a detailed description of each deliverable / output listed in Part C - Project Work Plan. If more space is required, please use the extra pages provided.

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PART E - PROJECT PERFORMANCE - CONTINUED

B. Short-term outcomes - Describe the direct outcomes (results) that will be achieved from the conduct of each deliverable / output listed in Part C - Project Work Plan over the next three years. If more space is required, please use the extra pages provided.

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PART E - PROJECT PERFORMANCE - CONTINUED

C. Long-term outcomes - Describe what results will be achieved beyond the next three years from the conduct of each deliverable / output listed in Part C - Project Work Plan, including benefits to Canadians, to the Canadian economy and to the Canadian agriculture and agri-food sector. If more space is required, please use the extra pages provided.

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PART F - DECLARATION OF THE APPLICANT

We confirm that we have read and understood the objectives, principles and criteria of the Canadian Food Safety and Quality Program (CFSQP), and it is understood the organization must meet the following conditions in order to be eligible for funding:

1. The organization must demonstrate to AAFC that it has adequate human resources, experience and skills required to carry out its responsibilities;
2. The organization agrees to comply with the Objectives, Principles and Criteria of the Canadian Food Safety and Quality Program;
3. The organization agrees to carry out financial functions in accordance with Generally Accepted Accounting Principles;
4. The organization agrees to provide the Minister of Agriculture and Agri-Food Canada with a copy of its annual report and grants the Minister the right to conduct an audit on the project described in this application;
5. The organization agrees to provide appropriate recognition for the financial assistance of federal, provincial and territorial governments, in both official languages;
6. The organization will make available to the Minister any communication vehicle developed under this program and agrees that the Minister may use such vehicles for promotion purposes;
7. The organization agrees to develop and implement a performance management framework and reporting system to measure the performance of its projects, input project and performance indicator information to the national project database, and provide an annual performance report summarizing project reach, results achieved and resources expended on a fiscal year basis;
8. The organization agrees that, unless authorized, costs incurred before the project start date are not eligible for reimbursement;
9. The organization agrees that Canada will not be liable for any claims for damage from the recipient or third parties related to the activities carried out by the recipient or on his/her behalf;
10. The organization is in compliance with federal, provincial and municipal environmental requirements;
11. There are no conflict of interest situations within the organization relative to the Canadian Food Safety and Quality Program; and
12. This application has been vetted by the Organization's Board of Directors and the signatures below are that of the CEO / Chairperson / President and the Senior Financial Officer / Treasurer.

We understand that, if this application is accepted, we will be required to enter into a contribution agreement that set out terms and conditions for funding.

We agree and understand that the information contained in this application is being collected for the purpose of assessing and reviewing our organization's eligibility for funding under the Canadian Food Safety and Quality Program - Systems Development Component and that such information will be disclosed to the extent necessary for application assessment and review purposes, including verification of the information submitted as well as program review, statistical purposes and performance reporting.

Financial, commercial, scientific or technical information provided in this application will be treated in accordance with the *Access to Information Act* and the *Privacy Act*.

We agree that the project, if approved, will recognize the Canadian Food Safety and Quality Program and the federal, provincial and territorial governments for their contribution and support.

The information provided in this application is, to the best of our knowledge, complete, true and correct.

Name of CEO / Chairperson / President

Title

Signature

Name of Senior Financial Officer / Treasurer

Title

Signature

On behalf of (Name of Organization)

Date

Note: Please ensure that all application is completed and all supporting documents are attached. Failure to do so could result in delays in the approval process, possibly shortening the project's timelines.

CANADIAN FOOD SAFETY AND QUALITY PROGRAM SYSTEMS DEVELOPMENT APPLICATION FORM

PART G - OBJECTIVES, PRINCIPLES AND CRITERIA

Objectives

The objectives of the CFSQP Systems Development Component are to:

- Facilitate industry in developing and implementing government-recognized national food safety, food quality and traceability systems throughout the Canadian agri-food continuum;
- Support the development of national food safety systems that aid in protecting human health by reducing exposure to hazards throughout the agri-food continuum;
- Support the development and implementation of national systems to track and trace foods from the retail level back to the farm;
- Contribute to increased consumer confidence in the safety and quality of food produced in Canada; and
- Assist the industry in its ability to seek out and capture value-added opportunities by adopting national food safety, food quality and traceability systems.

Principles

To be eligible for funding, project proposals must:

- Be within the mandate of Agriculture and Agri-Food Canada;
- Be consistent with the priorities of the Agricultural Policy Framework (APF) (these priorities include food safety and quality, environmental stewardship, innovation, business risk management, renewal of the agriculture and agri-food sector, and branding Canada as the world leader in these areas);
- Be in accordance with applicable federal acts, regulations, and environmental directives;
- Provide benefits to the public that exceed the benefits to private individuals and firms;
- Not duplicate, overlap or replace federal and provincial programs and delivery mechanisms;
- Adhere to federal visibility guidelines on federal funding in all communications; and
- Contribute to, or be consistent with, the integrated system approach within the agriculture and agri-food continuum.

Criteria

To be eligible for funding, project proposals must:

- Be national in scope;
- Reflect a value-chain approach;
- Ensure that eligible expenditures are those incremental costs directly associated with the project;
- Include a plan to sustain the system independent of government funding after it is implemented;
- Ensure that funds will not be used as direct income support to individuals or firms;
- Provide benefits to the industry and public exceed the costs; and
- Ensure that funds do not support normal commercial expansion or ongoing commercial activities.

**CANADIAN FOOD SAFETY AND QUALITY PROGRAM
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ADDITIONAL PAGE

**CANADIAN FOOD SAFETY AND QUALITY PROGRAM
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ADDITIONAL PAGE