

Project No. _____

Canadian Food Safety and Quality Program

Food Safety Initiative

Application Form

Submitted by: _____
Name of Business

Canada

Manitoba 

The Agricultural Policy Framework (APF)
A FEDERAL-PROVINCIAL-TERRITORIAL INITIATIVE

Aussi disponible en français

**CANADIAN FOOD SAFETY AND QUALITY PROGRAM
FOOD SAFETY INITIATIVE – APPLICATION FORM**

INSTRUCTIONS FOR SUBMITTING AN APPLICATION

STEP 1. Determine If You Are Eligible

You may apply for funding under this program if you meet **all** of the following criteria:

- You are a Manitoba food processor involved in processing food or drink for human consumption
- You have a Canada Revenue Agency Business Number (GST Number)
- Your facility is a non-federally registered establishment
- You are licensed/permitted to operate in Manitoba

Note: Systems for non-food products (including pet foods) are **not** eligible under this program
Fish and shellfish processing plants are **not** eligible under this program.

STEP 2. Activities for Funding

Eligible projects include activities associated with the development and implementation of:

- Good Manufacturing Practices (GMPs) as detailed in the Manitoba HACCP Advantage Program
- Manitoba HACCP Advantage
- ISO 22000 - Food Safety Management Standard

Note: Eligible projects must meet the objectives, principles and criteria listed in Part F of this application.

STEP 3. Complete the Application Form

This application form is available in hardcopy by contacting Manitoba Agriculture, Food and Rural Initiatives at the address shown below or by downloading the PDF form from the Provincial website at:

<http://www.gov.mb.ca/agriculture/foodsafety>

Your application must be signed by your CEO or Chairperson or President or owner **and** Senior Financial Officer or 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. Supporting Documents

Include the following documentation:

- Letter from a financial institution indicating financial stability
- Cover letter indicating management commitment
- Copy of Food Handling Establishment Permit

STEP 5. Submit Your Application and Supporting Documents

Food Safety Initiative
CVO/Food Safety Knowledge Centre
Manitoba Agriculture, Food and Rural Initiatives
Agricultural Services Complex
204 – 545 University Crescent
Winnipeg, MB R3T 5S6

For more information please call 1-204-795-8507 or visit the website at:

<http://www.gov.mb.ca/agriculture/foodsafety>

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PART A – APPLICANT INFORMATION	
1. Type of application (Check the appropriate box) First application for funding under FSI: <input type="checkbox"/> Yes <input type="checkbox"/> No If no, explain: Amendment to an approved project: <input type="checkbox"/> Yes (if yes, please provide the approved project number) _____	
2. Legal name of your business	3. Mailing address
4. Telephone	5. Fax
6. E-mail	7. Website address
8. Canada Revenue Agency Business Number (GST Number)	9. Manitoba Provincial/Municipal Food Handling License (Attach copy) <input type="checkbox"/> Yes <input type="checkbox"/> No
10. CEO / Chairperson / President / Owner Name: Title: Address (if different from above): Telephone: Fax: E-mail:	11. Primary Contact (if other than CEO/Chairperson/President/Owner) Name: Title: Address (if different from above): Telephone: Fax: E-mail:
12. Is your facility federally registered? (Check the appropriate box) <input type="checkbox"/> Yes Establishment Number (EST.) _____ <input type="checkbox"/> No	

13. Activity – Identify the activity for which funding is requested in this project proposal. Funding levels have been determined for each activity.

Activity	Funding Ratio (Government / Industry)	Funding Levels
<input type="checkbox"/> Development and implementation of GMPs only	90% / 10%	\$15,000
<input type="checkbox"/> Development and implementation of HACCP (including GMPs) Anticipated number of HACCP Plans* _____ _____	90% / 10%	\$20,000*
<input type="checkbox"/> Development and implementation of ISO 22000 (including HACCP and GMPs)	90% / 10%	\$20,000*

*You may qualify for additional funding of \$3,000 per HACCP plan up to a maximum of three additional HACCP plans.

Are you interested in participating in a pilot study? Yes No
 Pilot plants may qualify for additional funding. Potential pilot study plants will need to meet eligibility criteria. Plants interested in pilot study participation will be contacted by FSI staff.

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14. How many full time employees or equivalents does your plant have?

<input type="checkbox"/> 1-10	<input type="checkbox"/> 101-500
<input type="checkbox"/> 11-50	<input type="checkbox"/> More than 500
<input type="checkbox"/> 51-100	

15. How many production lines are in operation at your plant?

16. How many different products are made in your plant?

17. How many HACCP plans do you expect to implement?

18. What commodities does your plant process? Check all that are applicable.

<input type="checkbox"/> Meat and Poultry Slaughtering and Boning	<input type="checkbox"/> Snacks Foods	<input type="checkbox"/> Other (Please specify)
<input type="checkbox"/> Meat and Poultry Further Processing	<input type="checkbox"/> Confectionery Manufacturing	
<input type="checkbox"/> Dairy Food Processing	<input type="checkbox"/> Food Ingredient Manufacturing	
<input type="checkbox"/> Bakery Operations/Cereal Food Processing	<input type="checkbox"/> Oil Seed Processing	
<input type="checkbox"/> Egg Processing	<input type="checkbox"/> Preserved Food and Sauces	
<input type="checkbox"/> Beverage Processing	<input type="checkbox"/> Canning, UHT and Aseptic Operations not covered above	
<input type="checkbox"/> Fruit and Vegetable Processing		
<input type="checkbox"/> Fermented Products not covered above		

19. What are your reasons for implementing GMPs, HACCP, or ISO 22000? Check all that are applicable.

<input type="checkbox"/> Customers request	<input type="checkbox"/> Food safety/risk management	<input type="checkbox"/> Other (please specify)
<input type="checkbox"/> To maintain market share	<input type="checkbox"/> Cost savings	
<input type="checkbox"/> To expand market	<input type="checkbox"/> Management/head office directive	

20. If you have not yet implemented GMPs, HACCP, or ISO 22000, why not? Check all that are applicable.

<input type="checkbox"/> High cost	<input type="checkbox"/> Lack of knowledge/in-house expertise	<input type="checkbox"/> Other (please specify)
<input type="checkbox"/> Lack of support	<input type="checkbox"/> No recognition available	
<input type="checkbox"/> Lack of time		

21. Your plant has:

<input type="checkbox"/> a single employee responsible for quality control (QC)/quality assurance (QA) <input type="checkbox"/> Full time <input type="checkbox"/> Part time	<input type="checkbox"/> Other (please specify)
<input type="checkbox"/> a team responsible for quality control (QC)/quality assurance (QA)	
<input type="checkbox"/> Neither	

22. Your plant has:

a HACCP coordinator
 a HACCP team (including a HACCP coordinator)
 neither at present

23. Profile and history of your business – Describe your plant by answering the following questions.

How long has your company been in business?	How long do you plan to continue in business?
<input type="checkbox"/> 0 – 5 years	<input type="checkbox"/> 0 – 5 years
<input type="checkbox"/> 5 – 10 years	<input type="checkbox"/> 5 – 10 years
<input type="checkbox"/> longer than 10 years	<input type="checkbox"/> longer than 10 years
Where do you sell your products?	Do you plan to expand your market?
<input type="checkbox"/> Food Service (restaurants, institutions, etc.)	<input type="checkbox"/> No
<input type="checkbox"/> Retail	<input type="checkbox"/> Yes _____ (specify)
<input type="checkbox"/> Wholesale	<input type="checkbox"/> Unsure
<input type="checkbox"/> Direct to customer	Do you export? <input type="checkbox"/> Inter-provincially (outside Manitoba)
<input type="checkbox"/> Other _____	<input type="checkbox"/> Internationally (outside Canada)
	<input type="checkbox"/> No

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PART B – PROJECT INFORMATION

Project description – These questions relate to how you plan to implement your food safety program.

1. How will staff be trained on the food safety requirements of your program? Check all that are applicable.

- Training provided by consultant, tailored to facility
- External training institution
- Training performed by internal staff
- Self-training
- Other, please specify _____

2. Who will develop the written programs? Check all that are applicable.

- HACCP Coordinator
- QA/QC Manager
- Plant Manager
- Owner/operator
- Team of plant staff
- Consultant working with a plant staff
- Other, please specify _____

3. After initial implementation, how do you plan to maintain the program in the future? Check all that are applicable.

- Hire a consultant to review and revise the program
- Internal staff
- A combination of internal staff and consultant
- Other, please specify _____

4. How do you plan to verify the implementation of your food safety program? Check all that are applicable.

- Hire a consultant to verify the program
- Third party audit
- Internal staff
- Other, please specify _____

5. How will this project contribute to your business's short and long term goals? Check all that are applicable.

- Increase market access
- Retain existing markets
- Meet buyer/customer demands
- Increase management and staff commitment to food safety
- Increase product shelf-life
- Decrease re-work and returns
- Increase process controls
- Decrease waste
- Decrease costs
- Improve productivity
- Improve employee morale
- Decrease employee turnover
- Decrease liability and insurance premiums
- Other, please specify _____

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PART C – PROPOSED PROJECT BUDGET

1. Budget

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 and the costs associated with each of those sub-activities. For example, an activity could be a workshop for training and the sub-activities are food, travel, accommodation. You must provide details.

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

For eligible and non-eligible activities and costs, please see PART D.

Projects are to be cost-shared as described in Part A. Therefore, the industry cash / other sources must amount to the correct funding ratio for the activity requested. Costs for reporting and financial audit are not considered in the cost-sharing ratio. They are 100% Government funded.

Note: Industry In-kind contributions are not eligible under the Food Safety Initiative component.

Anticipated Expenditures Identify each planned activity and include a brief description of the work to be done	Estimated Timeframe		Estimated Cost (taxes included)
	Start Date	Finish Date	
<input type="checkbox"/> Materials/supplies for GMPs and/or HACCP plans/manuals			
<input type="checkbox"/> Consultant for implementation/development			
<input type="checkbox"/> Rental/lease of facilities/equipment directly related to development and/or implementation of GMPs/HACCP			
<input type="checkbox"/> Labour or salaried services and related employment			
<input type="checkbox"/> Travel/accommodation costs directly related to food safety program development and/or implementation (not to exceed provincial guidelines)			
<input type="checkbox"/> Laboratory and sampling costs directly related to your food safety program development and/or implementation			
<input type="checkbox"/> Financial audit and performance reporting as required by the Province			
<input type="checkbox"/> Staff training			
<input type="checkbox"/> Food safety program audits and certifications			
<input type="checkbox"/> Other costs approved in advance by the Province			
Total			

Are you applying for funding of these costs under any other funding or grant program?

No

Yes

Specify item _____

Specify additional funding program _____

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PART D – ACTIVITIES AND COSTS (for the development and implementation of GMPs, HACCP and/or ISO 22000)

ELIGIBLE ACTIVITIES

- Development and implementation of GMPs, HACCP and/or ISO 22000
- Audits and certification costs
- Development of record keeping systems
- Performance of risk assessments
- Related scientific testing
- Staff training

ELIGIBLE COSTS

- Material/supplies for GMPs and/or HACCP plans/manuals
- Consultant fees for implementation/development of HACCP Advantage or ISO 22000
- Costs for rental/lease of facilities related to food safety program implementation
- Costs for rental/lease of equipment related to food safety program implementation
- Costs for labour or salaried services and related employment costs
- Travel/accommodation (not to exceed provincial guidelines)
- Financial audit and performance reporting as required by the Province
- Federal and provincial taxes, including the non-refundable portion of GST
- Staff training
- System audit/certification costs
- Laboratory and sampling costs directly related to your food safety program development and/or implementation
- Other costs approved in advance by the Province

INELIGIBLE COSTS

- Capital costs
- Equipment purchases
- Travel costs in excess of provincial guidelines
- Costs being reimbursed under an existing government program
- Any other expense, which at the discretion of Manitoba Agriculture, Food and Rural Initiatives is deemed to be ineligible

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PART E – 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, Food Safety Initiatives, and it is understood the organization must meet the following conditions in order to be eligible for funding:

1. The applicant must demonstrate to Manitoba Agriculture, Food and Rural Initiatives that it has or can acquire adequate human resources, experience and skills required to carry out its responsibilities.
2. The applicant agrees to comply with the Objectives, Principles and Criteria of the Canadian Food Safety and Quality Program (CFSQP).
3. The applicant agrees to provide financial documentation of all expenditures.
4. The applicant grants the Minister of Manitoba Agriculture, Food and Rural Initiatives or its designate the right to conduct a compliance audit on the project described in this application.
5. The applicant agrees to provide appropriate recognition for the financial assistance of federal, provincial, and territorial governments.
6. The applicant will make available to the provincial Minister any communication materials developed under this program and agree that the provincial Minister may use such materials for promotion purposes.
7. The applicant agrees that, unless authorized, costs incurred before the signing of the contribution agreement are not eligible for reimbursement.
8. The applicant agrees that Canada and Manitoba 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.
9. The applicant is in compliance with federal, provincial and municipal requirements.
10. There are no conflict of interest situations with the applicant relative to the Canadian Food Safety and Quality Program, FSI and MAFRI.
11. This application has been signed below by the CEO/Chairman/President and Treasurer/Senior Financial Officer.

We understand that, if this application is accepted, we will be required to enter into a contribution agreement with Manitoba Agriculture, Food and Rural Initiatives that sets out the 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 my organization's eligibility for funding under the Canadian Food Safety and Quality Program Food Safety Initiatives and that such information will be disclosed only 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.

We agree that Manitoba Agriculture, Food and Rural Initiatives may conduct a credit check to determine eligibility.

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

We agree that the project, if approved, will recognize the Canadian Food Safety and Quality Program Food Safety Initiatives and the federal and provincial 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 Applicant

Date

Note: Please ensure that all of the 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.

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PART F – OBJECTIVES, PRINCIPLES AND CRITERIA

Objectives

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

Principles

- Projects and activities are within the mandate of the Province.
- Projects are in accordance with applicable federal and provincial acts, regulations, and environmental directives.
- Funds do not duplicate, overlap or replace federal and provincial programs and delivery mechanisms.
- Projects contribute to, or are consistent with, the integrated system approach within the agriculture and agri-food continuum.

Criteria

- Projects are for the purpose of improving food safety systems.
- Projects reflect a value-chain approach.
- Eligible expenditures are those incremental costs directly associated with a project.
- Projects include a plan to sustain the GMPs, HACCP and/or ISO 22000 system independent of government funding after it is implemented.
- Benefits to the industry and public exceed the costs.
- Funds do not support normal commercial expansion or ongoing commercial activities of private companies.

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Comments:

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