

Canadian Food Safety and Quality Program

Food Safety Initiative

**Financial Assistance for
Non-Federally Registered Food Processors in Alberta**

Program Details and How To Apply

Canada

Alberta
AGRICULTURE, FOOD AND
RURAL DEVELOPMENT

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Food Safety and Quality Program – Food Safety Initiative

Financial Assistance for Non-Federally Registered Food Processors in Alberta

The Food Safety Initiative (FSI) has been developed to increase the number of non-federally registered food processing plants moving towards and/or having Prerequisite Programs or Good Manufacturing Practices (GMPs), Hazard Analysis Critical Control Points (HACCP System) and/or ISO 22000 food safety systems in place. The focus is to assist the food processing industry by advancing their food safety awareness and providing the necessary support to facilitate the development and implementation of food process control systems.

Who can participate in the Food Safety Initiative?

To be eligible to participate in the FSI, you must be:

- a Canadian, food processing plant involved in producing food or drink for human consumption;
- a non-federally registered plant; and;
- licensed/permitted to operate in the province of Alberta.

Does not include the restaurant or retail food service, fish/seafood processors, or processors of non-food products (including pet foods).

Eligible applicants must demonstrate:

- Management commitment to implementing Prerequisite Programs (GMPs), HACCP and/or ISO 22000; and
- Financial stability.

What activities are eligible?

To be eligible for funding, your project must support the development and implementation of:

- Prerequisite Programs (GMPs);
- Hazard Analysis and Critical Control Points (HACCP System); or
- ISO 22000 - Food Safety Management Standard.

Development and implementation of Prerequisite Programs (GMPs), HACCP, and/or ISO 22000, may include:

- development of Standard Operating Procedures (SOPs)
- development of record keeping system
- technical assistance to prepare for the Prerequisite Program (GMP) and HACCP audits
- perform risk management assessments
- related scientific testing
- staff training in the form of workshops and seminars



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What funding is available?

Funding is available to support the development and implementation of Food Safety Systems including Prerequisite Programs or Good Manufacturing Practises (GMPs), HACCP and/or ISO 22000, in non-federally registered food processing plants. Reference material includes the Alberta HACCP Standard for Prerequisite Programs (GMPs) and HACCP, and the Food Safety Management Standard for ISO 22000.

Two levels of activities may be supported:

- up to \$15,000 towards the development and implementation of Prerequisite Programs (GMPs); or
- up to \$20,000 towards the development and implementation of HACCP or ISO 22000. You may qualify for additional funding of \$3,000 per HACCP plan up to a maximum of three additional HACCP plans.

The funding will not be retroactive and allocations will be given on a first-come-first-serve basis. Eligible activities are cost-shared 90%/10% (FSI/processor). For example, if you spend \$16,500 towards your Food Safety System, you will receive 90% of \$16,500 or \$15,000 from the APF-FSI fund program.

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 and accommodation. You must provide details.

Incremental means the increase in expenditures as a direct result of the project being undertaken (e.g. a change in a current employee's duties from QA to HACCP Coordinator)

What costs are eligible?

The following expenses directly related to the implementation of Prerequisite Programs (GMPs), HACCP or ISO 22000 will be considered eligible costs:

- material/supplies for Prerequisite Programs (GMPs), SOPs and HACCP plans/manuals;
- food safety and HACCP consultant fees;
- food safety audit fees;
- travel/accommodation (not to exceed provincial guidelines);
- incremental costs for rental/lease of facilities (e.g. HACCP coordinator office);
- incremental costs for rental/lease of equipment (e.g. HACCP database computer);
- incremental costs for labour or salaried services and related employment costs;
- financial audit and performance reporting as required by the Province;
- federal and provincial taxes, including the non-refundable portion of GST; and
- other costs approved in advance by the Province.



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The following expenses **will not** be considered eligible costs and therefore will not be reimbursed to the applicant:

- capital costs;
- equipment purchases;
- travel costs in excess of provincial guidelines;
- costs being reimbursed under an existing government program; and
- any other expense, which at the discretion of AAFRD is deemed to be ineligible.

How does the Alberta FSI program work?

Please refer to the **Canadian Food Safety and Quality Program – Food Safety Initiative Application Form**.

Pre-Application Process

Determine whether your processing plant meets the eligibility criteria and that your planned activities are eligible under the program.

To initiate the application process, complete Part A & B of the **Food Safety Initiative Application Form** and submit with a signed cover letter from upper management indicating managements commitment to food safety. Applicants must also provide current company financial information to support their application. The application for financial assistance must be made prior to undertaking the project.

Once completed, submit by mail or by fax to:

**Canadian Food Safety and Quality Program – Food Safety Initiative
Alberta Agriculture, Food and Rural Development
Food Safety Division, Safe Food Systems Section
3rd Floor, O.S. Longman Building, 6909 – 116 Street
EDMONTON AB T6H 4P2
Fax: 780- 427-7535**

A Project Review Committee will review your pre-application submission. This review may take one to two weeks. Upon approval by this committee, a Food Safety Specialist will be assigned to conduct an on-site gap assessment (free of charge), and to provide guidance and assistance with the completion of Parts C, D & E of the **Food Safety Initiative Application Form**. The main purpose of the gap assessment is to help determine implementation activities (milestones) and objectives for the project.

Final Application Process

The completed **Food Safety Initiative Application Form** (Parts A - E) is then submitted to AAFRD for review and approval. Remember that the application for financial assistance must be made prior to undertaking the project. Allow at least one to two weeks for the approval process. If necessary, additional information may be requested from the applicant.

The Minister of Agriculture, Food and Rural Development will have discretion in determining the eligibility of projects, project costs and levels of assistance.



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Funding may be approved below the maximum levels to reflect factors such as the financial capacity of the applicant, the impact of the project and availability of program funds.

After You Receive Approval

Once AAFRD approves your project, the Department will send you a copy of your terms and conditions in the form of a Grant Agreement. Based on your application form, project outcomes and implementation milestones will be outlined. Read these terms carefully, then sign and return the Grant Agreement to AAFRD. You can then proceed with your project.

Requirements for Payment

Once you have met the requirements of the Grant Agreement the project is considered complete. Full expenditure documentation, supported by copies of paid invoices/receipts is required upon project completion. An audited statement of expenditures may be required. Only projects that have been approved by Alberta Agriculture, Food and Rural Development Funds are eligible for support. Once project terms and conditions have been met, AAFRD will process your final payment.

How do I get additional program details?

For more information on the Food Safety Initiative funding, contact the Development Officer responsible for your industry sector at:

Agri-Business Expansion Division, Processed Foods Branch
Alberta Agriculture, Food and Rural Development (AAFRD)
Room 304, J.G. O'Donoghue Building, 7000 – 113 St
Edmonton, AB T6H 5T6
Phone: 780-427-7325

Or contact the Food Safety Initiative Project Coordinator at:

Food Safety Division, Safe Food Systems Section
Alberta Agriculture, Food and Rural Development (AAFRD)
O.S. Longman Building, 6909-116 St
Edmonton, AB T6H 4P2
Phone: 780-427-4054

For technical support related to Prerequisite Programs (GMPs), HACCP, or ISO 22000, contact a Food Safety Specialist at:

Food Safety Division, Safe-Food Systems Section
Alberta Agriculture, Food and Rural Development (AAFRD)
O.S. Longman Building, 6909-116 St
Edmonton AB T6H 4P2
Phone: 780-427-4054



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Summary Application Process:

1. Begin with a basic expression of interest. Submit Parts A&B of Application Form, management commitment (cover letter), and recent financial statements.
2. Application reviewed (1-2 weeks) and applicant will be contacted by Food Safety Specialist to arrange for a Gap Assessment (free of charge).
3. Gap Assessment completed by Food Safety Specialist based upon Alberta HACCP Standard – Prerequisite Programs (GMPs).
4. Determine appropriate activities for expected outcomes. Complete Parts C, D & E of Application Form.
5. Submit complete Application Form (Parts A-E) to Food Safety Division for approval.
6. Upon approval (1-2 weeks), the Grant Agreement, which outlines terms and conditions, is signed by AAFRD and the processor.
7. Applicant develops and implements Prerequisite Programs (GMPs), HACCP, or ISO 22000 according to the Project Work Plan.
8. A follow-up review of the processor's food safety progress as it relates to the Grant Agreement is conducted by AAFRD.
9. Submit final report, expenditure report, and eligible receipts and invoices. Payment issued.



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