



Canada-Saskatchewan Farm Stewardship Program (CSFSP) Application Guide for 2006/07

To ensure that your **Canada-Saskatchewan Farm Stewardship Program (CSFSP) Application Form** is complete and contains the information required for rating your project, please refer to instructions below.

If there is insufficient space on the application form to answer the question(s), please attach additional pages as necessary.

Application ratings will be based on the merit of each proposed project and how closely they match the CSFSP objectives. The highest-rated projects will receive funding ahead of the lower-rated projects. As such, it is in your best interest to fully complete **ALL** questions.

NOTE: You must complete an application form for EACH Beneficial Management Practice (BMP) category. See BMP Practice Codes listed in this guide.

Projects or portions of projects already completed are not eligible for assistance.

PART A – APPLICANT INFORMATION:

Ensure the following is complete and included:

- The names of **ALL** applicants listed as they appear on your **Statement of Completion Certificate**.
- Social Insurance Number (SIN) or Business number or Goods and Services Tax (GST) number is checked and listed.
- Mailing address and telephone number(s).
- Rural Municipality or Municipal District or County name and number.
- Home legal land location. **Note:** For Riverlots, Woodlots or Outer Two-Mile Lots, please include Parish/Settlement name or township number along with the lot number in the space provided for "Other".

PART B – FARMING OPERATION:

a) Check the box that best describes your farming operation.

b) If applicable, indicate total number of acres under irrigation.

c) If applicable, indicate number of livestock in the table below:

Example: Beef: (40 cows and 40 calves); Hogs: (20 sows and 80 weanlings)

Beef	Dairy	Hogs	Poultry	Other Livestock	Total Livestock
80		100			180

d) Indicate use of all farmland you own, rent and lease in the table below:

Example: Tame: (100 acres pasture and 200 acres hay); Native: (80 acres pasture and 20 acres hay)

Annual Crop Acres	Tame Forage Acres	Native Forage Acres	Horticulture/ Greenhouse Acres	Other Acres	Total Acres
	300	100			400

PART C – PROJECT INFORMATION:

NOTE: Refer to the Beneficial Management Practice (BMP) Descriptions for more information.

1. Check only ONE BMP Category.

You must use a **separate application form** for each **BMP Category**. You can use one application form for more than one **BMP Practice** as long as the **BMP Practices** are within the same **BMP Category**. See BMP Practice Codes listed in this guide.

2. Refer to the specific BMP Project selected in Point 1 above to complete this table below.

a) Project Work and Funding Requested:

List the estimated cost for all eligible items that you are requesting funding from the **Canada-Saskatchewan Farm Stewardship Program (CSFSP)** for. Use the BMP Practice Codes listed in this guide to identify which practice best applies to the eligible items.

No.	Practice Code	Description of Eligible Items (Includes in-kind labour and equipment) Example: Wintering Site Management (07)	Estimated Cost of Eligible Items
1	0702	4 - portable windbreaks -- 30ft each	\$1,440.00
2	0705	2 km of 3-strand barbed wire cross fence (materials)	\$1,200.00
3	0705	In-kind labour to install cross fence (20 hrs @ \$12/hr)	\$240.00
4	0705	In-kind equipment, post-pounder (2 days)	\$180.00

Total Estimated Cost of Eligible Items **\$3,060.00 (A)**

Identify Category Cost Share (See BMP Practice Codes listed in this guide) 30% or 50% **(B)**

Total Eligible Program Funding Before Category Cap (Multiply A X B) **(C)**

Category Cap (See BMP Practice Codes listed in this guide) **(D)**

Total Eligible Program Funding (Lesser of C or D) **(E)**

b) Other Sources of Funding:

Provincial Government Funding

If applicable, list the name of the Provincial government department or agency providing funding to the project. Identify the total(s).

Total Provincial Government Funding **(F)**

Funding from Other Sources

If applicable, list the name of the organization providing funding to the project. Identify the total(s).

Total Funding from Other Sources **(G)**

Applicant's Contribution to Project (For in-kind funding see page 4) **(H)**

Total Estimated Project Cost (E+F+G+H) **(I)**

C) Expected Project Completion Date: _____

Indicate the date the project will be completed.

NOTE: Payment will be issued in the fiscal year (April 1–March 31) that the project is completed.

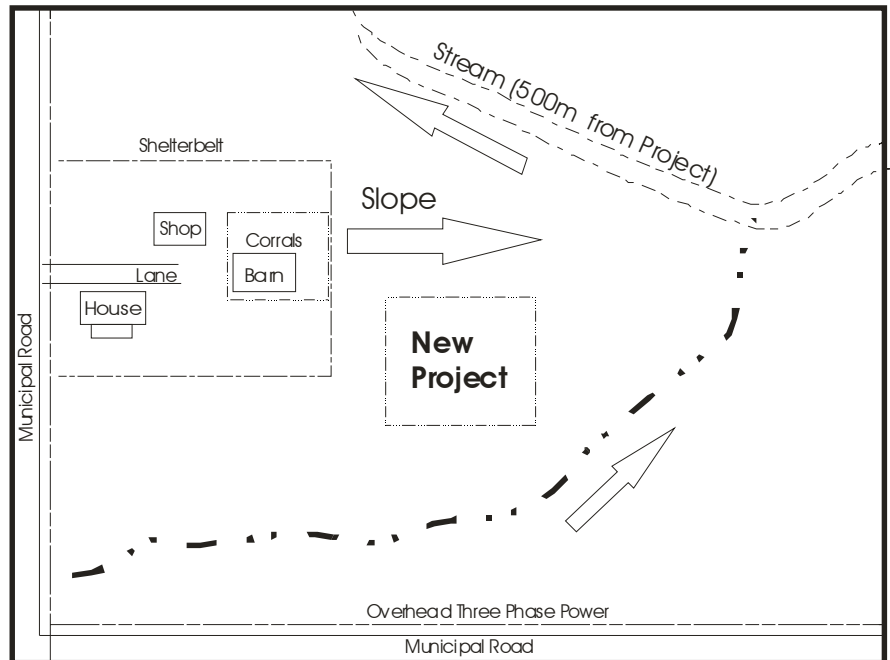
3. Project Location

Enter the legal land location of the proposed project and the local municipality that it resides in. If the project involves more than one land location, enter the land location that best describes the location of the project.

a) Sketch your Proposed Project

Show all features related to this project (See example on the right).

- Label all buildings, fuel tanks, etc.
- Identify all livestock facilities (corrals, manure storage, etc.).
- Identify all water bodies and sources of water.
- Draw all roads, trails, field and pasture layouts (fences).
- Show direction of runoff (i.e. slope).
- Indicate utility lines (telephone, power, gas, etc.).



b) Indicate scale of the diagram

Example: One square within diagram = 40 acres.

c) Indicate approximate distance from the proposed project to the nearest water body (in metres).

d) What is the footprint or dimensions of the proposed project (in metres)? If applicable, indicate length, width and height in metres.

4. Project Details

a) Describe Project: Describe how you plan to complete the implementation of your project. Identify who will be completing the project. Provide as much detail as necessary to fully describe your project. Insufficient detail could cause your project to be rated lower.

b) Have you received technical support for your project?

Check Yes or No - If you check yes, identify the organization from which you received technical advice.

PART D – EQUITABLE ARRANGMENT WITH LANDOWNER:

Only select **ONE** category (a) or (b) or (c):

For category (a) an example of a project that does not directly impact any land is BMP Practice Code 1403.

NOTE: If you are not the owner of the land in which the project is to be implemented, please discuss the project with the landowner and write the landowner's name down on the appropriate line.

PART E – DECLARATION AND SIGNATURE(S):

Please ensure that you have read the **National Farm Stewardship Program (NFSP) Terms and Conditions**.

All applicants listed in Part A must sign and date the application. If there are two applicants, both must sign the application. Please follow the instructions carefully in cases of Corporations, Cooperatives, Indian Bands, Trustee or Estate Applications as indicated on the application form.

HAVE YOU ENCLOSED THE FOLLOWING?

Statement of Completion Certificate - Environmental Farm Planning (EFP)

or

Statement of Completion Certificate - Equivalent Agri-Environmental Planning (EAEP)

Please ensure that you have attached a copy of your **Statement of Completion Certificate** to your application.

Applications will **NOT** be considered without a copy of a valid **Statement of Completion Certificate** attached.

All applicants listed in **PART A - APPLICANT INFORMATION** and on the attached **Statement of Completion Certificate** must sign the application. If there are two applicants, **both** must sign the application.

GENERAL INFORMATION:

In-kind Funding:

- Maximum in-kind funding for labour is \$12.00/hour.
- In-kind equipment funding rates can be found in the latest version of the *Farm Machinery Custom Rates Guide* published by Saskatchewan Agriculture and Food.

Mail completed and signed applications to:

Canada-Saskatchewan Farm Stewardship Program (CSFSP)

408 – 1800 Hamilton Street
Regina, Saskatchewan
S4P 4L2
Canada

There are no application deadlines. You may submit your application directly to the **Canada-Saskatchewan Farm Stewardship Program (CSFSP)** at any time and will receive further notification on the status of your application within 6 to 8 weeks.

Please retain a copy of your application for your records.

For assistance in completing the application, please call: 1 800 667- 8567.

BMP PRACTICE CODES:

BMP Category Description	BMP Practice Code	BMP Practice Description	Cost Share	Caps
Improved Manure Storage and Handling (01)	0101	Increased storage to meet winter spreading restrictions (including satellite storage)	30%	\$30,000
	0102	Improved features to prevent risks of water contamination (leaks, spills)		
	0103	Slurry storage covers to reduce odors and GHG emissions		
	0104	Containment systems for solid manure (includes covers)		
	0105	Assessment and monitoring of existing manure storage infrastructure		
	0106	Engineering design work (this practice code will stand alone if the project does not proceed for economic, technical or environmental reasons (CEAA))		
Manure Treatment (02)	0201	Dewatering systems, nutrient recovery systems	30%	\$30,000
	0202	Composting of manure		
	0203	Anaerobic biodigestors		
	0204	Engineering design work (this practice code will stand alone if the project does not proceed for economic, technical or environmental reasons (CEAA))		
Manure Land Application (03)	0301	Specialized/modification to equipment for improved manure application	30%	\$10,000
In-Barn Improvements (04)	0401	More efficient livestock watering devices and cleanout systems to reduce water use and decrease manure volumes	30%	\$20,000
	0402	Engineering design work (this practice code will stand alone if the project does not proceed for economic, technical or environmental reasons (CEAA))		
Farmyard Runoff Control (05)	0501	Upstream diversion around farmyards; downstream protection (e.g. catch basins, retention ponds, constructed wetlands)	50%	\$20,000
	0503	Engineering design work (this practice code will stand alone if the project does not proceed for economic, technical or environmental reasons (CEAA))		
Relocation of Livestock Confinement and Horticultural Facilities (06)	0601	Relocation of livestock facilities such as corrals, paddocks, and wintering sites away from riparian areas	50%	\$30,000
	0602	Relocation of horticultural facilities such as greenhouses and container nurseries from riparian areas		

BMP Category Description	BMP Practice Code	BMP Practice Description	Cost Share	Caps
	0603	Engineering design work (this practice code will stand alone if the project does not proceed for economic, technical or environmental reasons (CEAA))		
Wintering Site Management (07)	0701	Shelterbelt establishment (planting and establishment costs for trees and shrubs for the year of planting and one year after the planting year, or the termination of the CSFSP funding, whichever comes first)	50%	\$15,000
	0702	Portable shelters and windbreaks		
	0703	Alternative watering systems (i.e. solar, wind or grid powered water systems)		
	0704	Field access improvements: alleyway/access lane upgrades		
	0705	Fence modifications		
Product and Waste Management (08)	0801	Improved on-farm storage and handling of agricultural products (e.g. fertilizer, silage, petroleum products, and pesticides)	30%	\$15,000
	0802	Improved on-farm storage, handling, and disposal of agricultural waste (e.g. livestock mortalities, fruit and vegetable cull piles, wood waste)		
	0803	Composting of agricultural waste (e.g. fruit, vegetable, wood, straw residue)		
	0804	Engineering design work (this practice code will stand alone if the project does not proceed for economic, technical or environmental reasons (CEAA))		
Water Well Management (09)	0901	Sealing and capping old water wells	50%	\$6,000
	0902	Protecting existing water wells from surface contamination		
Riparian Area Management (10)	1001	Alternative watering systems (i.e. solar, wind or grid powered water systems) to protect riparian areas from livestock	50%	\$20,000
	1002	Buffer establishment: forages, trees and shrubs (planting and establishment costs for trees and shrubs for the year of planting and one year after the planting year, or the termination of the CSFSP funding, whichever comes first)		
	1003	Fencing to manage grazing and improve riparian condition/function		
	1004	Native rangeland restoration or establishment: native species of forages, shrubs, and trees (planting and establishment costs for trees and shrubs for the year of planting and one year after the planting year, or the termination of the CSFSP funding, whichever comes first)		

BMP Category Description	BMP Practice Code	BMP Practice Description	Cost Share	Caps
	1005	Grazing management in surrounding uplands: alternative watering systems (i.e. solar, wind or grid powered water systems) and cross fencing		
	1006	Improved stream crossings		
Erosion Control Structures (Riparian) (11)	1101	Constructed works in riparian areas: contour terraces, gully stabilization, bank stabilization, erosion control matting, silt fencing, drop inlet and enhanced infiltration systems, in-channel control, retention ponds and erosion control dams	50%	\$20,000
	1102	Engineering design work (this practice code will stand alone if the project does not proceed for economic, technical or environmental reasons (CEAA))		
Erosion Control Structures (Non-Riparian) (12)	1201	Constructed works in non riparian areas: contour terraces, gully stabilization, bank stabilization, erosion control matting, silt fencing, drop inlet systems and enhanced infiltration systems, in-channel control, retention ponds and erosion control dams, mechanical wind screens	50%	\$20,000
	1202	Engineering design work (this practice code will stand alone if the project does not proceed for economic, technical or environmental reasons (CEAA))		
Land Management for Soils at Risk (13)	1301	Forage or annual barrier establishment for soils at risk (e.g. stripcropping, grassed waterways, perennial forages on severely erodible or saline soils)	50%	\$5,000
	1302	Straw mulching		
	1303	Grazing management in critical erosion areas not associated with riparian zones: alternative watering systems (i.e. solar, wind or grid powered water systems), crossfencing		
Improved Cropping Systems (14)	1401	Equipment modification on pre-seeding implements for restricted zone tillage for row crops, seeding and post seeding implements for low disturbance placement of seed and fertilizer	30%	\$15,000
	1402	Chaff collectors and chaff spreaders installed onto combines		
	1403	Precision farming applications: GPS information collection, GPS guidance (i.e. autosteer, lightbars, software) , manual and variable rate controllers for variable fertilizer application		
Cover Crops (15)	1501	Establishment of non-economic cover crop	30%	\$5,000
	1502	Equipment modification for inter-row seeding of cover crops (e.g. relay crops)		
Improved Pest Management	1601	Equipment modification for improved application		
	1602	Information collection and monitoring		

BMP Category Description	BMP Practice Code	BMP Practice Description	Cost Share	Caps
(16)	1603	Biological control agents	30%	\$5,000
	1604	Cultural control practices		
Nutrient Recovery from Waste Water (17)	1701	Recycling of waste water streams from milkhouses, fruit and vegetable washing facilities, and greenhouses in order to recover nutrients	30%	\$20,000
	1702	Engineering design work (this practice code will stand alone if the project does not proceed for economic, technical or environmental reasons (CEAA))		
Irrigation Management (18)	1801	Irrigation equipment modification/improvement to increase water or nutrient use efficiency	30%	\$10,000
	1802	Equipment to prevent backflow of altered irrigation water into water sources		
	1803	Improved infiltration galleries and irrigation intake systems		
Shelterbelt Establishment (19)	1901	Establishment of shelterbelts for farmyard, livestock facilities, dugout snowtrap, wildlife habitat enhancement, field (planting and establishment costs for trees and shrubs for the year of planting and one year after the planting year, or the termination of the CSFSP funding, whichever comes first)	50%	\$10,000
	1902	Tree materials required for shelterbelt establishment		
Invasive Alien Plant Species Control (20)	2001	Integrated approaches (cultural, mechanical, and biological) for control of invasive plant species (e.g. leafy spurge, purple loosestrife, scentless chamomile)	50%	\$5,000
Enhancing Wildlife Habitat and Biodiversity (21)	2101	Buffer strips: native vegetation	50%	\$10,000
	2102	Alternative watering systems (i.e. solar, wind or grid powered water systems)		
	2103	Improved grazing systems: cross fencing		
	2104	Wildlife shelterbelt establishment (planting and establishment costs for trees and shrubs for the year of planting and one year after the planting year, or the termination of the CSFSP funding, whichever comes first)		
	2105	Improved stream crossings		
	2106	Hayland management to enhance wildlife survival		
	2107	Wetland restoration		
Species at Risk (22)	2201	Alternative watering systems (i.e. solar, wind or grid powered water systems)	50%	\$10,000
	2202	Improved grazing systems: cross fencing		

BMP Category Description	BMP Practice Code	BMP Practice Description	Cost Share	Caps
	2203	Plant species establishment (planting and establishment costs for trees and shrubs for the year of planting and one year after the planting year, or the termination of the CSFSP funding, whichever comes first)		
	2204	Infrastructure development and relocation		
Preventing Wildlife Damage (23)	2301	Forage buffer strips	30%	\$10,000
	2302	Fencing or netting to protect stored feed, concentrated livestock, high-value crops, drip irrigation systems, and other agricultural activities		
	2303	Scaring and repellent systems and devices		
Nutrient Management Planning (24)	2401	Consultative services to develop nutrient management plans, planning and decision-support tools	50%	\$4,000
Integrated Pest Management Planning (25)	2501	Consultative services to develop integrated pest management plan, planning and decision-support tools	50%	\$2,000
Grazing Management Planning (26)	2601	Consultative services to develop range and grazing management plans, planning and decision-support tools	50%	\$2,000
Soil Erosion and Salinity Control Planning (27)	2701	Consultative services to develop soil erosion and salinity control plans, planning and decision-support tools	50%	\$2,000
Biodiversity Enhancement Planning (28)	2801	Consultative services to plan habitat enhancement, wetland restoration stewardship for species at risk, and/or wildlife damage prevention within an agricultural land base; planning and decision-support tools	50%	\$2,000
Irrigation Management Planning (29)	2901	Consultative services for planning improved water use efficiency and reduce environmental risk of existing irrigation systems, planning and decision-support tools	50%	\$2,000
Riparian Health Assessment (30)	3001	Consultative services for assessing riparian health, planning and decision-support tools	50%	\$2,000

NATIONAL FARM STEWARDSHIP PROGRAM (NFSP)

Terms and Conditions

Revised: December 8, 2005

The **National Farm Stewardship Program (NFSP)** is funded by Agriculture and Agri-Food Canada (AAFC) through the environment element of the Agricultural Policy Framework (APF).

Funding under the NFSP is available for a five-year period, beginning in fiscal year 2003/04 and ending in fiscal year 2007/08.

The NFSP is also delivering the Critical Areas component of the Greencover Canada program, as well as the Beneficial Management Practices (BMPs) portion of Greencover's Shelterbelt component.

These Terms and Conditions form part of the NFSP application.

1.0 Objective and Expected Results

1.1 The objectives of the program are:

- 1.1.1 to help agricultural producers, individually and collectively, take action to reduce identified environmental risk; and
- 1.1.2 to improve management of Canada's agricultural land to reduce risk to water and air quality, improve soil productivity and enhance wildlife habitat.

1.2 The NFSP, coupled with other initiatives under the environment element of the APF, will:

- 1.2.1 improve producer-based stewardship of the land, water, air and biodiversity resources which agriculture depends on and influences; and
- 1.2.2 increase domestic and international confidence that Canadian-grown food products are being produced in a safe, environmentally sound manner.

2.0 Description of Important Terms

2.1 For the purposes of this Program:

- 2.1.1 a "**Beneficial Management Practice (BMP)**" is defined as any agricultural management practice which:
 - mitigates or minimizes negative impacts and risk to the environment, by maintaining or improving soil, water and air quality, and biodiversity;
 - ensures the long-term health and sustainability of land-related resources used for agricultural production; and
 - does not negatively impact the long-term economic viability of producers and others in the agricultural industry.
- 2.1.2 "**Canada**" means Her Majesty the Queen in right of Canada, as represented by the federal government of Canada;
- 2.1.3 an "**Environmental Farm Plan (EFP)**" is a voluntary and confidential process that meets the criteria set out in the *National Model for Agricultural Planning for Environmental Action*. EFPs

are used by agricultural producers to identify environmental risks and to develop an action plan to mitigate risk for their own farming operation;

- 2.1.4 an “**Equivalent Agri-Environmental Plan (EAEP)**” has similar characteristics of an individual EFP, but is implemented by an organized group of agricultural producers on a multi-farm basis determined by geophysical (e.g. watershed), geopolitical (e.g. municipality), or sectoral (e.g. pork producers) basis;
- 2.1.5 “**Minister**” means the federal minister of Agriculture and Agri-Food Canada (AAFC) and any person authorized to act on his or her behalf;
- 2.1.6 the “**Federal/Provincial/Territorial Working Group**” is a federal/provincial committee established pursuant to the Federal/Provincial Implementation Agreement for each province/territory under the APF; and
- 2.1.7 the “**National Farm Stewardship Program (NFSP)**” will facilitate the on-farm adoption of BMPs that address key environmental risks associated with water and air quality, soil productivity, and improved biodiversity. BMPs will focus on improved management in areas such as nutrients, riparian areas, erosion control, pests and wildlife habitat. Incentive funding will be provided for specific BMPs as outlined in Section 5.0.

3.0 Eligible Applicants

- 3.1 An eligible applicant under the NFSP is any individual, partnership or entity incorporated under the laws of Canada or any province/territory that:
 - 3.1.1 owns, rents, leases, manages, or otherwise controls agricultural land used for the production of agricultural products; and
 - 3.1.2 has completed an Environmental Farm Plan (EFP) or Equivalent Agri-Environmental Plan (EAEP) that meets the criteria set out in the *National Model for Agricultural Planning for Environmental Action*.
- 3.2 Confirmation that an applicant has completed an EFP or EAEP which has been approved through an independent review mechanism, must be obtained before a NFSP application will be considered for funding by the Program administration.
- 3.3 Ineligible applicants include:
 - 3.3.1 federal departments and agencies;
 - 3.3.2 provincial/territorial government departments and agencies; and
 - 3.3.3 municipal government departments and agencies.

4.0 Applicant's Obligations

An applicant must meet and/or shall agree to or comply with the following conditions:

- 4.1 Apply for funding by completing and signing the prescribed NFSP application form and obtaining written approval from the Program administration prior to beginning work on the project identified in the application. Upon obtaining this approval, the applicant must carry out the project according to established practices, recommendations, standards, and specifications provided by the Program administration, and abide by all applicable federal, provincial/territorial and municipal laws and regulations, and complete the project prior to reimbursement. No advance payments will be issued;
- 4.2 Provide the applicant's Social Insurance Number (SIN), Business Number (BN) or Goods and Services Tax (GST) Number on the NFSP application form;

- 4.3 Accept responsibility for the project's technical and structural adequacy and legal requirements;
- 4.4 For those projects which impact on the land base, accept all liability and responsibility for any claim as the result of a project constructed with the assistance of funding received from the NFSP;
- 4.5 Prior to commencing a project which requires any authorization from any public authority or agency, obtain the appropriate authority/approval from that authority or agency;
- 4.6 Permit Canada or its representative or agent to use data relating to the applicant's farming operation to verify the information contained in the application, and to inspect the applicant's farm operation and/or records as they pertain to the NFSP;
- 4.7 Permit Canada to use the information contained within the application for other environmental programs administered by the Minister;
- 4.8 Enter into a prescribed NFSP contribution agreement with Canada, if required by Canada;
- 4.9 Observe and abide by all applicable federal, provincial/territorial and municipal laws and regulations, and lawful orders of regulatory authority including, but not limited to, federal and provincial/territorial environmental assessment and protection acts, trade agreements and acts, zoning bylaws, and regulations on public health and safety;
- 4.10 Upon completion of the project, provide, Canada or its representative or agent with financial statements, records and invoices detailing eligible costs, including in-kind contributions as prescribed by Canada or its representative or agent;
- 4.11 Repay to Canada or to permit a set-off against any future payments that Canada may intend to make to the applicant any overpayment, unexpended balance, or disallowed expense upon demand, which amount shall constitute a debt to Canada. All overdue payments to Canada shall be deemed a debt due to Canada with interest thereon, compounded monthly, at the Bank of Canada rate plus three per cent (3%) per annum, from the date that such payment was due. Until full payment is received, Canada may, in addition to any remedy, exercise the right to set-off and withhold any funds otherwise payable by Canada to the applicant;
- 4.12 Retain records of project costs for three (3) years after the termination date of the contribution agreement for audit purposes and make such records available for inspection by Canada or its representative or agent;
- 4.13 Allow any representative or agent of the Minister to have access to the premises where any part of the project is being (or has been) carried out at to inspect and assess the progress of the project. The applicant will render all reasonable assistance to any authorized representative or agent for these purposes;
- 4.14 Accept that failure to comply with the obligations outlined above and in Section 12.0 may result in the applicant being required to repay the contribution to Canada; and
- 4.15 Declare any amounts owing to the Canada under any legislation or contribution agreements. The applicant acknowledges that any amounts payable to the applicant pursuant to this application may be set-off against any such amounts owing to Canada.
- 5.0 Eligible Beneficial Management Practice (BMP) Categories
- 5.1 A list of eligible BMP categories has been developed. Each BMP category is described in terms of eligible BMPs, cost-sharing and funding maximums. Eligible BMPs, cost-sharing and funding maximums will be determined on a provincial/territorial basis by the Federal/Provincial/Territorial Working Group and outlined in the *Beneficial Management Practice Descriptions* for each province/territory.

6.0 Project Approval Process

- 6.1 Applications from within a particular province/territory and received by a provincially/territorially determined annual date(s) will be reviewed and assessed relative to all other applications within that province/territory.
- 6.2 Each application will be assessed based on the merit of the proposed project to the NFSP objective and against the list of eligible BMP categories - Section 5.0.

7.0 Payment Criteria

- 7.1 All projects will be cost-shared between the applicant and the NFSP. The maximum contribution to a project will: (a) be based on a pre-determined cost-sharing formula; and, (b) not exceed the maximum contribution amount allowable for a particular BMP, as listed in the *Beneficial Management Practice Descriptions* for the province/territory.
- 7.2 The maximum contribution from Canada to any applicant under the NFSP is thirty thousand dollars (\$30,000) over the life of the Program.
- 7.3 The maximum amount payable to any approved applicant under the Greencover Canada and National Farm Stewardship Programs is collectively one hundred thousand dollars (\$100,000) over the life of the Programs.
- 7.4 Upon completion of the project, the applicant must provide the NFSP administration or its representative or agent with statements and invoices which detail eligible costs including a detailed breakdown of in-kind contributions, as prescribed by Canada or its representative or agent. Payment will be issued upon receipt of eligible invoices and/or proof of purchase. The Goods and Services Tax (GST) and Harmonized Sales Tax (HST) are not eligible costs.
- 7.5 Any payment by Canada under the NFSP is subject to:
- (a) there being an appropriation of funds by Parliament for the fiscal year in which any commitment thereunder would come in course of payment; and
 - (b) cancellation or reduction of payments in the event that departmental funding levels are changed by Parliament.
- 7.6 Canada or its representative or agent may impose additional conditions of financial assistance whereby all conditions will be described in a contribution agreement signed between Canada or its representative or agent and the applicant.

8.0 In-Kind Contributions

- 8.1 In-kind contributions are certain non-monetary (as described below) resources provided by an applicant in satisfying, in whole or in part, the applicant's share of the project. These contributions are not purchased specifically for the project. If the applicant did not have access to these resources, a cash outlay would have been required by the applicant to purchase and pay for them.
- 8.2 Under the NFSP, applicants will be allowed to use in-kind contributions for the implementation of BMPs.
- 8.2.1 In-kind contributions may only include labour and use of equipment to be valued at their fair market values. The equipment must be owned by the applicant, and be required to successfully implement an approved BMP.

- 8.2.2 General labour by the applicant for planning, design or management of a BMP is not an eligible in-kind contribution.
- 8.2.3 Materials in current inventory are not considered in-kind contributions. They are eligible project costs and should be claimed as an expense, with supporting invoices and receipts.
- 8.2.4 Eligible in-kind contributions will be included in the calculation of the total cost of the project and the cost-share will be applied to the total cost of the BMP.
- 8.3 It is recognized that BMP implementation costs to the applicant will vary by province/territory. In-kind contribution rates will be established by the Federal/Provincial/Territorial Working Groups in each province/territory based on a fair market value.
- 8.3.1 The Federal/Provincial/Territorial Working Group will specify which activities within the provincial BMPs are eligible for in-kind contributions.
- 8.3.2 The Federal/Provincial/Territorial Working Group may specify a maximum eligible payment level for in-kind contributions.
- 8.4 In situations where fair market value cannot be reasonably determined and substantiated, the in-kind contributions will not be recognized and will be disallowed.
- 8.5 In-kind contributions will be subject to audit as described in Section 4.12.
- 8.6 Any overpayment resulting from the applicant's failure to provide the in-kind contribution required will be treated as an amount owed to the Canada and be subject to repayment as described in Section 4.11.

9.0 Application Deadline Date(s)

The annual deadline date(s) for applications will be determined for each province/territory by the NFSP administration.

10.0 Privacy and Confidentiality

- 10.1 The Social Insurance Number (SIN), Business Number (BN) or Goods and Services Tax (GST) Number is collected under the authority of the *Income Tax Act* for the purpose of reporting income.
- 10.2 All personal information provided by the applicant will be protected under the provisions of the *Privacy Act* and will be stored in the Environmental Stewardship Programs Personal Information Bank. Personal information provided by the applicant about another individual may be accessible to him/her under the *Privacy Act*. Information, other than personal, may be accessible or protected as required under the provisions of the *Access to Information Act*.

11.0 Stacking Provisions

- 11.1 Through the NFSP, Canada will make a maximum contribution as described in Section 5.0.
- 11.2 The maximum allowable contribution from the federal, provincial/territorial and municipal governments will not exceed one hundred (100) per cent on a per project basis and on a per applicant basis over the life of the Program.
- 11.3 An applicant is required to disclose all sources of funding for a proposed project, both requested and approved, on the NFSP application form. The applicant is required to notify the administration of any change to the sources of funding if, at any time after the project is approved, the sources of funding change.

- 11.4 In the event that the applicant fails to meet the financial commitments as outlined above, the applicant must repay Canada the portion of the contribution necessary to increase the applicant's share to the minimum level identified above. Repayment conditions for overpayments are detailed in Section 4.0.

12.0 Right to Set-Off

Amounts owed to Canada may be recovered by way of set-off from monies payable under the NFSP.

13.0 General Agreement Terms

- 13.1 Canada or its representative or agent shall not be responsible for any cost, expense, or loss resulting from any loan or other obligation which the applicant may enter into in connection with the project.
- 13.2 Canada or its representative or agent shall not be responsible for any cost, expense, or loss resulting from failure or lack of performance of the project for any reason.
- 13.3 Canada or its representative or agent shall not be liable to the applicant for any injuries, including death, loss or damages, be it personal or property, on the part of the applicant which may arise from the performance, omission of the performance, default or remedying default of or under any NFSP agreement with the applicant.
- 13.4 No member of the Senate or House of Commons or of the Provincial Legislative Assembly shall be admitted to any share or part of any contract, agreement, or commission, or to any benefit arising therefrom with respect to any project undertaken pursuant to this Program or any NFSP agreement.
- 13.5 It is a requirement of all NFSP agreements that no current or former federal public office holder or public servant who is not in compliance with the *Conflict of Interest and Post-Employment Code for Public Office Holders* or the *Conflict of Interest and Post-Employment Code for the Public Service* shall derive a direct benefit from such agreement.
- 13.6 Nothing in any NFSP agreement shall be construed as creating a relationship of agency, trust, association, joint venture, or partnership between Canada and the applicant; the applicant shall not hold itself out nor represent itself, including in any agreement with a third party, as having such a relationship with Canada.
- 13.7 Any persons lobbying on behalf of the Applicant must be registered pursuant to the *Lobbyist Registration Act*.