

Sustainable Canadian Agricultural Partnership

Competitive. Innovative. Resilient.

Food Safety & Traceability: Implementation Support Program

Program Guide

Version 1.0



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Section 1 - Program Description

This program is designed to assist Manitoba's agri-food and agri-product sectors in adopting and improving food safety and traceability practices. Financial assistance will be provided to eligible recipients for the development and implementation of food safety programs, food safety training, validation and verification activities and traceability. Food safety and traceability are not only important for public safety but also a requirement for many regulators, associations and customers.

Section 2 - Program Eligibility

Food Safety & Traceability program is open to:

- Agri-food processors
- Agri-product processors
- Food Warehouses/Distributors
- Indigenous Governments, individuals, businesses, communities, organizations, and other Indigenous groups undertaking agricultural initiatives
- Primary producers (eligible only for traceability portion of program)

Eligible applicant:

- Must have a significant portion of company sales in wholesale trade including retail outlets, food service establishments and wholesale distributors (versus direct to consumers)
- Must have a valid Permit to Operate a Food Handling Establishment from Manitoba Agriculture, a Health Permit from Manitoba Health or hold a valid Safe Food for Canadians (SFC) licence before submitting a claim form
- Can be from inside or outside of Manitoba, as long as the activities occur in Manitoba or have a positive outcome for the province
- Must have a Manitoba Premises Identification Number, if applicable
- Must ensure that they meet all eligibility requirements

A business or organization with multiple divisions, operating names or units, will count as one business or organization.

Government employees, who are the majority shareholder (50 per cent or higher) in a business or organization, are not eligible to apply for funding. A business or organization, which includes a provincial government employee as a minority shareholder, will be eligible to apply for funding.

Additional factors may be considered in determining the eligibility of the applicant, including:

- the provision of false or misleading information by the applicant under other Sustainable Canadian Agricultural Partnership and Manitoba programs

- amounts due and owing to Manitoba by the applicant under other Sustainable Canadian Agricultural Partnership and Manitoba programs

Section 3 - Program Details

Cost Sharing

Activities are cost shared between government and the applicant, the cost share ratio is 60:40 for food safety activities and 50:50 for traceability activities. There is a maximum funding limit of \$30,000 for all food safety items and \$30,000 for all traceability items, including those which have been approved under the Food Safety & Traceability pre-approved equipment rebate program.

Eligible Expenses

The following food safety items are eligible:

- Development and implementation of preventive food safety programs, such as Preventive Control Plans and Hazard Analysis Critical Control Point (HACCP), as well as specific programs such as Global Food Safety Initiatives (GFSI) recognized certification schemes, including:
 - consultant fees (up to max. of \$20,000)
 - pre-audit and gap analysis assessments
 - first food safety audit by an accredited certification body
 - lab testing fees
 - computer software for food safety programs
 - food process and product validation activities
 - facility modifications related to program implementation – to be pre-approved
- Registration fees to attend food safety training events
- Purchase of food safety related educational materials
- Purchase of equipment required for measuring, monitoring and testing parameters related to food safety not included on pre-approved list

The following traceability items are eligible:

- Consultant fees
- Traceability software
- Training and set up costs associated with new equipment or systems

Ineligible Expenses

The following expenses are **ineligible** for funding:

- Eligible expenses without proof of payment.
- Any expense, including a tax, which is eligible for a rebate, credit or refund such as Goods and Services Tax (GST)
- Non-food safety related implementation and certification costs
- Travel expenses directly associated with training events
- In-kind contributions such as staff labour, use of assets and equipment, materials, technical, consulting and professional services (e.g., in-house program development or testing).
- Expenses related to establishing a commercial operation
- Normal operating expenses associated with carrying out business operations
- Extended warranties
- Financing charges, loan interest payments, bank fees and charges
- Compensation to any government employee for providing services.
- Purchase of land, buildings and facilities, associated taxes and fees (e.g., land transfer tax)
- Any additions or upgrades to new or existing buildings and facilities, associated taxes and fees
- Normal, current or ongoing maintenance expenses
- Multi-use items (e.g., computers, tablets, phones, cameras, batteries, clothing and footwear, tools, fuel, etc.)
- Purchase of labels, packaging
- Consumable supplies
- The applicant is solely responsible for all project expenses, including all ineligible expenses and any project deficits or over-runs
- Any item purchased before June 21, 2023
- Any other expense deemed ineligible by the program administrator

Funding from Government

The Applicant must adhere to the stacking limit. The stacking limit refers to the maximum level of total Canadian government funding (federal, provincial/territorial, and municipal) a successful Applicant can receive towards total approved eligible expenses of a project.

The maximum level of total government funding must not exceed:

- 100 percent of total approved eligible expenses; or
- If the Applicant is a for-profit business or organization, 75 per cent for capital items that are approved eligible expenses

Section 4 - Application Worksheet Assessment

Applications will be assessed on the following criteria:

- Applicant eligibility
- Completeness of form
- Submission of all invoices and appropriate proof of payment
- Valid permit or licence
- Enhancement of in-plant food safety and traceability initiatives

Section 5 - How to Apply for Funding

The Applicant Information Form and Application Worksheet are available on the Manitoba Agriculture website. Go to www.manitoba.ca/scap/ and click on Resiliency and Public Trust and then on Food Safety & Traceability.

Manitoba Agriculture will publish deadline dates through the newsletter, website and social media channels.

The Applicant Information Form and Application Worksheet must be submitted to the program administrator, via email agriculture@gov.mb.ca by the specified deadline.

Only the Applicant may sign the Applicant Information Form, Application Worksheet or other program documents.

Applicants must comply with all Manitoba and federal government laws and regulations applicable to their projects and to their business or organization's operations. Applicants must also accept and agree to all of the terms and conditions of the program.

In the case of partnerships, corporations and other business organizations, a designated person with legal authorization must sign the Applicant Information Form, Application Worksheet and other program documents. The program administrator may require proof of authorization.

Project activities must be completed by the date stated in the funding agreement or no payment will be issued.

Funding for projects will be subject to the appropriation of funds by the Government of Canada and the Manitoba government.

Incomplete application forms will be returned and not reviewed.

Projects must be completed within 18 months.

Definitions

Agri-business: a person or entity involved in for-profit commercial activity in the agricultural sector, other than an agri-processor or a primary producer

Agri-food Processor: person or entity that transforms agricultural commodities or ingredients into value-added goods that are food or ingredients; may be goods for direct consumption or sold as ingredients for further value-added processing

Agri-product Processor: person or entity that transforms agricultural commodities into value-added goods that are not food or ingredients; may include bio-products created from primary commodities, waste products from production or waste products from processing

Agri-processor: a person or entity actively engaged in agri-product and agri-food processing

Applicant: a person or entity who satisfies all the eligibility requirements set out in the terms and conditions and who submits an Applicant Information Form and Application Worksheet under this program

Government Funding: any financial assistance in the form of provincial or federal grants, loans or other assistance

Incremental Expenses: expenditures that can be directly attributed to the project outlined in the Application Worksheet and are over and above normal business operational expenses

Indigenous: individuals who self-report an Indigenous identity, either First Nations, Metis, and/or Inuit, or a combination of those

In-kind Contributions: non-monetary goods and/or services that are not reimbursable by the program

Primary Producer: an individual grower, rancher, sole proprietor, partnership, corporation, co-operative or any other association of people actively engaged in farming

Provincial Government Employee: any full-time, regular, part-time or term individual employed by the Manitoba government, including any special operating agency or Crown corporation

Manitoba Government Senior Public Servant: the Clerk of the Executive Council; a deputy minister or equivalent or an assistant deputy minister; a chairperson, president, vice-president, chief executive officer or deputy chief executive officer of a Crown agency; a person who is designated or who occupies a position that is designated under section 31.1 of The Legislative Assembly and Executive Council Conflict of Interest Act; and includes a person who, on a temporary basis, occupies a position described here



Minister: refers to the Minister of Agriculture for the Manitoba government, and includes any person authorized to act on the minister's behalf

Non-profit: a type of organization that does not earn profits for its owners using all money earned or donated to pursue the organization's objectives and support its operations

Person: includes an individual, partnership, association or corporate body (entity)

Primary Producer: an individual grower, producer or rancher, partnership, corporation, co-operative or any other association of people who is actively engaged in farming

Program: refers to the Sustainable Canadian Agricultural Partnership program

Program Activity: a specific action under Sustainable Canadian Agricultural Partnership program where applicants can apply for funding; may have one or several funding streams

Program Administrator: Manitoba Agriculture, or where applicable, any person engaged by the Manitoba government, to carry out administrative activities in connection with the program

Stacking Limit: the maximum level of total Canadian government funding (federal, provincial/ territorial and municipal) that a successful applicant can receive

Sustainable Canadian Agricultural Partnership: is a five-year agricultural policy framework by Canada's federal, provincial and territorial governments to encourage market development, innovation and research, environmental sustainability, value-added processing, improved public trust and risk management across Canada's agriculture, agri-food and agri-product sectors

Terms and Conditions: Sustainable Canadian Agricultural Partnership program rules that applicants must follow as conditions for receiving funding; can be occasionally revised, altered or amended from time to time