



TRACEABILITY VALUE CHAIN PROGRAM

For sector organizations and value chain partners in British Columbia

Application Form



TRACEABILITY VALUE CHAIN PROGRAM

The Traceability Value Chain Program provides cost-shared funding for costs relating to the purchase and installation of traceability systems, practices, technologies or infrastructure to:

- **Value chain partners:** groups of three or more businesses along an agriculture, food or seafood value chain, and
- **Sector organizations:** Agriculture, food or seafood

The objectives of the Traceability Value Chain Program are to:

- Enhance information sharing and increase the adoption of sustainable, voluntary information sharing systems that approach or achieve traceability to national or international standards across a sector or along a value chain;
- Increase market access, substantiate product claims, or generate economic benefits for participants;
- Increase capacity to track and trace agriculture, food or seafood products and their associated attributes;
- Increase the ability of sectors and value chains to execute emergency response (e.g. food recall, animal health) procedures when required; and
- Achieve cost savings through operational efficiency (e.g. reduce waste, supply optimization, process efficiencies and improvements)

The Traceability Value Chain program is for sector organizations or groups of three or more business partners. **If you are an individual business** in the agriculture, food or seafood sector seeking support for your internal traceability system, please refer to the **Traceability Adoption** program guide.

Sections to complete

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When to Apply

Application period: June 1 to 30, 2020

- Your completed applications must be received by **4:30PM on June 30, 2020** to be considered for funding.
- All applications will be reviewed and assessed on a merit-basis, and successful applicants will be **notified by July 31, 2020.**

Project execution: August 2020 to January 2021

- All project activities must be completed by January 31, 2021.

How to Apply

You can complete and submit the application online at: bctraceability.ca

You also have the option of completing this PDF form on–screen and emailing us the saved PDF or printing it and sending us the completed paper form.

You can send the completed, signed application to the Program Administrator:

By Email: bctraceability@ca.pwc.com

By Fax: 604-806-7806
Attn: Jen McIntyre

By Mail: Attn: Jen McIntyre, BC Traceability Funding Programs
PwC LLP
250 Howe Street, Suite 1400
Vancouver, BC V6C 3S7

For further information or if you require assistance on filling out the application form, please contact us at 604 484 3490 or bctraceability@ca.pwc.com

SECTION 1A: VALUE CHAIN PARTNERS INFORMATION

When completing this section refer to the Program Guide page 11 for further details.

LEAD APPLICANT DETAILS

Lead Applicant Legal Business Name:					
Name of Preferred Contact:					
Job Title of Contact:					
Mailing Address:					
City/Town:		Province:		Postal Code:	
Tel:		Cell Number:			
Fax:		Email:			

ELIGIBILITY OF ALL VALUE CHAIN PARTNERS	Lead Applicant	Co-Applicant #1	Co-Applicant #2
Business name:			
Business Registration or GST Number:			
1. Are you an agriculture, agri-food or seafood business?	YES/NO	YES/NO	YES/NO
2. If you are a livestock operator, did you provide a BC Premises ID number?	YES/NO/NA	YES/NO/NA	YES/NO/NA
3. Does your business constitute a legal entity?	YES/NO	YES/NO	YES/NO
4. Did you provide an active business registration number or GST number?	YES/NO	YES/NO	YES/NO
5. Is the business based and operating in BC?	YES/NO	YES/NO	YES/NO
6. Does your business file business or farm tax returns in BC?	YES/NO	YES/NO	YES/NO
Have any project participants previously accessed CAP traceability funding (since January 2019)?	YES/NO	YES/NO	YES/NO
Do you have a traceability system already in place?	YES/PARTIAL/ NO	YES/PARTIAL/ NO	YES/PARTIAL/ NO

If you have answered 'yes' to questions 1 to 6 above, you are eligible for program funding.

If you are unsure of your eligibility, please contact us: 604 484 3490 or bctraceability@ca.pwc.com.

Continue to the next page.

SECTION 1A: VALUE CHAIN PARTNERS INFORMATION

When completing this section refer to Part B (Page 11) of the Program Guide for further details.

VALUE CHAIN PROJECT PARTICIPANTS

Please list all partners below, identify which stage of the value chain they represent, describe the relationship and roles and responsibilities of each of the partners in the project (minimum three):

Value Chain Partners	NAICS Code	Stage of the Value Chain (inputs, production, processing, distribution/warehouse, transportation or retail)		
Lead Applicant		<input type="checkbox"/> Inputs	<input type="checkbox"/> Production	<input type="checkbox"/> Processing
		<input type="checkbox"/> Distribution/Warehouse	<input type="checkbox"/> Transportation	<input type="checkbox"/> Retail
Co-Applicant #1		<input type="checkbox"/> Inputs	<input type="checkbox"/> Production	<input type="checkbox"/> Processing
		<input type="checkbox"/> Distribution/Warehouse	<input type="checkbox"/> Transportation	<input type="checkbox"/> Retail
Co-Applicant #2		<input type="checkbox"/> Inputs	<input type="checkbox"/> Production	<input type="checkbox"/> Processing
		<input type="checkbox"/> Distribution/Warehouse	<input type="checkbox"/> Transportation	<input type="checkbox"/> Retail

List additional co-applicants on a separate sheet of paper if necessary.

How long have the value chain partners been working together?						
<input type="checkbox"/> 0 - 2 years	<input type="checkbox"/> 3 - 5 years	<input type="checkbox"/> 6 - 10 years	<input type="checkbox"/> Over 10 years			
What are the total estimated yearly gross revenues from product sales of your Value Chain?						
<input type="checkbox"/> Under \$50,000	<input type="checkbox"/> \$50,001 - \$100,000	<input type="checkbox"/> \$100,001 - \$500,000	<input type="checkbox"/> \$500,001 - \$1,000,000			
<input type="checkbox"/> \$1,000,000 +						
Indicate the total number of employees working at all facilities in your Value Chain (include full-time, part-time, seasonal and temporary employees).						
Peak:	<input type="checkbox"/> 1-4	<input type="checkbox"/> 5-9	<input type="checkbox"/> 10-19	<input type="checkbox"/> 20-49	<input type="checkbox"/> 50-49	<input type="checkbox"/> 100+
Off-season:	<input type="checkbox"/> 1-4	<input type="checkbox"/> 5-9	<input type="checkbox"/> 10-19	<input type="checkbox"/> 20-49	<input type="checkbox"/> 50-49	<input type="checkbox"/> 100+
Provide a short description of the value chain and business relationship between value-chain members.						

Continue to section 2.

SECTION 1B: SECTOR ORGANIZATION INFORMATION

When completing this section refer to Part B (page 11) of the Program Guide for further details.

SECTOR ORGANIZATION DETAILS

Legal Organization Name:					
Name of Preferred Contact:					
Job Title of Contact:					
Mailing Address:					
City/Town:		Province:		Postal Code:	
Tel:				Cell Number:	
Fax:				Email:	
Business Registration or GST Number:					

SECTOR ORGANIZATION INFORMATION

Do you represent members in an agriculture, food or seafood sector?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Are you a not-for-profit, incorporated association or other legal entity?	ADD DROPDOWN – not-for-profit, inc. asso. Other	
Number of members represented by your organization:		
Estimated sector representation (membership rate):		
Anticipated project participation rate (% of members)		
What stages of the value chain are represented by project participants? Check all that apply:		
<input type="checkbox"/> Inputs	<input type="checkbox"/> Production	<input type="checkbox"/> Processing
<input type="checkbox"/> Distribution/Warehouse	<input type="checkbox"/> Transportation	<input type="checkbox"/> Retail
Organization Description		
<i>Please provide a brief description of your organization, including mandate, organizational capacity, description of your membership and role within the sector.</i>		

Continue to the next page.

SECTION 2: PROPOSED INFORMATION SHARING PROJECT

Section 2 is gathering information on your proposed project. Provide a description of the proposed project using the boxes below. *Refer to the page 12 of the Program Guide for further details.*

Project Description

Please provide a brief summary of and rationale for your proposed project and what you are trying to achieve.

Project Objectives

List a minimum of three project objectives and describe each in the context of your sector organization or group of value-chain partners. List additional project objectives on a separate sheet of paper if necessary. You may reference from the list of examples on page 4 in the Program Guide and/or identify additional objectives specific to your project.

Objective 1:**Objective 2:****Objective 3:**

Continue to the next page.

SECTION 2: PROPOSED INFORMATION SHARING PROJECT

Proposed Integrated Information Sharing System

What information-sharing technology or system will be used?

What information will be shared between the parties?

What training is planned?

No training necessary
 Training provided by consultant
 Training provided by vendor

How many staff will be trained:
 0 – 24%
 25 – 49%
 50 – 74%
 75 – 100%

Will information be accessible by the public/consumer?

Sector Organizations: Are you requesting funding from other public or private sources? If so, please list below.

Continue to the next page.

SECTION 2: PROPOSED INFORMATION SHARING PROJECT**Transferability**

Value-chain partners: Is there potential to expand the traceability value chain to include other partners in the short or medium term? Describe below.

Sector organizations: How will you encourage or incentivize member participation in the proposed project? Will the traceability system be accessible by all members? Describe below.

 Yes No**Please describe:****Benefits to the Sector**

Provide a brief description of the benefits to your sector. Consider the program objectives on page 2.

How will this project contribute to achieving these objectives for your sector?

Continue to the next page.

SECTION 3: PROPOSED PROJECT OUTCOMES

OUTCOMES				
List each of your project objectives (from Section 2) in the table below and complete all columns for each objective.				
1) Objective List your key project objectives as indicated in Section 3.	2) Outcome What result do you expect if your objective is achieved?	3) Timeline Will the outcome be achieved in the short term (within the project timelines) or long term (beyond the project completion date)?	4) Measurement What specific measure will be used to determine if the outcome is met?	5) Target When will you know that you have successfully achieved the outcome?
<i>Example: Increase the efficiency and effectiveness of coordinated emergency response (recall) procedures across project partners.</i>	<i>Reduce time required to complete a product recall from 7 days to 48 hours.</i>	<i>Short term</i>	<i>Total time required to trace 100% of affected product in a mock recall exercise.</i>	<i>100% of affected products are located and recalled within 48 hours.</i>

SECTION 4: MOCK RECALL EXERCISE

Please explain how you will coordinate and complete a mock recall exercise among project partners.

What are the steps involved in the recall exercise?

What are the roles and responsibilities of those undertaking the recall exercise?

How will the relevant information be collected and documented?

What is the average time to complete a recall?

	Before project implementation	Expected after project implementation
Lead applicant	<i>0-1 / 1-2 / 2-6 / 6+</i>	<i>0-1 / 1-2 / 2-6 / 6+</i>
Co-applicant #1	<i>0-1 / 1-2 / 2-6 / 6+</i>	<i>0-1 / 1-2 / 2-6 / 6+</i>
Co-applicant #2	<i>0-1 / 1-2 / 2-6 / 6+</i>	<i>0-1 / 1-2 / 2-6 / 6+</i>

Continue to the next page.

SECTION 5: WORKPLAN – DETAIL HOW YOU PLAN TO CARRY OUT YOUR PROPOSED PROJECT AND ASSOCIATED COST

PROJECT TIMELINES									
Expected project start date				Expected project end date					
ELIGIBLE ACTIVITIES FOR TRACEABILITY SYSTEM	#	Units	Estimated pre-tax cost (\$)	Program Cost share	Funds requested (\$)	Lead applicant	Co-applicant #2	Co-applicant #3	In-kind Expenditure? (Sector organization only)
Consultant fees for assessing, planning and / or implementing projects		Hours		70%					
Purchase and installation of:	Radio Frequency Identification (RFID) or barcode readers	Items		70%					
	Dedicated computer terminals	Items		70%					
	Label printers	Items		70%					
	Wireless or wired connectivity within the enterprise, as required for the traceability system	Items		70%					
	Traceability software	Items		70%					
On-site database or web servers	Items			70%					
Staff training by vendor (preferred) or approved consultant		Staff		70%					
Lease / rental / purchase of a multi-use computer terminal		Items		50%					
Multi-use handheld electronic devices		Items		50%					
		Total		Max \$75,000					

--- Purchases made prior to receiving the approval decision and notification will not be reimbursed ---

--- Consultant fees and staff training costs combined may not exceed 25% of total project costs ---

--- Eligible in-kind contributions may not exceed 30% of total project costs ---

--- Projects must be completed by January 31, 2020 ---

SECTION 6: ADDITIONAL INFORMATION**ADDITIONAL INFORMATION**

Please provide other additional information about your proposed project that hasn't been answered above.

Sector Organizations: Please provide information about in-kind contributions eg. Hourly wages, cost of resources allocated to the project, etc. Examples of in-kind contributions are listed in the Program Guide.

SECTION 7: SUBMISSION

By submitting this form for benefits under the B.C. Ministry of Agriculture’s Canadian Agricultural Partnership Traceability Adoption and Traceability Value Chain Programs, I/We:

- Hereby declare that the information provided in this application is true and correct in every respect.
- Have not applied more than once for the Services/Activities applied for in this application.
- Authorize the Province of British Columbia, its employees or agents to use the information contained within this application and data relating to my/our agri-food operation to verify this application and to administer, audit, analyze, evaluate, and improve the Canadian Agricultural Partnership programs administered by the Province of British Columbia and the Government of Canada.
- Acknowledge that I/we are presently actively engaged with the applicant (i.e. participate in the day-to-day operations of the farm/business), have signing authority on behalf of the applicant, and am/are British Columbia resident(s) over 19 years of age.
- Understand that failing to comply with all other application requirements may delay the processing of the application, or may make me/us ineligible for receiving assistance under the program.
- Acknowledge that the completion and submission of this application form does not oblige B.C. Ministry of Agriculture, their agents, servants, and employees to provide funding for the services herein.
- Understand that expenses incurred prior to the submission of an approved application are not eligible for assistance under this program.
- Agree to participate in an evaluation and/or audit of the program.
- Understand that personal information on this form is collected under the Freedom of Information and Protection of Privacy Act, s.26(c).
- Understand that in the performance of the activities funded by this project, I/we must comply with all applicable laws.
- The information collected will be used in furtherance of and in a manner consistent with an activity of the public body; that is the B.C. Traceability Adoption and Traceability Value Chain Programs and being delivered under the Canada-British Columbia Canadian Agricultural Partnership Framework and Bilateral Agreements.
- Agree that the information provided for the purposes of Canadian Agricultural Partnership Traceability Adoption and Traceability Value Chain Programs may be shared with Agriculture and Agri-Food Canada or its agents regarding claims, audits, and evaluations as it relates directly to and is necessary for this contract being delivered as part of the Canada-B.C. Canadian Agricultural Partnership Framework and Bilateral Agreements.
- Consent to the public release of my/our business name, the amount of funding received, and the general nature of the project.

Disclaimer: The British Columbia Minister of Agriculture and the Minister of Agriculture and Agri-Food Canada, their officers, servants, and agents accept no responsibility nor will they be held liable for any claims, demands, losses, or actions which may be made or taken against them, rising out of the advice, operation or any other action related to the B.C. Traceability Adoption and Traceability Value Chain Programs.

NOTE: Purchases made prior to receiving approval notification will not be eligible for support under this program.

	Lead applicant	Co-applicant #1	Co-applicant #2
Dated (MM / DD / YYYY)			
Name of Applicant (Please print):			
Signature:			
Business Name:			