

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 ---