



Growing Forward

Canada – British Columbia Agri-Innovation Program

REQUEST FOR PROPOSALS

PART A: Program Information

Date Issued: July 13, 2011
Revised: September 20, 2011

**Response Deadlines:
OCTOBER 4, 2011**

Ongoing to July 13, 2012 subject to availability of funds
Visit www.iafbc.ca for additional response deadlines

Funding provided by:



Request for Proposals: Canada-BC Agri-Innovation Program – PART A

All inquiries concerning this Request for Proposals should be directed to:

Attention: Canada-BC Agri-Innovation Program
Investment Agriculture Foundation of BC
PO Box 8248
Victoria, BC V8W 3R9
Tel: 250-356-1662
Fax: 250-953-5162
funding@iafbc.ca

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Background: *Growing Forward*, a federal-provincial-territorial initiative, focuses on building competitive and innovative agriculture, food and agri-products sector. From idea to invention to consumer, Growing Forward supports development and implementation of innovation opportunities to increase sector resilience and competitiveness. This funding will support projects that foster a culture of innovation and facilitate the adoption of innovative products, processes and technologies in the British Columbia agriculture, food and agri-products sector.

Title: Canada-BC Agri-Innovation Program

1. Responses to this Request for Proposals can be submitted anytime; however, responses to be evaluated in the second intake for funding in Year 1 (2011/2012) must be received **NO LATER** than noon on **October 4, 2011**. Eligible responses received by October 4, 2011 will be reviewed for final decision by the Board of the Investment Agriculture Foundation on November 22, 2011.
2. Subject to the availability of Canada-BC Agri-Innovation Program funds, responses to the Request for Proposals may also be received on December 15, 2011, April 15, 2012 and July 13, 2012.
3. The Agri-Innovation Program is funded through Canada-British Columbia Growing Forward Agreement.
4. In the aggregate, funding available is approximately \$500,000 in FY2011/12 and \$1,000,000 in FY 2012/13.
5. All projects funded by the Program **must** be completed prior to March 31, 2013.
6. Applicants are strongly encouraged to speak with a Program Manager at the Investment Agriculture Foundation prior to submitting their proposal.

Program Description:

7. The overall goal of the Program is to: Increase the awareness, development, assessment and adoption of innovative products, processes and technologies that will help BC agriculture, food and agri-products sector innovate.
8. Approved projects will undertake activities leading to advancement of product, process, or technology innovation. This will include but is not limited to:
 - a. Developing innovations in production, food processing or environmental sustainability
 - b. Supporting outreach projects, pilots or demonstrations that build awareness, feasibility or development of innovations.

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- 9 Eligible projects will be those that address stakeholder/industry needs and are intended to assess, demonstrate or result in the advancement of product, process, or technology innovation. Eligible technical innovations will be new or improved products, processes and technologies, not generally available, or not yet widely adopted in a given agricultural region or sector in British Columbia. Only one project supporting a proposed technical innovation in each sector may be funded in a given region.
- 10 Each eligible applicant must be a Canadian legal entity.
- 11 Eligible projects must enable advancement in innovative practices, services, technologies or products for agriculture, food or agri-products sector.
- 12 In addition to meeting the overall Growing Forward objectives, eligible projects must be clear in how it meets the following criteria:
 - 12.1 Potential for public good should be greater than private benefit;
 - 12.2 Potential benefits should exceed the cost of adoption;
 - 12.3 Projects should focus on priorities identified and supported by the sector;
 - 12.4 Applicant must have the capacity to meet the objectives and deliver the intended results; and,
 - 12.5 Applicant's communications strategy (knowledge transfer plan) must be clear in its strategy and tactics to report on and disseminate project results to the broad industry sector to which the project relates.
- 13 All project applications must include:
 - 13.1 A project work plan that identifies any partners or contractors working on the project, including information on the experience and expertise of the project team;
 - 13.2 Information on all stages or phases of the project including prior work undertaken and potential next steps;
 - 13.3 A communications strategy (knowledge-transfer plan) that clearly indicates how project reporting, project information dissemination and, ideally, specific outreach to encourage discussion and input from the sector will be achieved;
 - 13.4 A detailed budget indicating in-kind and cash contributions from proponents, partners and other funding sources. Please review the instructions contained in PART B: Application Form (Section 3); and,
 - 13.5 Indication that the outcome(s) of the project address a priority or identified industry need. While industry cost-sharing is not required, it is strongly encouraged. Letters of support from industry, commodity groups and/or sectors that may benefit through this project are required.
- 14 Funding from this Program cannot be used to leverage other federal or provincial government programming.

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15 All projects **must be completed no later than March 31, 2013**. No extensions will be granted.

16 Eligible Expenditures

Direct expenditures required to implement the project are eligible for reimbursement. Eligible expenses include but are not limited to:

- a. cost of goods and services and all related shipping and transportation costs, including but not limited to project and project communication costs;
- b. incremental cost of services, such as salaries and benefits, specific per diem fees, or actual project or program disbursements, including but not limited to salaries and benefits of personnel working directly on the development and delivery of a project, including outreach/extension;
- c. incremental costs (for use during the life of the project) for rental or lease of facilities, equipment or machinery;
- d. costs directly related to the project for accommodations, telecommunications, hospitality and travel, transportation, and shipping that meet applicable government guidelines;
- e. intellectual property registration and intellectual property licensing fees related to commercialization (see Section 17 for definition of Intellectual Property) ;
- f. non-reimbursable portion of Harmonized Sales Tax or its Successor.
- g. eligible amortization expense on capital when integral to the completion of a project; and,
- h. translation of public information.

17 Ineligible Expenditures

Expenditures not eligible include but are not limited to:

- normal overhead costs associated with carrying out the business of the applicant and/or its partners;
- costs associated with covering expenses incurred by an Agriculture and Agri-Food Canada or provincial government employee;
- general management costs other than those noted under Eligible Expenditures (14 above);
- costs incurred prior to the approved project start date;
- direct income support;
- any costs associated with preparing and submitting the project response to this Request for Proposals;
- capital costs for the construction of buildings not directly related to the project delivery or the acquisition of land;
- normal commercial expansion, which is defined as the acquisition of land, labour, buildings, and/or the acquisition and use of conventional equipment/technologies for the exploitation of established market opportunities;

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- costs covered under any Federal and/or Provincial and/or Municipal programs; and
- equipment or facility upgrade, unless it is part of a demonstration or applied research project and approved in advance.

18 Intellectual Property

The concept of Intellectual Property includes, but is not limited to, all technical information and all inventions, drawings, methods, products, improvements, processes, discoveries, varieties, germplasms, cultivars, genetic materials, genetic constructions, mutants, micro-organisms, specimens, and progeny, whether or not they qualify for legal protection, including any know-how, demonstration, trade secret, research plan/priorities, computerized model or related report, any commercial interest or product idea, and any patent, patent application or copyright.

The title to any Intellectual Property resulting from the project funded under this Program shall remain with the applicant unless otherwise approved by Investment Agriculture Foundation.

19 Project Cash Flow

- a. Funds will be allocated to approved projects based on a 25% initial payment when the agreement is signed, and the remainder disbursed upon confirmation by Investment Agriculture Foundation that identified milestones or deliverables have been achieved following an approved schedule or once a final report and final claim is received and approved by Investment Agriculture Foundation.
- b. The Investment Agriculture Foundation reserves the right to limit the amount of any initial payment or subsequent payment to \$100,000. In all situations, the Investment Agriculture Foundation reserves the right to limit the amount of any one payment.

20 Project Approval Process

Step 1: Investment Agriculture Foundation issues a Request for Proposals.

Step 2: Respondents submit a full and completed response to the RFP by the deadline date.

Mailed responses should be sent to:
Attention: Canada-BC Agri-Innovation Program
Investment Agriculture Foundation of BC
PO Box 8248 Victoria, BC V8W 3R9

Couriered responses should be sent to:
Attention: Canada-BC Agri-Innovation Program
Investment Agriculture Foundation of BC
808 Douglas Street, 3rd Floor Victoria, BC V8W 2Z7

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Faxed responses should be sent to:
Attention: Canada-BC Agri-Innovation Program
Investment Agriculture Foundation of BC
1-250-953-5162

Emailed responses should be sent to:
funding@iafbc.ca

Step 3: Investment Agriculture Foundation review responses for completeness and eligibility and provides a project summary to the Innovation Advisory Committee.

Step 4: Innovation Advisory Committee for the BC Ministry of Agriculture reviews and makes recommendations on all eligible responses and makes recommendations to the Investment Agriculture Foundation on approval and level of funding.

Step 5: The Investment Agriculture Foundation Board reviews and adjudicates on all eligible responses and makes decisions on approvals, terms, conditions, and levels of funding and conveys these decisions to the proponent and the Innovation Advisory Committee.

Step 6: Upon approval, the Applicant signs an agreement with the Investment Agriculture Foundation with terms and conditions, and manner and timing of funding and cash flow.

Step 7: A copy of the Contribution Agreement, signed by the applicant and the Investment Agriculture Foundation, along with guidelines and reporting templates, will be provided to the applicant.

Step 8: Applicant will report according to the signed Contribution Agreement.

21 Program Timelines

All approved projects must be completed no later than March 31, 2013. **NOTE: No extensions will be granted.**