



Growing Forward

Food Safety System Implementation (Producer) Program - Outreach Element

Project Number (office use only)	Program Year	April 1, 2010 – March 31, 2011
	Project Completion	March 31, 2011
	Reporting Deadlines	See Application Guide

PROTECTED ONCE COMPLETED

(Please use ink and print)

1. Association Eligibility

Association Name		Contact Name
Mailing Address		
Telephone Number	Other Telephone Number	Facsimile Number
NAICS Code (see Application Guide)	GST Number	Email Address

Confirm the Association meets all the following criteria:

- You are a grower association directly involved with producers / growers in B.C. Yes / No
- You are a not for profit organization Yes / No
- Your association is able to deliver outreach for an approved Food Safety Program Yes / No

Note: See Page 6 of the Application Guide for list of Ineligible Operations.

2. Outreach Activity Eligibility

FSSI (Producer) Outreach activities provide education for B.C. producers in an approved on-farm food safety (OFFS) program and assess requirements to implement the plan. **See Page 4 of the Application Guide for list of CFIA approved programs and recognized international food safety programs.**

Which of OFFS or HACCP programs will you be completing? _____

3. Work Plan & Budget

The work plan and budget are requirements of the application process. The work plan identifies how you will complete your objectives, and the budget identifies the breakdown of the money allocated for each component of the work plan. Below are the necessary components to be included. Please note they are to be considered as minimum requirements, but add as much detail as you feel necessary to best portray your intended activities. Please include the following on an attached sheet:

Work Plan - Activities Requirements:

1. Number of producers identified as participants that are receiving training for the first time, and producers receiving refresher training (and what percentages they are of your association membership).
2. Locations/regions of activities, number of activities, and number of producers targeted in each area.
3. Identify provisions for non-members to access your outreach programs (e.g. manuals, consultations, etc.).
4. Identify what resources will be made available to your target audience.
5. The type of training provided to produce awareness of the FSSI (Producer) - Implementation requirements.
6. Identify any related administration activities in detail.
7. Identify any communication documents to be generated for promotion or general communication of your outreach activities under this program.
8. Identify the auditing procedures for recognizing whom has successfully completed the outreach activities, how it will be documented and reported to ARDCorp.
10. Who will be maintaining the program in the future, how it will be monitored - including training of auditors for long term sustainability.
11. Identify if this is a one-year application or multi-year application and if so for how many years (given the program runs until March 31, 2013).
12. How this program contributes to your association's short and long term goals.
13. See Application Guide for reporting requirements and deadlines.

Work Plan - Budget Requirements:

1. Details on cost of each item identified in work plan.
2. Administrative costs (to a maximum of 8%).
3. Staff training.
4. OFFS/HACCP plans and manuals.
5. Other communication documents or promotional items.
6. Travel and accommodation (not to exceed provincial guidelines – refer to Application Guide).
7. Consultant fees for initial assessment and work plan development.
8. Non-refundable portions of federal and provincial taxes.
9. Additional consultation costs (if follow up is proven to be necessary in the work plan).
10. See Application Guide for reporting requirements and deadlines.

Check one:

- We are currently not receiving any other source of funding for this project.
- We are currently receiving additional funding for this project from _____
_____ in the amount of _____.

PLEASE READ THE FOLLOWING DECLARATIONS. SIGNING THIS APPLICATION IS AN AGREEMENT THAT YOU WILL ABIDE BY THE PROGRAM TERMS & CONDITIONS (SEE Page 11 of APPLICATION GUIDE).

I/We hereby declare that the information provided in this application is true and correct in every respect.

I/We have read and agree to the Terms and Conditions contained within the Application Guide provided with this application.

I/We understand that the information collected will be used in furtherance of and in a manner consistent with an activity of the public body; that is the On-Farm Food Safety Implementation (Producer) Program under the Growing Forward Agreement.

I/We understand that the information collected provided on this document is collected by the British Columbia Agricultural Development and Research Corporation under the authority of the Growing Forward Agreement for the purpose of taking action to increase food safety awareness.

I/We authorize employees of the Province of British Columbia or its agents to use data relating to my/our association to verify this application, and to inspect my/our records as they pertain to this program.

I/We understand that the Business Number (GST Number) is collected under the authority of the *Income Tax Act* for the purpose of reporting income.

I/We understand that this program cannot provide funds for any projects that have been started and/or completed prior to approval by ARDCorp.

I/We authorize the Province of British Columbia to use the information contained within this application for other food safety programs administered by the Province of British Columbia and the Government of Canada.

I/We authorize and consent to the disclosure and use of the attached information for the purpose of general analysis on an aggregate basis as long as individual confidentiality is maintained.

I/We also understand that failure to comply with all the applicant requirements may delay processing of the application or render me/us ineligible for assistance under the program.

I/We agree that I/we will be responsible for ensuring the technical and structural adequacy and legal requirements of this project.

I/We will observe and abide by all applicable Federal, Provincial and Municipal laws and regulations.

If you have any questions about the collection, use and disclosure of this information, contact Navneet Gill, Provincial Food Safety Specialist, 1767 Angus Campbell Road, Abbotsford, BC, V3G 2M3, 604-556-3079.

CORPORATIONS, COOPERATIVES and INDIAN BANDS	TRUSTEE	ESTATE APPLICATIONS	
Applications must be signed by authorized signing officer(s) with accompanying certified signature resolution or corporate seal and/or copy of Band Council Resolution.	Power of Attorney or Court Order must be attached if signed on behalf of another person	Executor(s) or Administrator(s) must sign the Application, and must clearly note near their Signature: "Executor for the Estate of J. Doe"; or "Administrator for the Estate of J. Doe".	
PLEASE PRINT YOUR NAME	APPLICANT SIGNATURE(S)		DATE



4. Submission and Claims

Outreach funding requests will be accepted until funding has been fully allocated.

Submit this form, a copy of your work plan and budget to:

ARDCorp - FSSI (Producer) Program - Outreach Element

#230 – 32160 South Fraser Way

Abbotsford, BC

V2T 1W5

Fax: 604-854-4485

Applications will be approved on a first come, first serve basis so applicants are recommended to apply well in advance as application approval is subject to availability of funds.

Incomplete applications may result in delays in approving your application and possibly shorten the work plan's timeline.

Approval letters will be mailed to the address on the application.

Do not begin your project until you have officially been advised by ARDCorp of the Outreach Program Approval.

Keep a copy of your signed application for your records.

