

2016 - 2017 WORKFORCE DEVELOPMENT PROGRAM

Program Terms and Conditions

The Workforce Development Program (the "Program") provides assistance to address specific workforce issues in agricultural production and agri-processing sectors. Financial assistance is provided to assist Alberta based agri-business managers to:

- assess and adopt technologies and processes to increase worker productivity; and
- reduce worker turnover.

Productivity Improvement Grant Terms and Conditions

The Productivity Improvement Grant provides assistance to agri-processing and agricultural production companies to assess and adopt new technologies and processes that improve worker productivity.

- **Eligible Activities:**
 - 1) Expertise to identify and provide coaching on production process improvements; and
 - 2) Expertise to identify and provide coaching on environmental process improvements.
- **Eligible Expenses:** Consulting fees paid to a third-party consultant to complete the eligible activities.
- **Funding:** 80 percent of eligible expenses incurred by a successful applicant upon completion of the approved project to a maximum of \$25,000 per applicant in the fiscal year April 2016 to March 2017.
- **Reporting Requirements:** A copy of the consultant's completed report, a report prepared by the project manager outlining the results of the project, and any other information requested by the Minister.
- **Contact:** AF Industry Development Officer for details.

General Terms and Conditions

The following terms and conditions are applicable to all applications within this Workforce Development Program.

1. Eligible Applicants:

1.1 Food Processor: means an entity that:

- (a) is active in the business of changing a raw agricultural commodity into a value-added product through physical, chemical, or thermal means, including packaging;
- (b) contracts to have product(s) processed and packaged on its behalf; or
- (c) operates a processing facility that is formally registered by federal or provincial inspection authorities, and which markets its products through wholesale distribution channels (eg. retail, foodservice) and does not sell exclusively through an on-premise or single company owned retail outlet.

1.2 Primary Producer: means a person responsible for the day-to-day management and work on the farm, including responsibility for input costs for agricultural crops or livestock producing at least \$10,000 worth of farm commodities annually, but does not include a landlord whose only interest in the crop or livestock is that of ownership of the land.

1.3 Industry Organizations: means not for profit agencies, boards, commissions, associations or societies whose membership includes individuals or businesses in the agri-food industry.

1.4 Bio-Industrial Processor: means an entity that operates a facility in Alberta that manipulates and enhances the value of an agricultural product;

- **Applications:** To apply for funding under the Program, an applicant must submit the following:

- 1) a completed application for financial assistance form;
- 2) a detailed project proposal; and
- 3) any supporting financial documentation requested by the Minister.

Applications must be signed by or on behalf of a properly authorized representative of the applicant. The Minister may require evidence of authorization. Designates are not permitted to sign applications unless they have Power of Attorney (submitted with the application).

- **Limitations:** Submission of an application does not entitle the applicant to a grant under the Program. The applicant acknowledges that the approved grant may not be sufficient to cover the entire cost of the eligible activities, and that the applicant shall be solely responsible for raising funds from other sources to complete the activities.
- **Approval:** An approval letter will be sent by AF to the applicant notifying the applicant that they have been approved for a grant, specifying the amount of the grant, and listing the eligible activities and eligible expenses.
- **Payment:** Grant payments will be made on a reimbursement basis based on eligible expenses incurred and claimed by an applicant and approved by the Minister for eligible activities completed pursuant to the Approval Letter at the stated time period if the reporting requirements have been satisfied. To claim for reimbursement, a completed Declaration of Eligible Expenses form must be submitted, copies of all invoices, receipts, calculations and any other documentation necessary to establish, to the satisfaction of the Minister, the nature and amount of the expense and the applicant's share of the expense for all eligible expenses claimed, proof of payment, and any other information requested by the Minister.
- **Project Completion:** Successful applicants must complete the eligible activities stated in the Approval Letter. All eligible

expenses must be incurred by the applicant during the time period between the start date and the end date stated in the Approval Letter.

- **Records:** Approved applicants shall maintain accounting records of all eligible expenses being claimed and copies of all invoices and proof of payment. The records and supporting documentation shall be retained for a period of at least seven years after the project has been completed.
- **Audit:** Approved applicants agree that the Minister and representatives of the Minister have access to examine farming or business records from the date of the Approval Letter until six years following the end date stated in the Approval Letter. The applicant agrees to make available to the Minister all materials respecting the approved eligible activities, books of account, income tax returns, invoices and audit evaluation reports of these activities. If the applicant fails to provide records within a reasonable time on reasonable notice, as determined by the Minister, the applicant may be required to refund any payment received under the Program as well as forfeit any future payments.
- **Ministerial Discretion:** The Minister has absolute discretion to determine the eligibility of any applicant under the Program and any payments due under this Program. The decision of the Minister is final.
- Applications may be made to more than one grant within the Workforce Development Program.

2. Non-Compliance:

2.1 If an applicant is approved for a grant, it shall be an “Event of Default” if the applicant breaches any provision of the Program Terms and Conditions or the Approval Letter and, upon receiving notice of the breach, fails to take reasonably appropriate remedial action within the time period specified in the notice and diligently pursue such remedial action until the breach is remedied.

2.2 Upon the occurrence of an Event of Default, in addition to any other remedy under these Program Terms and Conditions or at law, the Minister may do one of the following:

- (a) withhold payments of the grant to the applicant;
- (b) cancel the grant; or
- (c) demand that the applicant immediately repay to the Minister all or part of the grant. Any such amount shall be a debt due to and recoverable by the Minister.

3. Refunds:

The applicant shall immediately refund to the Provincial Crown any payment received under the Program not in accordance with the Program Terms and Conditions upon notice being provided to the applicant by the Minister. Failure to make repayment as required by the Minister creates a debt owing to the Provincial Crown that can be set off against any money the Provincial Crown (and AFSC and ALMA) owes to the applicant.

4. Right of Set-Off:

The applicant agrees that the Minister may set-off against any other grant or amount payable to the applicant under any programs administered within the Ministry of Alberta Agriculture and Forestry any amounts that become repayable by the applicant to the Minister under this Program.

5. False or Misleading Information:

5.1 An applicant who provides false, misleading or incomplete information under this Program forfeits all rights to benefit from this Program.

5.2 Debts to Provincial Crown and Ministry

The Minister has the right to deduct from any grant approved for an applicant any amount due and owing to the Provincial Crown and AFSC and ALMA by the applicant.

6. Representations and Warranties:

By submitting an application, the applicant represents and warrants that:

- (a) the person signing the application is duly authorized to make the Application, bind the applicant to the Program Terms and Conditions, and, in the case of a partnership, bind the partners to the Program Terms and Conditions on the basis of joint and several liability;
- (b) no application has been made for the same activities by any other person, including without limitation, a person who is not arm's length or a related person as defined by the Income Tax Act (Canada) or by a shareholder, member or partner who is actively carrying on farming or business on behalf of a corporation;
- (c) it has made full, true and plain disclosure to the Minister of all facts relating to the activities that are material to its application, including without limitation all sources of funding from federal, provincial and municipal governments;
- (d) it has the necessary financial resources to complete the activities listed in the application;
- (e) any person lobbying, as that term is defined in the *Lobbyists Act* (Alberta), on the applicant's behalf is registered pursuant to the Act;
- (f) it is not aware of any discussions to effect a sale, transfer, assignment or pledge of interest which would result in a change of the control of the applicant or of the disposition of all or substantially all the assets of the applicant;

- (g) no application has been made for the same activities to be conducted by or on behalf of the application by any other person;
- (h) it has adequate human resources, experience and skills to carry out the activities described in the application;
- (i) there is presently no action, suit, or proceeding being brought or pending or threatened against or affecting the applicant which could result in the expropriation of any property of the applicant, or which could affect its operations, properties, financial condition, or its ability to complete the activities described in the application;
- (j) if activities described in the application require authorization by a government or an agency, the applicant has obtained such approval prior to the commencement of the activities;
- (k) it is in compliance with all laws, orders and authorizations which relate to or affect it and is not subject to any order of any court or other tribunal affecting its operations;
- (l) it has the power and authority and all necessary licenses and permits to own and operate its properties and carry on its operations, to make the application, and to perform its obligations pursuant to the Application and these Program Terms and Conditions; and
- (m) the execution of the Statement of Certification in the application has been duly and validly authorized by the applicant in accordance with applicable law, and shall constitute a binding legal obligation of the applicant.

7. Grant Regulation:

Payments under this Program are grants subject to the *Agriculture and Forestry Grant Regulation* as amended from time to time ("Regulation"). The applicant acknowledges that, in addition to complying with these Program Terms and Conditions and the Approval Letter, the applicant must comply with the Regulation.

8. Ministerial discretion:

The Minister has the absolute discretion to determine the eligibility of any applicant under this Program and any payments due under this Program. The decision of the Minister is final.

9. For further information on the Workforce Initiative, please contact Joan Bates;

Alberta Agriculture and Forestry
Rural Development Branch
Processing Industry and Workforce Development Section
301, 4920-51 Street, Red Deer, AB T4N 6K8
Phone: 403 340 7625 Fax: 403 340 4896

The logo for the province of Alberta, featuring the word "Alberta" in a stylized, cursive script font, followed by a small square icon containing a stylized 'A'.

ALBERTA AGRICULTURE AND FORESTRY

2016 - 2017 WORKFORCE DEVELOPMENT PROGRAM

I. GENERAL INFORMATION

Legal Business Name of Applicant:

Address:

Phone Number:

City:

Province:

Postal Code:

Fax Number:

Registered and active on the Alberta Corporate Registry OR

Alberta Primary Producer

Legal Status of Applicant (check one of the following):

Registered Partnership Limited Company Association Other (specify)

Name, Position and Address of CEO/ CHAIRPERSON/ PRESIDENT:

Name and Position of person responsible for project (Project Manager) include Contact Information if different from above:

II. PROJECT INFORMATION

1. Please answer the questions listed below:

Productivity Improvement Grant Project Information

Current worker productivity in dollars per man hour \$ _____

(Example: annual gross revenue ÷ total number of worker hours)

Potential worker productivity improvement in dollars per man hour \$ _____

Projected productivity gains in dollars of revenue per year \$ _____

(Anticipated increase in revenue as a benefit of the project)

2. Attach a project proposal that includes the following information: purpose, objectives, tasks, timelines, budget, and expected results and benefits, or attach the consultant's proposal if a consultant will be involved in the project.

3. Estimated total project costs \$ _____

4. Total grant requested \$ _____

2. **Have you requested, are you eligible for, or do you anticipate any federal, provincial, municipal, or industry association assistance other than through this application specific to this project?**

Yes No If yes, provide details:

NOTE: PLEASE READ CAREFULLY BEFORE SIGNING.

APPLICANT DECLARATION

I declare that: I am the applicant or authorized to complete this application on behalf of the applicant;

I have read, understand and agree to the Terms and Conditions of the AF Workforce Development Program (the "Program")

I am signing this declaration with respect to all projects described and outline in this Program Application;

I understand that funding for eligible expenses may be subject to the successful completion of an audit, the cost of which may be the responsibility of the applicant;

I understand that if this Program Application is accepted, any grant I receive under the Program shall be governed by this Applicant Declaration, Program Term and Conditions, the Approval Letter and the Agriculture and Forestry Grant Regulation;

I understand that funding for the Program is limited;

I certify that the information provided in this application is, to the best of my knowledge, true, complete and accurate.

Legal Name of Applicant: _____

Signature:

Date:

PLEASE SIGN THIS FORM AND RETURN TO YOUR DEVELOPMENT OFFICER OR SEND TO:

Alberta Agriculture and Forestry
Rural Development Branch
Director, Processing Industry and Workforce Development Section
301, 4920-51 Street, Red Deer, AB T4N 6K8
Phone: 403 340 7625 Fax: 403 340 4896

The information collected on this form will be used to process your application under the Work Force Development Program. This information is collected under the authority of and is subject to the Freedom of Information and Protection of Privacy Act. Any questions about the collection, use or disclosure of this information can be directed to Director, Processing Industry and Workforce Development Section at: 301, 4920 – 51 Street Red Deer, AB T4N 6K8; Telephone (403) 340-7625; toll free dial 310-0000 followed by telephone number, or fax (403) 340-4896

OFFICE USE ONLY:

Date Received:

Received by (Signature)



April 2016