



# Emergency Processing Fund: Atlantic Canada

Program Applicant Guide

July 9, 2020

Canada

## Purpose of this Guide

This guide will:

1. help you determine if you may be eligible for funding from Perennia Food and Agriculture Inc. (a third-party regional delivery organization for Atlantic Canada) for the Agriculture and Agri-Food Canada (AAFC) Emergency Processing Fund (EPF)
2. provide instructions and explanations to assist you in completing an application for the program to Perennia (for applicants who are headquartered in Atlantic Canada and are requesting funding under \$100,000).

# Contents

- Purpose of this Guide** ..... 1
- 1.0 About the Emergency Processing Fund: Atlantic Canada** ..... 3
- 1.1 Program objectives and priorities** ..... 4
- 1.2 Eligible applicants**..... 4
- 1.3 Eligible activities**..... 5
- 1.4 Eligible costs** ..... 7
- 1.5 Ineligible costs** ..... 7
- 1.6 Funding and cost-sharing**..... 8
- 2.0 How to apply** ..... 10
- 3.0 After you apply**..... 11
- 4.0 Assessment criteria** ..... 12
- 5.0 Expected results** ..... 12
- 6.0 Reporting** ..... 12
- 7.0 Considerations**..... 13
- 7.1 Intellectual property** ..... 13
- 7.2 Official languages** ..... 13
- 8.0 Contact information** ..... 14
- Annex A: Cost categories** ..... 15
- Annex B: Single use personal protective equipment and other limitations** ..... 16
- Annex C: Checklist of required attachments/supporting documents**..... 18

## 1.0 About the Emergency Processing Fund: Atlantic Canada

The agriculture and agri-food sector is a critical industry that produces safe, high-quality food for Canadians. The COVID-19 pandemic has caused rapid and urgent adaptation in Canada's food system to be able to maintain food production in Canada, while protecting the health and safety of workers, their families and communities. As a result, Canadian food producers, processors, and manufacturers have taken on unexpected and exceptional activities associated with risk mitigation measures to manage health and safety during the pandemic and to be able to maintain Canada's food production.

The Emergency Processing Fund (EPF) is a one-time, federal investment of up to \$77.5 million to help companies implement changes to safeguard the health and safety of workers and their families due to the impacts of the COVID-19 pandemic. The fund also aims to aid companies to invest to improve, automate and modernize facilities to increase Canada's food supply during COVID-19. The fund is one part of the greater Government of Canada response to the COVID-19 pandemic.

### **For companies requesting contributions of less than \$100,000:**

Funding for contributions under \$100,000 is being delivered through regional third-party delivery organizations. Perennia Food and Agriculture Inc. is the third-party delivery organization for Agriculture and Agri-Food Canada (AAFC) for the Atlantic Provinces.

Regionally, EPF will provide up to \$100,000 per recipient in non-repayable funding for **Emergency COVID Response** (Objective 1 below) and/or for **Strategic Investments activities** (Objective 2 below). Please note that this program has a priority for applications involving emergency COVID response activities (Objective 1) so you may wish to apply for the two objectives separately, if applicable.

### **For companies requesting funding of more than \$100,000:**

There is a National application process to Agriculture and Agri Food Canada directly for companies who are applying for funding over \$100,000. The EPF will provide up to \$5 million per recipient in non-repayable funding for emergency COVID response activities and/or repayable funding for strategic investments.

**All eligible activities must be completed and all funding disbursed by September 30, 2020.** The program will fund activities retroactive to March 15, 2020.

## 1.1 Program objectives and priorities

The program has two main objectives which affect costing and are prioritized as follows:

**Objective 1 – Emergency COVID Response** – to assist companies to implement changes required by COVID-19 to safeguard the health and safety of workers and their families. These will be funded with **non-repayable contributions** and eligible activities are described in section 1.3. **This category is a priority area for this program.**

This **non-repayable** funding will assist with:

- plant retrofits or adjustments to **existing facilities** to accommodate changes to processes and production as a result of COVID-19 in meat processing plants
- plant retrofits or adjustments to **existing facilities** to accommodate changes to processes and production as a result of COVID-19 in other food processing or manufacturing
- temporary increased capacity for humane slaughter of surplus animals resulting from the COVID-19 pandemic
- other activities, as may be determined by the Minister

**Objective 2 – Strategic Investments** – to assist companies to improve, automate, and modernize facilities needed to increase Canada’s food supply. Strategic investments will be funded with **repayable contributions for federal applications and non-repayable for those companies who apply and are eligible from a third-party regional delivery organization (such as Perennia for Atlantic Canada)** and supported activities are described in section 1.3. **This category is a secondary priority for the overall program.**

This **repayable** (federal) and **non-repayable** funding (if applicant is eligible and applies through a regional third-party delivery organization such as Perennia for Atlantic Canada) will assist with:

- Improvements or modernizations:
  - automation and modernization of food processing and manufacturer plants
  - upgrades to reopen shuttered meat facilities or to attain federal registration
  - conversion or adaptation of existing greenhouses to increase year-round horticultural production or to increase variety of products grown
- Other activities, as may be determined by the Minister

## 1.2 Eligible applicants

Eligible applicants under the EPF are:

- for-profit organizations
- cooperatives
- Indigenous groups

To be eligible, an applicant must:

- be a legal entity capable of entering into a legally binding agreement
- have been in operation for at least two (2) years
- be involved in food production in Canada, in the area of:
  - agricultural food processing – cleaning, sorting, cutting, packaging of food for consumption or as an ingredient. This applies, as well, to agricultural producers growing or rearing product which have a processing line which processes products grown or reared at the facility. For example, greenhouses that also clean, sort and package their or other greenhouses production
  - agricultural food manufacturing – comprised of establishments primarily engaged in producing food
  - agricultural producers that are converting or adapting existing greenhouses to increase year-round horticultural production

**Note:** Seafood processing or manufacturing is not eligible under the program.

### 1.3 Eligible activities

Activities can be retroactive to March 15, 2020 and must be completed, claimed and all funding disbursed by September 30, 2020.

#### Objective 1 - Emergency COVID Response

Eligible activities funded with non-repayable contributions (both federally and via third-party delivery organizations such as Perennia for Atlantic Canada), include:

- activities associated with adjustments made, as a result of COVID-19, to **existing plants** to implement added public health protocols and requirements and adapt production processes for the health and safety of workers and their families, such as:
  - non-disposable or reusable<sup>1</sup> personal protective equipment (PPE), including:
    - body temperature screening/fever detection systems
    - washing stations
    - workstation dividers/protective barriers
    - full and half face-piece respirators
    - impact goggles and face shields
    - installation of sanitation stations, protective barriers
    - adjustments to current processes and manufacturing lines to accommodate social distancing
  - rental or purchase of portable buildings and installations/site modifications and/or transportation for social distancing and wellness checks
  - HVAC modifications or upgrades

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<sup>1</sup> Non-disposable or reusable versus disposable PPE is described in Annex B.

- training for workers on additional health security measures
  - disinfection and cleaning in the event of a plant closure
  - labour costs only as are needed for the installation of the protective measures
  - other activities that a company can demonstrate are resulting from COVID-19 public health adjustment requirements (eg: lunch room modifications)
- activities associated with humane slaughter of surplus animals as a result of COVID-19 at processing facilities, such as:
    - extraordinary adjustments to slaughter line/facility necessary to change slaughter capacity
    - retrofitting or adding temporary new slaughter lines
    - disposal on site or transportation to disposal facilities
    - labour costs only as are needed for the installation of the measures
    - other activities that can be demonstrated are resulting from COVID-19 food supply disruptions

## Objective 2 - Strategic Investments

Eligible activities funded with repayable contributions federally and non-repayable contributions via third-party delivery organizations such as Perennia for Atlantic Canada (under \$100,000 contributions) include:

- activities (which must be completed, claimed and disbursed by September 30, 2020) associated with improvements or modernization of food processing or manufacturing facilities to manage surplus stock; increase production; or that are operating at less than full capacity or closed, including conversion or adaptation of **existing greenhouses** to increase horticultural production, such as:
  - rental or purchase, shipping and installation of automation equipment **new to the plant**
  - rental or purchase and installation of additional production or packaging equipment
  - rental or purchase and installation of increased warehousing and/or cold storage capacity (if part of the normal processing activities of the operation)
  - equipment technicians fees, travel and accommodation to make installation
  - plant or line retrofits to accommodate the new equipment
  - training of employees on the new equipment
  - other activities, other than labour, that can be demonstrated as needed as a result of the installation of the automation

For the National program (funding of more than \$100,000) Objective 2 eligible activities are considered to have a strategic benefit to the company or are permanent increases in production beyond the COVID-19 situation and will remain in place after COVID-19, and therefore, would be funded with repayable contributions.

Please note that Objective 1 is the priority for this program overall so you may wish to apply for each objective separately if you are applying for funding for activities involving Objective 2.

## 1.4 Eligible costs

**All eligible costs are retroactive to and including March 15, 2020. All activities must be completed, claimed and funding disbursed by September 30, 2020.**

Eligible costs are the costs directly related to the project that fall within the standard cost categories and respect all conditions and limitations set out in this guide and the Contribution Agreement if the project is approved. For details, please refer to [Annex A: Cost categories](#) and [Annex B: Single use personal protective equipment and other limitations](#)

- **Capital Assets** are tangible assets that are purchased, constructed, developed or otherwise acquired.
- **Contracted Services** are professional or specialized services for which a contract is entered into.
- **Salaries and benefits** for specified activities only directly related to completing the activities of the project.
- **Administration costs** necessary to complete the project (only for project receiving repayable funding).+
- **Travel costs** for specified activities only directly related to the project.+
- **Other direct project costs** for project-related deliverables.

+ Except those costs that are ineligible as per section 1.4 by Objective type.

Applicants will need to declare in the application that all applicable measures of the *Quarantine Act* are being adhered to, including but not limited to the mandatory 14-day quarantine period for temporary foreign workers.

While the program allows for retroactive activities and costs to be submitted, the applicant assumes the risk of not being reimbursed should:

- the application not be approved
- some activities or costs not be approved or deemed ineligible
- funding not be available

## 1.5 Ineligible costs

Ineligible costs include:

- labour costs, other than as part of installation costs, including wage subsidies\*
- administration costs such as office supplies, materials, space, telecommunications, audiovisual, postage and freight\* (examples of ineligible costs are: office expansions, meeting rooms, office worker lunch rooms)

- single use PPE (described in Annex B)
- costs associated with the *Quarantine Act* for isolation of temporary foreign workers
- capital items not specifically required for the execution of the project
- costs for activities that are deemed to be part of normal business practice for any recipient
- costs related to marketing activities and business promotion
- land purchases
- hospitality (for example, alcohol, meals, entertainment, gifts, etc.)
- travel\*
- in-kind contributions
- goodwill
- legal fees
- refundable portion of the Goods and Services Tax/Harmonized Sales Tax (GST/HST), value-added taxes, or other items for which a refund or rebate is received
- any portion of any cost that, in Perennia’s opinion, exceeds the fair market value for that cost item;
- any cost, such as amortization that would not result in a direct, out-of-pocket expense for the recipient;
- costs being reimbursed under an existing federal, provincial or territorial program; and,
- any other expenditure not specifically listed as eligible or otherwise approved as eligible (for example construction of a new building, vehicle purchases)

\* Travel is ineligible except for essential services, such as technicians needed for plant retrofits adjustments or improvements.

**For the National Program Note:** Some ineligible costs for Objective 1 - Emergency COVID Response projects may be considered eligible costs for Objective 2 - Strategic Investments projects funded with repayable contributions. For details, please refer to [Annex A: Cost categories](#) and [Annex B: Single use personal protective equipment and other limitations](#).

## 1.6 Funding and cost-sharing

### Non-repayable and repayable funding contributions

Funding will be provided in the form of non-repayable contributions (through both National program delivery at Agriculture and Agri Food Canada and via third-party delivery organizations such as Perennia for Atlantic Canada) and repayable contributions (projects funded through National program delivery for Objective 2 in excess of \$100,000 are repayable) subject to all terms and conditions of Agriculture and Agri Food Canada.

#### *Non-repayable contributions*

Objective 1 – Emergency COVID Response - non-repayable contributions would be limited to projects that respond to emergency needs to safeguard the health and safety of workers and their families.

Objective 2 – improvements or modernization of food processing or manufacturing facilities to manage surplus stock; increase production; or that are operating at less than full capacity or closed, including conversion or adaptation of existing greenhouses to increase horticultural production.

Applications for contributions under \$100,000 are being accepted by Perennia from applicants in NS, PEI, NB and NL.

**Repayable contributions (applications for more than \$100,000)**

Objective 2 – Strategic Investments – repayable contributions will be used where investments create additional value for the company through enhanced productivity or production capacity. Contributions will be repaid to the federal government over a period of up to 10 years following project completion. The amount to be repaid and the schedule of payments will be set out in the negotiated Contribution Agreement. Repayments will normally begin one (1) year following the completion of the project. Interest is not charged on the contribution funding, with the exception of late payments and debts owed to the Crown, should such situations arise. **Applications for repayable funding are being accepted by AAFC only.**

**Maximum Funding Amount**

- Federally, applicants will be eligible to receive up to \$5 million per recipient. Parent companies and subsidiaries are considered a single recipient.
- Applicants requesting between \$10,000 and \$100,000 in funding will apply through Perennia in Atlantic Canada, as outlined in section 2.0

Eligible costs will be retroactive up to and including March 15, 2020. All activities must be completed, claimed and disbursed by September 30, 2020. Successful applicants will be required to enter into a Contribution Agreement with Perennia Food and Agriculture Inc.

**Cost sharing**

Eligible costs related to a project will be shared between the Emergency Processing Fund program and the successful applicant.

Applicant	Cost-Sharing Ratio Program : Recipient Funding
Small and medium enterprises (SMEs) ○ Fewer than 500 full-time equivalent (FTE) employees (pre-COVID). Excluding wholly or majority owned subsidiaries of large companies	50:50
Large companies ○ 500 or more FTE employees (pre-COVID)	25:75

Only cash contributions will be counted in recipient funding for the cost-sharing ratio. **No in-kind contributions are to be included.**

Applicants must clearly indicate all sources of funding for the project. Sources of funding can be comprised of cash contributions from other sources including those from:

- applicant directly (your organization)
- other federal government departments, agencies, and crown corporations
- provincial/territorial government departments, agencies, and crown corporations
- municipal governments
- industry/partners (your members, industry partners, sponsors, etc.)

The maximum level of government funding (federal, provincial/territorial, and municipal) that an applicant can receive towards the total eligible costs of a project will not generally exceed 75% of eligible project funding.

**Note:** Should a project be approved, you must provide evidence that all sources of funding are confirmed prior to a Contribution Agreement being signed.

## 2.0 How to apply

**Applicants in Atlantic Canada - Newfoundland and Labrador, Nova Scotia, Prince Edward Island, and New Brunswick requesting less than \$100,000 must apply to:**

Perennia Food and Agriculture Inc.  
Telephone: 902-678-7722 or 1-877-710-5210 (ext. 3) toll free  
Email: [programs@perennia.ca](mailto:programs@perennia.ca)

Program information can be found at [www.perennia.ca/coronavirus](http://www.perennia.ca/coronavirus)

**Applicants requesting \$100,000 and more must apply directly to AAFC.**

<http://www.agr.gc.ca/eng/?id=1591291974693> or  
<http://www.agr.gc.ca/fra/?id=1591291974693> (en français)

Applications will be accepted on a continuous basis from program launch until a date that will be posted (July 31, 2020 or earlier if funding is fully allocated before that date) at [www.perennia.ca/coronavirus](http://www.perennia.ca/coronavirus).

The application process for the EPF is as follows:

### Completing an application for a funding request of less than \$100,000 in Atlantic Canada

#### Step 1: Complete the *Pre-Screening Checklist*

Complete the *Pre-Screening Checklist* (available at [www.perennia.ca/coronavirus](http://www.perennia.ca/coronavirus)) as an initial assessment of your eligibility based on the mandatory program criteria.

If you think you are eligible and want to submit an application(s) under the program, go to [www.perennia.ca/coronavirus](http://www.perennia.ca/coronavirus).

## Step 2: Complete the Program Application form at the link

Complete separate application forms for each objective of the program.

**Note:** You may submit an application form for **one or both** objectives of the program

Objective 1 – Perennia Emergency Processing Fund: Atlantic Canada Program Application Form (non-repayable contributions for funding requests under \$100,000 total of both objectives) **Objective 1 is the priority for funding under the program.**

Objective 2 – Perennia Emergency Processing Fund - Atlantic Program Application Form (non-repayable contributions –for funding requests under \$100,000 total of both objectives) **Note: Objective 1 is the priority for funding under the program**

All supporting documents as described in Annex C in the Applicant guide must accompany a complete application.

**Note:** Applications for repayable contributions over \$100,000 **must be made to AAFC** and cannot be accepted by Perennia. See one of the following links for the National application:

<http://www.agr.gc.ca/eng/?id=1591291974693> or  
<http://www.agr.gc.ca/fra/?id=1591291974693> (en français)

### Confidentiality

It is the applicant's responsibility to identify any information contained in an application that is considered commercially confidential. This information will not be disclosed unless required by law, including the *Access to Information Act*, or upon express authorization of the applicant.

## Step 3: Submit your program application form(s)

Submit your completed program application(s) as directed.

### Important note

Review the list of supporting documents outlined in Annex C of the Applicant Guide to ensure that you include all required documents in your complete application. Your application must be complete in order to be fully assessed.

If your submitted application is assessed as incomplete, you will be notified by Perennia program officials to provide the missing information in a timely manner. An invitation to submit a full application does not constitute an offer of funding.

## 3.0 After you apply

Once an application has been submitted for consideration, an acknowledgement notice will be sent to the applicant. **Note:** An application is not considered submitted to the program until an acknowledgement notice is received and may require additional information to constitute a complete application.

Once you submit an application, Perennia's goal is to:

- respond to general inquiries made to our phone number or email address within two (2) business days
- acknowledge receipt of applications within one (1) business day
- assess applications and send approval or a rejection notification letters within 50 business days of receiving a complete application package.

Please note that even if a project meets all eligibility criteria, the submission of an application creates no obligation on the part of the federal Minister, AAFC or Perennia officials to provide funding for the proposed project. The federal Minister retains discretion to determine, based on other public policy and public interest considerations, whether an application that meets the criteria identified in this Applicant guide will ultimately receive funding.

## 4.0 Assessment criteria

An application must be complete in order to be assessed by Perennia. Applications will be assessed against the following criteria and the Program priorities described in section 1.1

- eligibility (of applicant, activities, costs, project timelines)
- alignment against the program's objective and priorities
- how the project will fit into and improve upon the applicant's existing business (for example, improve productivity, assist to meet public health protocol requirements)
- capability of the applicant to successfully complete the project, including:
  - financial capacity including evaluation and validation of all sources and levels of project financing, both government and private
  - managerial capability (experience and track record)
- financial, management and marketing capacity of the applicant to generate ongoing and/or increased revenues necessary for business viability
- benefits to Canadian food supply system

## 5.0 Expected results

The expected result of the Emergency Processing Fund is a strong and resilient food production system in Canada that:

- proactively managed public health risk and safeguarded the health and safety of workers and their families during the COVID-19 crisis
- maintained or increased domestic food production and processing capacity

## 6.0 Reporting

Recipients will be required to report on expenditures, performance and results.

## Performance and results report

Recipients will be required to provide a final report which should include a short summary on the impact that the investment has had on the operations.

## Budgetary reports

Recipients must retain copies of quotes, invoices, and proof of payment for eligible project costs incurred with a completed claim form.

Other reports may be required at Perennia's discretion.

## 7.0 Considerations

### 7.1 Intellectual property

The Contribution Agreement will contain an intellectual property clause which will confirm that all title to the intellectual property in any materials created or developed by or for the recipient of contribution funding will vest in the recipient or in a third party, as may be negotiated by the recipient. However, AAFC may, at its sole discretion, include a provision in the Contribution Agreement requiring the recipient to grant, or ensure that third parties grant a non-exclusive, worldwide, perpetual, royalty-free license to the Crown to such material, in whole or in part, in any form or medium, for internal government fund administration purposes.

### 7.2 Official languages

AAFC is committed to enhancing the vitality of official language minority communities (OLMCs), supporting and assisting their development, and promoting the full recognition and use of both English and French in Canadian society.

If approved Nationally, would your project activities reach an audience of **both** English-speaking and French-speaking individuals or groups?

OLMCs consist of Francophones outside Quebec and Anglophones in Quebec. These communities are often represented by provincial and regional organizations.

If approved Nationally, would your project activities specifically target an official language minority community (French-speaking people outside Quebec or English-speaking people in Quebec)?

When it is determined that projects under this program involve activities related to the development and transfer of knowledge and may have an impact on OLMCs or promote the use of English and French, AAFC will include appropriate linguistic commitments in agreements with your organization and ensure that additional expenses incurred as a result of these commitments are considered eligible for contribution funding.

Activities can include, but are not limited to:

## Communications

- Project web pages and/or project social media account(s) produced and maintained in both official languages
- Project materials offered in both official languages (brochures, kits, handouts, newsletters, reports, etc.)
- Directional and educational signs produced in both official languages
- Project-related advertisement in OLMC media (newspapers, radio, social media)
- Bilingual coordinator or other contractor hired to help deliver project-related activities in both official languages (for example, master of ceremony for a project event, workshop facilitator or simultaneous translator)
- Distribution of invitations in both official languages

## Outreach

- One or more OLMCs are included in the project target groups (for example, as in-kind or cash partners in project budget or to be invited to project events)
- Other groups representing OLMCs are consulted to see if there is any potential for involvement on their end
- Travel to or from OLMCs (costs associated with these project activities included in project budget)

If funded, the recipient may be required to publicly acknowledge AAFC's support for the project. In these cases, the federal department will request via Perennia that such acknowledgments include text in both official languages.

## 8.0 Contact information

For more information on the EPF in Atlantic Canada (for contributions under \$100,000), please see details on our website at [www.perennia.ca/coronavirus](http://www.perennia.ca/coronavirus) or contact us by:

Telephone: 1-902-678-7722 or 1-877-710-5210 (ext. 3)

E-mail: [programs@perennia.ca](mailto:programs@perennia.ca)

For more information on the EPF Nationally with Agriculture and Agri Food Canada (for contributions over \$100,000) please contact them by:

E-mail: [aafc.epf-fut.aac@canada.ca](mailto:aafc.epf-fut.aac@canada.ca)

Telephone: 1-877-246-4682

TDD/TTY: 613-773-2600

Telephone: 1-902-678-7722 or 1-877-710-5210 toll free

## Annex A: Cost categories

### Capital Assets

Capital assets are tangible assets that are purchased, constructed, developed or otherwise acquired and:

- are required for the execution of the project
- have a useful life extending beyond one fiscal year and are intended to be used on a continuing basis
- are not intended for resale during the life of the project

Costs such as:

- building purchase, renovation, site improvement and construction costs
- new machinery, new equipment, and software purchase and installation costs

### Contracted Services

Professional or specialized services for which a contract is entered into, such as:

- consultant/expert services
- installation/construction
- environmental assessment
- project management

### Salaries/Benefits

Salaries and benefits directly related to completing the activities of the project:

- labour including wages/salaries and benefits, and specific per diem fees

### Administration\* only for Strategic Investments projects funded with repayable contributions

**For National Program only** - Administration costs necessary to complete the project, such as:

- office supplies and materials
- office space
- telecommunications / audiovisual
- postage and freight

**Note:** Administration costs are limited to 10% of total project costs.

### Travel

Travel costs\* directly related to the project, such as:

- meals
- incidentals
- accommodations
- transportation

**Note:** Only travel for essential service such as technicians providing installation services is eligible.

\*Travel costs are subject to limitations as detailed in Annex B.

### Other Direct Project Costs

Other costs for project-related deliverables, such as:

- rental, lease of facilities, equipment or machinery
- goods, services and all related shipping and transportation costs
- production of materials required to fulfill obligations under the agreement, including translation and production of materials in the second official language
- material/consumables needed to undertake the project

## Annex B: Single use personal protective equipment and other limitations

Personal Protective Equipment (PPE)	
<b>Eligible PPE</b>	Non-disposable or reusable equipment, including: <ul style="list-style-type: none"> <li>• body temperature screening/fever detection systems</li> <li>• washing stations</li> <li>• workstation dividers</li> <li>• full and half face-piece respirators</li> <li>• impact goggles and face shields</li> </ul>
<b>Ineligible PPE</b>	Equipment that is required for normal operations, and all disposable or non-reusable equipment, including: <ul style="list-style-type: none"> <li>• face masks and coverings, including N95 masks</li> <li>• sanitizers and cleaning products</li> <li>• particulate filters and gas/vapor cartridges</li> <li>• safety glasses</li> <li>• disposable and non-disposable gloves, for example kevlar or wire mesh cutting gloves</li> <li>• disposable and non-disposable gowns and laboratory coats</li> <li>• disposable and non-disposable ear plugs</li> <li>• hair nets and foot coverings</li> </ul>

### Limitations

Project cost limitations include, but are not limited to, the following:

- administration costs will not exceed 10% of total eligible costs, **for National Program only**.

Recipients are obliged to keep all invoices and proofs of payment, as per the terms of their Contribution Agreement for seven (7) years after the completion of the project.

Only expenses directly related to the project activities stipulated in the Contribution Agreement are eligible. Expenses that do not follow the guidelines are not eligible. If you are unsure about a particular expense, or if an expense is unusual, please check with Program Officials at Perennia before making a financial commitment.

### Travel Limitations

Project travel cost limitations include, but are not limited to, the following:

- Per diems will contribute to covering the costs for daily accommodation, meals, local or in city transportation (buses, taxis, vehicle rentals, etc.), and incidentals (personal phone calls, laundry, insurance, gratuities, etc.) for individual travel.
- Recipients may:

- a) claim the established per diem; or
- b) claim an amount less than the established per diem.
- Whether using option (a) or option (b), individual invoices and proof of payment for these incurred travel costs will not be required for claims, however, proof of travel is required (i.e., boarding pass, hotel invoice).
- If using option (a) per diems are payable for every day on travel status as follows:
  - travel within Canada: \$300 CAD/day (Canadian per day) for each day that ends with an overnight stay;
  - travel within Canada with no overnight stay: \$70 CAD/day;
  - travel outside Canada: \$400 CAD/day.
- For the costs of ground transportation to and from the traveller's home/work and the commercial carrier (air, rail, bus), the recipient may:
  - a) claim a flat rate of \$100 CAD to cover all "to and from" ground transportation expenses per trip. This \$100 will cover costs associated with taxis, buses, or the traveler's own vehicle, including kilometric rates and parking; or
  - b) claim an amount less than the established flat rate.
- Whether using option (a) or option (b), individual proof of payment for all expenses incurred will not be required for a claim.
- The recipient may claim costs for air, rail and ground transportation (to an out-of-city destination) for individual travel as follows:
  - air: economy rate (not Business or First Class) fare;
  - private vehicle: kilometric rates (no higher than the rates of the National Joint Council Travel Directive as it stands on the day of travel) as well as costs for parking at the destination;
  - rental vehicle: the cost for a mid-size vehicle (or the cost of a larger vehicle, based upon factors such as, but not limited to, safety, the needs of the traveler, and the bulk or weight of goods transported); gas, and parking at the destination.

Note that prepaid expenses, such as airfares and accommodations paid in advance can only be claimed once travel has occurred.

## Annex C: Checklist of required attachments/supporting documents

In addition to the online application form(s), the following documents are required for a complete application:

- Pre-screening checklist
  - To determine eligibility for the program
- Authorized Signature Form (for manual applications)
- Audited or Review Engagement Financial statements for the past two years (preferred) or Notice to Reader with income tax information is acceptable
- Financial statements are to include an income statement, a balance sheet, cash flow statement **and the most recent interim financial statements.**
- Applicant's Certificate or Articles of Incorporation (or equivalent)
- Letter of support from the applicant's union or health and safety committee (if applicable)

If you are applying for **Objective 2 – Strategic Investments**, you will also need to provide:

- quotes, estimates and/or contracts provided by supplier for all construction, renovations or equipment and technology to be purchased and installed.