

Institutional Development Expansion and Advancement (IDEA) Program 2025 - 2027

PROGRAM OBJECTIVES

This program supports stronger connections between local food suppliers and Nova Scotia's public institutions by:

- Preparing farmers, food and beverage processors, food distribution hubs and packers to supply the institutional food market.
- Helping public institutions to purchase equipment and acquire the expertise to source and serve more Nova Scotian produced foods.
- Building lasting programs and partnerships that have a sustained and measurable impact on local food purchases.

FUNDING STREAMS

STREAM 1: Supplier Support

Who Can Apply:

- Primary producers, food and beverage processors, food distribution hubs and co-packers developing products for the institutional market in Nova Scotia that feature local ingredients.

Applicants must:

- Operate in Nova Scotia
- Be 19 years of age or older and authorized to enter into an agreement with Perennia
- If applicable:
- Be properly registered under the Farm Registration Act and actively farming in the program year
- Be in good standing with the Registry of Joint Stocks and, if relevant, the Nova Scotia Farm Loan Board
- Be in active discussions with at least one public institution interested in their product.
- Demonstrate the ability to meet institutional supply needs with products that meet the program's local ingredient requirement of 20%
- Be a member of the Nova Scotia Loyal Program

Eligible Expenses:

- Commercial-grade equipment (certified for use in Canada) for processing, packaging, labelling, food handling or distribution that enables entry into or expansion within the institutional market
- Equipment installation and calibration

Note: Applicants are encouraged to apply for any commercial-grade equipment that will advance the objectives of this funding program. Equipment eligibility will be determined during the application review process.

Not Eligible:

- Alcoholic products
- Cannabis products
- Products containing less than 20% local ingredients
- Regular salaries or operating expenses
- New or used equipment that is not certified for use in Canada or does not meet Canadian food safety requirements (Please contact ideaprogram@perennia.ca if you are considering used equipment)
- New building construction
- Office equipment, supplies and ongoing software fees
- HST
- Travel

Financial Support:

Applicants may receive up to 50% of eligible project costs, with the maximum amount determined by both the funding thresholds and the overall strength of the application.

Income from gross sales	Maximum Project Funding Available
Less than \$99,999	\$25,000
\$100,000 to \$249,999	\$50,000
\$250,000 to \$499,999	\$75,000
\$500,000 and over	\$100,000

For businesses: eligibility is based on the most recent Statement of Business Activities (T2125B or Schedule 125 - Non-Farming revenue: detailing sales by GIFL revenue code)

For farms: eligibility is based on the most recent Statement of Farming Activities (T2042, T1273 or Schedule 125 - Farm Revenue: detailing sales by commodity revenue code)

For food safety support and related equipment, please visit <https://www.perennia.ca/supplierfoodsafety> and consider applying for the Local Supplier Food Safety Support Pilot Program

STREAM 2: Institutional Support

Who Can Apply:

- Provincially funded institutions in Nova Scotia, including correctional facilities, universities and colleges, long-term care facilities, schools and hospitals.
- Be a member of the Nova Scotia Loyal Program and actively promote local food use within the institution.

Eligible Expenses:

- Equipment for food preparation and storage (e.g., refrigeration)
- Equipment installation and calibration
- Menu development and local food promotion (Nova Scotia Loyal materials, signage, awareness campaigns)
- Support for new or expanded local food procurement initiatives (up to 10% of approved funding) such as:
 - » Menu Planning
 - » Logistics and distribution planning
 - » Developing new supply channels

Not Eligible:

- Regular operating expenses
- Office equipment and supplies
- Purchase of local food
- New or used equipment not certified for use in Canada (Contact ideaprogram@perennia.ca for clarification)
- Ongoing software fees
- HST
- Travel

Funding Support:

- Proposals will be assessed individually against the evaluation criteria.
- Up to 50% of total eligible project costs may be available based on the scope, scale and impact of the project.
- No project will be eligible for more than \$100,000 in funding regardless of project cost.

EVALUATION CRITERIA

Applications will be assessed based on:

1. **Local Food Impact:** How the project has potential to increase the volume of Nova Scotia food used in institutions.
2. **Readiness and Capacity:** Applicant's operational and financial capacity, food safety and quality practices, and the strength of the business case.
3. **Economic Impact:** Potential for measurable and significant benefits to Nova Scotia's food sector.

APPLICATION PROCESS

To apply for the Institutional Development Expansion and Development Program:

1. Submit a completed application form, along with quotes for equipment or services.
2. Supplier applicants must also include other documents such as Farm Registration card, income statement, proof of active discussions with a public institution, and information about food safety and quality practices.
3. Submit quotes for purchases or work that will be carried out.
4. Equipment costs incurred during the activity period (see table below) may be eligible if in alignment with program objectives and supporting the successful completion of a project.
5. Purchases approved for reimbursement will be outlined in a Letter of Agreement.

Application Intake	Activity Period	Final Claim Deadline
Continuous intake beginning November 20, 2025	April 1, 2025 to January 15, 2027	January 15, 2027

Note:

- Funding applications will be reviewed when a complete application is received.
- Once funds are exhausted, the program will be closed.

APPROVAL PROCESS

1. Applications will be assessed by a review committee based on the information and supporting documentation provided. If an application requires further assessment or information, Perennia staff will follow up with the applicant.
2. If approved, applicants will receive a Letter of Agreement (LOA) which identifies the eligible project activities, assistance offered, and the terms and conditions under which assistance is approved.
3. Review, sign, and return the LOA to Perennia within 30 days of the date of the letter or funding will be forfeited.

CLAIMING PROCESS

1. After Perennia receives your signed Letter of Agreement, a claim form will be sent to you.
2. Complete and sign the claim form.
3. Attach copies of invoices for all eligible equipment costs incurred and paid for by the applicant. The following are not acceptable: Purchase Orders, Sale Acknowledgements, Bills of Sale, Quotes, Estimates, Statements.
4. Attach proof of payment for each invoice – e-transfer confirmation, EFT, debit card receipt, digital image of cleared cheques (front and back), wire transfer details or credit card/bank statements (invoices marked paid and signed by the supplier are not accepted).
5. Submit claims with the required supporting documentation to Perennia by January 15, 2027.

Claims may be submitted by email to ideaprogram@perennia.ca with **Claim** in the subject line (preferred method), or fax to 902-678-7266 or mail to:

Perennia Institutional Development Expansion and Advancement Program
28 Aberdeen Street
Kentville, NS B4N 2N1

If for some reason email, fax and mail are not possible please call 902-670-9572 at least two business days before the claim deadline to discuss other options.

Note: No payment will be made for claims under \$20.00.

ARM'S LENGTH TRANSACTIONS

Program funding will only be offered on transactions (invoices) that do not involve a supplier/service provider that is associated with the applicant, unless it is proven that an associated supplier/service provider is the only registered company providing that service in the area. In such cases that it is necessary to proceed with an associated supplier/service provider, the applicant must apply for a pre-approval from Perennia before proceeding or submitting a claim to ensure that the associated costs will be approved for reimbursement.

AUTHORITY

Perennia shall have the authority to deny an application if there is evidence of misrepresentation of pertinent information or if Perennia feels that the application does not show adequate evidence that it will support the program objectives.

EVALUATION AND AUDIT

Review and evaluation of projects may be carried out by Perennia, or other parties chosen by Perennia for the purpose of audit, analysis, evaluation, program development and determining financial assistance. This review and evaluation process may be conducted prior to project commencement, during work or upon project completion. Applicants may be asked to complete an evaluation survey related to their final claim.

CONFIDENTIALITY

Applicants consent to the release of their name and the amount of support received under the program. This specific information is deemed to be public information, to be actively disseminated by Perennia. Perennia may provide any information from an applicant to another public body or a law-enforcement agency in Canada to assist in an investigation, undertaken with a view to a law-enforcement proceeding or from which a law-enforcement proceeding is likely to result. Any other information provided, unless disclosed in the manner and for the purposes stated above, will be subject to the confidentiality and disclosure provisions of the Freedom of Information and Protection of Privacy Act.

CONTACT INFORMATION

By email: ideaprogram@perennia.ca

By fax: 902-678-7266

For more information or to apply please visit perennia.ca/ideaprogram