



Growing Forward 2 Program Guide

Canada/Northwest Territories

April 1, 2017 – March 31, 2018



Canada



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Canada/Northwest Territories Growing Forward 2

Introduction

Growing Forward 2 (GF2) is a policy framework for Canada's agriculture and agri-food sector that was launched on April 1, 2013. GF2 is a \$3 billion dollar cost-shared investment by Federal, provincial and territorial (FPT) governments in national, regional and local agriculture over the following 5 years (2013-2018).

By the end of March 2018, approximately \$6 million will have been invested in developing the NWT agriculture sector, with funding coming from the federal and territorial governments.

GF2 aims to help the agriculture sector respond to future opportunities and to deal with challenges so that the NWT can become a productive and profitable sector of the Canadian economy. It also encourages FPT strategic investments in the Canadian Agriculture and Agri-food sector. During the last year of programming (starting April 1, 2017 and ending March 31, 2018), the focus of GF2 will be on the development of a sustainable and innovative commercial agriculture, agri-food and agri-products sector in the Northwest Territories through market development, adaptability, industry capacity, innovation and competitiveness.

Planning for the next five years

The current Growing Forward 2 program will end on March 31st, 2018. In preparation for the next potential series of agricultural development funding, consultations are being held with provinces, territories and the federal government to collect feedback on the effectiveness of GF2 programming and collect suggestions on what the NWT farming and food production sector should look like going forward. This consultation process started in 2016-2017 and will be completed by the Fall of 2017.



Funding Programs 2017 - 2018

GF2 funding will continue to encourage agricultural developments in the NWT by focusing on existing programs of specific focus:

- **Small Scale Foods Program**
- **Agriculture and Human Resources Development**
- **Market Development**
- **Agriculture Awareness**
- **Food Safety**
- **Agriculture and the Environment**
- **Agriculture and Agri-Research**



Program Eligibility Requirements

Individuals and Businesses

- Must be recognized as legal entities capable of entering into contractual agreements;
- Must operate within the Northwest Territories;
- Must be an agricultural producer or processor, partnership, company or corporation. Family members from the same farm, company, corporation or partnership are eligible as one individual and not as separate applicants;
- Must have been a resident of the Northwest Territories for at least one year and be at least 19 years of age;
- Must be operating a farm or processing facility with commercial sales, or be able to demonstrate commercial viability. A Business Plan may be required to assess commercial viability; and,
- Must be registered as a cooperatives or collectives when applicable and in good standing with the NWT Societies Act.

Non-Profit Organizations and Governments

- Non-profit organizations must be registered as non-profit society organization, be in good standing with the NWT Societies Registrar's Office and must have a mandate that is agriculture, agri-foods, or agri-based products industry-based; and/or,
- A territorial, municipal or First Nations government or educational institution related to agriculture, agri-foods or an agri-based product industry.

Program Funding

Unless otherwise specified under individual programs:

In-kind (non-cash) contributions:

- Non-cash contributions that cover costs directly related to food production and have an assigned fair market value. This must be associated to costs that are directly related to the project, i.e. they would be incurred even if the donation was not made. Examples include use of equipment or materials, specialized labour time, donation or discount of seed supplies.
- Applicant "sweat equity" is *not recognized* as in-kind contribution.



Eligible funding:

- In-kind resources are eligible as a related project cost but are not eligible for reimbursement.
- Required final financial reporting must be substantiated based on receipts provided by the applicant.
- Reimbursement of travel costs must be consistent with NWT government travel. Expense guidelines are available through ITI Regional Offices.

Application Process

Submit completed project applications to your respective local ITI Regional Office (see application form).

Applications will be evaluated based on its overall merits and economic benefits as they relate to advancing the sector in a sustainable, well managed and relevant manner; its alignment with Growing Forward 2 program objectives, and; the relevance of potential benefits to the overall industry, community, and general public.

It is recommended that project proposals be discussed and reviewed with the ITI Regional Office before they are submitted. This will help to ensure that the application is eligible and complete before it is assessed.



Small Scale Foods Program

Program Description

The **Small Scale Foods Program** will focus on supporting and encouraging local food producing skills and capacity development initiatives in all communities outside of regional centres.

The **Small Scale Foods Program** (SSFP) will be administered and delivered through the ITI Regional Offices located in each Region.

Eligible Activities

Activities may include but are not limited to:

- Planning, coordination and management of children and youth based gardens, greenhouses, hydro or aquaponics or other types of initiatives and associated costs (soil, seeds, minor equipment, links to farmers and other types of expertise).
- composting and preserving food.
- Hands-on learning for community members about the use and care of raised growing spaces and in-ground gardens.
- Working with experienced farmers and food producers.
- Planning, design, coordination, construction, enhancement and/or creation of market gardens and greenhouses.
- Community-based training and educational activities, such as workshops and seminars for those interested in farming, food production, gardens and greenhouses in order to increase access to local food.
- Community-based training on harvesting, processing, preserving and cooking local market foods.

Note: Reimbursement for travel costs must be consistent with GNWT travel expense guidelines.

Eligible Recipients:



This program is intended to target and benefit NWT communities outside of regional centers.

Anticipated Output(s):

- Annual reports on productivity, participants and indicators of success.

Program Manager:

Regional Superintendent, Industry, Tourism and Investment



Agriculture and Human Resources Development

Program Description

Agriculture and Human Resources Development intends to support the NWT agriculture industry and to help agricultural producers, agri-food processors, harvesters and agri-businesses obtain knowledge, training and skills needed to develop a food production or processing business, increase or expand local production and/or to become more competitive in local, regional and territorial markets.

The program has two components:

a) Human Resource Development: provides individual producers, processors and organizations with supports to conduct and/or attend relevant agricultural training, workshops, seminars and conferences that advance their competencies and provide benefit to local agriculture, agri-food or agri-industry.

b) Agriculture Development: supports the development of agricultural projects that enhance local food production capacity. Funding will support agricultural producers, market garden and greenhouse operators, beekeepers, hydroponics, aqua-ponics and/or organic food production. Funding is intended to expand or diversify operations or add technologies that increase productive capacity.

Eligible Activities

a) **Human Resource Development**

Activities may include, but are not limited to:

- Specific agricultural training, workshops, seminars, conferences, and any other networking activities that develop human resource capacities.

Eligible costs for reimbursement include travel expenses (travel costs must be consistent with GNWT travel expense guidelines), registration fees, training and course fees, instructor/speaker fees, educational materials.



Option A:

The program will provide up to a maximum of 50% of total eligible costs to attend food production-oriented conferences outside of the NWT. Maximum contribution available is \$5,000.

Option B:

The program will provide up to a maximum of 100% of total eligible costs to attend production-oriented conferences within the NWT. Maximum contribution available is \$10,000.

Proponents applying under Human Resource Development will provide a plan detailing costs, description of venue, and benefits of training.

b) **Agriculture Development**

Activities may include, but are not limited to:

- Agriculture land sustainability and diversification activities, including the clearing and breaking of land and other land improvements, to a maximum of \$1,000 per acre, with total maximum contribution of \$10,000;
- Funding to assist agricultural start-up producers with input costs, to a maximum \$200 per acre for the first five years of operation.
- Activities to increase the productive capacity of greenhouses to a maximum of \$2 per square foot to a maximum of \$10,000.
- Funding to assist agricultural producers and agri-food processors to offset the cost of harvesting, processing and storage equipment to a maximum of \$2,500, and;
- Other activities which may include hiring third-party labour and consultant services for professional, technical and analytical support to a maximum of \$2,000.

Eligible Recipients

- NWT residents who are agricultural producers and agri-food processors or involved in northern-based agri-businesses. Funding will support agricultural producers, market garden and greenhouse operators, beekeepers, hydroponics, aquaponics and/or organic food production.



- Applicant must have been a current resident and have lived in the NWT for at least one year.
- Applicants must have a working history with food growing or food processing and demonstrate an interest in commercial food development.

Application

Applicants will provide a detailed plan, including drawings, specifications, costs, expected outcomes, anticipated results and projected income/sales to be generated as a result of the investment.

Anticipated Output(s)

Along with the required financial accountability, a final report on the project that speaks to the plan and objectives, and indicators of success.

Program Manager

Regional Superintendent
Industry Tourism and Investment



Market Development Program

Program Description

Market Development supports the development of markets for NWT agriculture products. Funding is intended to support the identification of new market opportunities, enhance competitiveness and increase trade of food products between NWT communities and regions.

Eligible Activities

Eligible activities will include, but are not limited to:

- **Trade between communities:** Funding to offset freight costs to ship NWT produced and harvested food products from point of production to NWT markets.
 - **Option 1:** 10% of total sales related to complete inventory shipped by non-commercial means;
 - **Option 2:** Commercial shipping as documented with receipts: Maximum 100% of freight costs to first \$2,500, 50% of freight costs beyond \$2,500 to a maximum contribution of \$10,000.
- **Feasibility and planning:** Funding will support analytical analysis on expanding existing marketing channels or actively pursuing new market opportunities. Maximum contribution \$2,500. The amounts available are lifetime limits for the program.
- **Marketing and Promotions:**
 - Proponent's needed support to access marketing organizations such as farmers' markets and agri-tourism ventures to a maximum \$3,500. The amounts available are lifetime limits for the program.
 - Support for participation in marketing events including registration fees and travel costs. Maximum contribution \$3,500. The amounts available are lifetime limits for the program.
 - Consultant fees and travel costs associated with the promotion and marketing of agri-foods, development of market strategies and participation in marketing events. Maximum contribution \$5,000. The amounts available are lifetime limits for the program.



- Promotional products related to marketing northern grown or harvested food products (design of brochures, logos, labels, signage, packaging) to a maximum of \$5,000. The amounts available are lifetime limits for the program (this does not include commercial fisheries).

Note: Reimbursement for travel costs must follow GNWT travel expense guidelines.

Eligible Applicants

- NWT residents who are agricultural producers and agri-food processors or involved in northern-based agri-businesses. Funding will support agricultural producers, market garden and greenhouse operators, beekeepers, hydroponics, and/or organic food production.
- Applicant must have been a current resident and have lived in the NWT for at least one year.
- Applicants must have a working history with food growing or food processing and demonstrate an interest in commercial food development.

Application

Applicants need to submit a completed application to the ITI Regional Office, providing detailed information, including full project costing, objectives and indicators for success.

Anticipated Output(s)

Along with the required financial accountability, a final report on the project that speaks to the plan and objectives, and indicators of success.

Program Manager

Regional Superintendent
Industry, Tourism and Investment



Agricultural Awareness Initiative

Agricultural public awareness and promotional activities are aimed at informing and promoting the agriculture and agri-foods sector across the NWT. The aim of the Program is to provide information to all residents on the benefits of agriculture.

Eligible Activities

- Providing information documents, training and education campaigns;
- Planning, organizing or hosting summits, workshops and/or conferences;
- Recruiting and training industry spokespersons, and;
- Developing manuals, videos, websites, educational materials, displays, publications and other awareness resources

Project costs can include associated costs such as consultant fees, third party labour, advertising costs, production and publication of communication products, rental of equipment and venue for public awareness/promotional activities and participation in trade shows.

Maximum contribution: \$5,000

Eligible Applicants

- NWT residents who are agricultural producers and agri-food processors or involved in northern-based agri-businesses. Funding will support agricultural producers, market garden and greenhouse operators, beekeepers, hydroponics, and/or organic food production.
- Applicant must have been a current resident and have lived in the NWT for at least one year.
- Applicants must have a working history with food growing or food processing and demonstrate an interest in commercial food development.

Application

Applicants need to submit a completed application to the Agriculture and Commercial Food Production Analyst, ITI providing detailed information, including full project costing, objectives and indicators for success. Applications can also be dropped off at ITI Regional offices, to be forwarded to the appropriate office.

Anticipated Output(s)



Along with the required financial accountability, a final report on the project that speaks to the plan and objectives, and indicators of success.

Program Manager

Agriculture and Commercial Food Production Analyst
Traditional Economy, Agriculture and Fisheries
Economic Diversification
Industry, Tourism and Investment



Food Safety Program

The purpose of this program is to reduce food safety risks associated with the manufacture and transportation of NWT food products. The program is designed to encourage NWT agricultural producers, harvesters, food processors and business managers to develop strategies and adopt systems and processes that will reduce food safety risks and improve access to markets.

The program will provide support for:

- Food processing plant personnel food safety training;
- Processing facility Hazard Analysis Critical Control Point (HACCP) plan development;
- Food safety programs pertaining to commercial wildlife harvests; and
- Health risk assessments related to bioaccumulation of pollutants in contaminated animals.

Eligible Activities

- a) Development of food safety strategies in partnership with government and national producer organizations, including the delivery of Food Safe Level 1 and Level 11 courses and the implementation of HACCP or HACCP-based programs, including nationally developed sector-specific HACCP or HACCP-based systems where available, in the processing and harvesting sectors;
- b) Development and implementation of a regulatory compliance system designed to ensure the continued health and viability of the agriculture and agri-food industry in the NWT, including, but not limited to, providing support for food safety regulatory activities to implement HACCP or HACCP-based requirements or other food safety measures as they arise;
- c) Provide support for food safety training, workshops, seminars, on-line learning and other food safety related activities undertaken by agricultural producers, agri-food processing personnel and agri-businesses; and,
- d) Development of food safety best practices strategies, including the delivery of Food Safe Level I and Level II courses and the implementation of the HACCP-based programs.

Eligible costs may include, but are not limited to equipment, facilities, professional, technical and analytical support and consultant fees.

Reimbursement for travel costs must be consistent with GNWT travel expense guidelines.



Eligible Applicants

NWT farmers, food producers and processors, agri-businesses, agricultural associations, communities and Territorial/Municipal governments involved in the agriculture, agri-food and agri-based products industries.

Application

Submit an application for funding to the Program Manager, providing detailed information on the project, including full projected costing objectives and indicators for success.

Funding will be based on the requirements and availability of resources.

Anticipated Output(s)

To be determined upon review.

Program Manager

Agriculture and Commercial Food Production Analyst
Traditional Economy, Agriculture and Fisheries
Economic Diversification
Industry, Tourism and Investment



Agriculture and the Environment

Program Description

The purpose of the Program is to provide funding for conducting research, promoting environmental stewardship and scientific analysis in supporting of agriculture and the environment.

The **objectives** of this Program are:

- To enhance access to agricultural information and resources related to agriculture and the environment;
- To expand and refine a comprehensive database on soil capabilities and production zones in the NWT, and;
- To investigate, adapt and implement environmentally friendly technologies and methodologies applicable to priority areas, for example, manure management, use of alternate energy sources, agri-food storage, mobile food processing and the control of invasive species.

This program will:

- Provide support for the development of regional environmental plans.
- Assist agriculture, agri-food and agri-based product operations in the implementation of environmental farm plans using the completed NWT manual.
- Provide support for the implementation of beneficial management practices to mitigate environmental impacts caused by agricultural activities.
- Provide support for studies that collect soil, vegetation and water data and incorporate this data into databases, and;
- Provide support for studies to identify and mitigate the impact of invasive species.

Eligible Activities

Activities may include, but are not limited to:

- a) Environmental stewardship activities on farms (completion of Environmental Farm Plans);



- b) Soil studies to compile, review, digitize and enhance the NWT soil information database. Also includes activities related to soil mapping and arability assessments;
- c) Research studies and pilot projects to investigate, adapt and implement new environmentally friendly technologies and methodologies for manure management, the use of alternate energy sources, food storage and mobile food processing; and
- d) Activities related to the monitoring and determent of invasive species (plants and animals, including wildlife).

Eligible Costs

Eligible costs may include, but are not limited to:

- a) Costs related to the development of regional and individual environmental farm plans including, but not limited to: consultant fees for professional, technical and analytical support and their travel expenses (transportation, accommodations, meals and incidentals, or per diems)
- b) Laboratory costs for soil and water testing to assess suitability of land for commercial agriculture and impacts of agriculture on the environment, and;
- c) Costs related to research studies to investigate, adapt and implement new environmentally friendly technologies and methodologies including, but not limited to: project supplies, materials and equipment, field preparation and maintenance of facilities.

Reimbursement for travel costs must be consistent with GNWT travel expense guidelines.

Eligible Applicants

NWT farmers, food producers and processors, agri-businesses, agricultural associations, communities and Territorial/Municipal governments involved in the agriculture, agri-food and agri-based products industries.

Anticipated Output(s)

Along with the required financial accountability, a final report on the project, complete with copies of final research reports, that speaks to the project plan, objectives and indicators of



success.

Program Manager

ITI Headquarters and Regional Offices

Contact your Regional Office for support and a review of your plan.



Agriculture and Agri-Research

Program Description

The purpose of this program is to provide for agricultural research studies and pilot projects to investigate and evaluate:

- the cultivation of new, agricultural crops and to increase crop diversification in the NWT;
- new agricultural production techniques relevant to northern agriculture;
- new agri-food processing technologies;
- new value-added agri-food products; and,
- the commercial feasibility of non-timber forest products including syrups and mushrooms.

Eligible Activities

Activities may include, but are not limited to:

- Research studies related to the investigation and evaluation of crop cultivation, farm management and agricultural production techniques, agri-food processing and value-added product technologies and non-timber forest products including costs for consultant fees, project design, third party labour, project supplies, materials and equipment, field preparation and maintenance of facilities, presentation preparation costs and travel, and;
- Pilot projects related to the investigation and evaluation of crop cultivation, farm management and agricultural production techniques, agri-food processing and value-added product technologies and non-timber forest products including costs for equipment, facilities, third party labour, professional, technical and analytical support, materials and supplies.

Reimbursement for travel costs must be consistent with GNWT travel expense guidelines.

Eligible Applicants

NWT residents including individual farmers, food producers and processors, agri-businesses, non-profit organizations, agricultural associations, communities and Territorial/Municipal governments involved in the agriculture, agri-food and agri-based products industries.

Application



Proponents need to submit an application for funding to a maximum of \$10,000 to the Program Manager providing detailed information on the project, the plan and objectives, and indicators of success

Anticipated Output(s)

Alongwith the required financial accountability,a final report that provides details about the project, activities and indicators of success based on the objectives. Copy of final research document is required.

Program Manager

Agriculture and Commercial Food Production Analyst
Traditional Economy, Agriculture and Fisheries
Economic Diversification
Industry, Tourism and Investment

**For information on Growing Forward 2,
please contact your Industry, Tourism
and Investment regional office:**

ITI Trade and Investment Regional Offices

North Slave Region:

Yellowknife:

Regional Superintendent 867-767-9212 ex 63461

South Slave Region

Fort Smith

Regional Superintendent 867-872-7549

Beaufort-Delta Region

Inuvik

Regional Superintendent 867-777-7286

Sahtu Region

Norman Wells

Regional superintendent – Andy Short 867-587-7170

Deh Cho Region

Fort Simpson

Regional Superintendent 867-695-7520

ITI Trade and Investment Headquarters:

Department of Industry, Tourism and Investment

Traditional Economy, Agriculture and Fisheries – 867-767-9205 ext. 63107



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