

Government of
Northwest Territories

April 2023

NWT Northern Food Development Program

Department of Industry, Tourism and Investment



If you would like this information in another official language, call us.

English

Si vous voulez ces informations dans une autre langue officielle, contactez-nous.

French

Kīspin ki nitawih̄tīn ē nīhīyawih̄k ōma ācimōwin, tipwāsinān.

Cree

Tłjchq yatı k'èè. Dı wegodi newq dè, gots'o gonede.

Tłjchq

?erih̄t'is Dēne Sųlıné yatı t'a huts'elkēr xa beyáyatı theᗑᗑ ᗑat'e, nuwe ts'ēn yóftı.

Chipewyan

Edı gondı dehgáh got'je zhatié k'éé edat'éh enahddhę nıde naxets'é edahı́.

South Slavey

K'áhshó got'jne xadā k'é hederı ᗑedjhtı'é yerınwę nıde dúle.

North Slavey

Jii gwandak izhii ginjik vat'atr'ijáhch'uu zhit yinothtan jı', diits'àt ginohkhii.

Gwich'in

Uvanittuaq ilitchurisukupku Inuvialuktun, ququaqluta.

Inuvialuktun

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Inuktitut

Hapkaa titiqqat pijumagupkit Inuinnaqtun, uvaptinnut hivajarlutit.

Inuinnaqtun

Indigenous Languages:

867-767-9202 Ext. 63053

French:

867-767-9348

866-561-1664 Toll Free

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Program Objectives

The Department of Industry, Tourism and Investment (ITI) has a mandate to promote economic self-sufficiency and diversification through the responsible development of the Northwest Territories (NWT) food production and processing sectors, which include agriculture, agri-food, commercial fishing, and wild food harvesting, including non-timber forest products but not including big game, small game, or furbearing species.

The Northern Food Development Program (NFDP) will provide funding to commercial producers, harvesters and processors of food in the NWT, with the goal of building the commercial food production and processing sectors and increasing the availability of local food to northern consumers.

Program Priority Areas

The NFDP is designed to help local commercial food producers in the NWT collectively contribute to:

- Growing the agriculture, agri-food, commercial fisheries and wild food harvesting sectors;
- Increasing local and specialty food production, processing, sales and marketing initiatives; and
- Increasing availability of northern foods to northern consumers.

Who Can Apply?

Eligible applicants include any commercial food producers in the NWT. Registration or incorporation under relevant legislation is required.

Applicants who are just starting commercial activities should be able to demonstrate relevant experience and a capacity to engage in food production or processing, for example, through access to land, equipment, licenses and permits.

Fishers must also hold a valid commercial fishing license and vessel certificates if applicable.

How Will the Funding be Allocated?

Applications will be accepted on an on-going basis throughout the fiscal year, but applications must be approved before beginning the activity.

Completed applications will be evaluated by ITI program staff according to a published grading rubric. Applicants will be informed in writing within 15 business days of the review of the completed application whether approval of the application has been granted and which eligible costs have been approved.

Expenditures made prior to the date of application approval will not be considered. An applicant who is not satisfied with the decision may submit a written appeal to the Deputy Minister who will delegate authority for reviewing the appeal to the appropriate official. All appeals must be filed within 30 days of the initial decision.

Eligible Costs Under This Program

A. Infrastructure, Equipment and Supplies

- Design, construction, and expansion of facilities (including harvesting, processing, storage, greenhouse, sales infrastructure)
- Equipment or technology aimed at increasing yields, improving efficiency or profitability (processing and packaging equipment, alternative energy technology, etc.)
- Agriculture-specific:
 - i. Land development costs (clearing, drainage, irrigation system, soil development, etc.)
 - ii. Initial livestock costs including materials and supplies (fencing, watering, feeding, housing, etc.). For livestock projects, an Environmental Farm Plan may be required.

- iii. Input freight assistance \$0.30 / loaded kilometer (feed, seed, animals, fertilizers, compost, and amendments)
- iv. Product transportation costs
- Fishing sector-specific:
 - i. Boat, motors, nets, etc.,
 - ii. Water safety equipment
 - iii. Winter equipment support

B. Marketing

- Market planning and promotion costs
- Product and packaging design and development
- Costs related to participating in community market events (such as farmer's markets) or trade shows (excluding conferences)

C. Capacity Building

- Specialized training including costs associated with workshops, online courses, and professional development
- Staff training, internship support or mentorship
 - i. Staff training and development:
 - 75% of project costs to a maximum of \$7,500 per worker (in-kind expenses are not eligible)
 - ii. Internship:
 - Up to 75% of the intern wages to a maximum of \$7,500 per intern (can include in-kind wage expenses such as room and board for the intern- funding will only be provided for actual expenses paid)
 - iii. Mentorship:
 - Up to 75% of expenses incurred for the mentorship to a maximum of \$7,500

D. NFDP Sales Rebate

- The rebate is 'cash back' to the agricultural producer or wild food harvester for a total of 25% of their reported sales from the previous season for eligible applicants with sales of under \$10,000.
- Rebates can be applied for whenever the harvesters' season sales are completed (usually in November for seasonal growers, variable for wild food harvesters) up until March 31st of that year, depending on funding availability. Producers should notify the ITI Business Development Officer or Economic Development Officer in their region of their interest in this rebate and submit their season's receipts as soon as possible to ensure there are available funds.
- Accessing the NFDP Sales Rebate does not negate the applicant from accessing other support for Eligible Activities under the NFDP.

E. NFDP Utilities Rebate

- This rebate will provide 10%-15% subsidy on reported sales up to \$2,500 in support for agricultural producers or wild food harvesters.
- The following rates apply to the various scale of producer:
 - \$1,000 – \$5,000 in sales – 10% of gross sales
 - \$5,000 – \$10,000 in sales – 15% of gross sales
 - \$10,000 + in sales- \$2,000 maximum contribution
- Rebates can be applied for whenever the producers' season sales are completed up until March 31st of that year, depending on funding availability. Producers should notify their Regional Business Development Officer or Economic Development Officer of their intent to participate in the NFDP Utilities Subsidy and submit their season's receipts as soon as possible to ensure there are available funds.
- Accessing the NFDP Utilities Rebate does not negate the applicant from accessing other support for Eligible Activities under the NFDP.

1) Eligible Expenses

Costs must be directly related to the project. Financial documentation verifying expenditures should be provided. An in-kind requirement of up to 10% of total project costs may be required (can include sweat equity). In-kind costs must be clearly documented and reflect fair market value of related expense.

2) Ineligible Activities/Expenses

Ineligible costs include the purchase, acquisition or payment of: assets previously owned by the applicant, shareholder or partner in the project; wages or payments to the applicant, shareholders, family members or businesses related by common effective control; land; and, assets that have been purchased previously with the assistance of the Government of the Northwest Territories (GNWT) or the Government of Canada unless the amount of assistance is declared and deducted from the fair market value.

Completing the Application Form

Application forms, guidelines, and any other relevant application information for the Northern Food Development Program can be found on the ITI website:

<https://www.iti.gov.nt.ca/en/services/northern-food-development-program>

The following information will be needed to complete the application form:

- Applicant or business information
- Project details
- Estimated costs and sources of funding- requires a breakdown of all costs for the application

Applicants must provide one of the following:

- Sales documentation from previous years (receipts from any prior year);
- Statement of farming or business income from Canada Revenue Agency; or
- A marketing plan and projections for the upcoming season.

Appeals Process

- a. An applicant who is not satisfied with the decision of the approving authority may appeal to the Deputy Minister who will delegate authority for reviewing the appeal to the appropriate official.
- b. Appeals must be in writing and received by the Deputy Minister no later than thirty (30) calendar days following the date that the applicant has received notification of the decision.
- c. The delegated authority may vary or set aside the decision if, in his or her opinion:
 - i. The applicant has presented new information that materially affects the application and became known to the applicant between the date the completed and signed application was forwarded to ITI and the date the application was reviewed; or
 - ii. It is determined that the provisions of this policy were not fairly and adequately applied.

Timelines

Applications are accepted throughout the year, until the program's annual budget is allocated.

Questions

If you have any further questions about the NFDPP or the application process, contact ITI's Economic Diversification Division by email at agriculture@gov.nt.ca or by telephone at **(867) 875-8677**.

NWT Northern Food
Development Program

<https://www.iti.gov.nt.ca>