

APPLICATION CHECKLIST

Guide to the BC Agri-Business Planning Program

November 2023

APPLICATION PORTAL

☐ A valid [Basic BCeID](#) or [Business BCeID](#) account is required to sign into the to the Ministry of Agriculture and Food – *Program Operation Data System (PODS)* Applicant Portal [here](#)

- **Why do I need a BCeID account?**

- A BCeID provides a free, secure access to multiple online government services and programs.

- **Benefits of the PODS system**

- Lists programs accepting applications.
- Start and save a program application.
- Access previously saved program applications.
- Submit a completed program application.
- Review previously submitted program applications.

☐ **Applicant to provide:**

☐ Legal Business or Organization Name.

☐ Canada Revenue Agency (CRA) Business Number or the first 9 digits of the Goods and Services Tax/Harmonized Sales Tax (GST/HST) number.

☐ Address.

☐ Telephone Number.

☐ Email.

☐ Primary contact information for this application.

☐ Type of business:

☐ sole proprietorship, partnership, corporation, Indigenous economic development corporation or band-owned business, or other association of persons.

☐ primary production processing and/or both.

☐ primary commodity OR multi-commodity production, list commodities you produce/harvest.

☐ business description.

☐ Year established.

☐ Confirm all proprietors, partners, members, or shareholders residents of British Columbia and file income tax under the Income Tax Act in British Columbia.

☐ Number of full time and part-time employees.

☐ Income:

☐ Proof of total annual gross revenues greater than \$50,000/year in the previous year to Canada Revenue Agency (ie copy of CRA General Financial Information Schedule 125).

☐ Estimated total gross income in the previous year.

☐ Estimated total net income in the previous year.

☐ Confirm enrollment in AgriStability, AgriInvest or Towards Increased Profits (TIP) report.

☐ Declare amount/support from any other B.C. Ministry of Agriculture and Food Program(s) or any other B.C. Government Program(s) during the Sustainable Canadian Agricultural Partnership (S-CAP) Agreement.

☐ **STREAM 1: AGRI-BUSINESS SKILLS AND LEADERSHIP DEVELOPMENT**

☐ For **business owner(s)** and **key manager(s)**:

- ☐ Both the business owner and/or key business manager(s), may attend the specialized training together.

☐ Funding amount:

- ☐ Reimbursement of up to 70% of eligible costs.
- ☐ Minimum reimbursement of \$500.00 to a maximum reimbursement of \$2,000 per fiscal year.

☐ Applicants will be required to upload the completed [Learning Action Plan \(Fillable Form\) \(DOCX, 968 KB\)](#).

☐ May include one or more **specialized business management, leadership learning** training, courses, registration, fees and/or **business management conferences**.

☐ List of activities/key learning and specialized training to be completed and who at the farm or processing business will be undertaking the learning and training.

☐ Describe benefits to the business, expected outcome(s), estimated completion date(s) and key milestone(s) necessary to successfully complete the proposed training(s). Description should demonstrate how the learning and specialized training proposed fits under the list of eligible activities on page 6 and Appendix A of the [Program Guide \(PDF, 1.1 MB\)](#).

☐ Provide details of cost, other sources of income, applicant contribution, and funding amount requested.

☐ Applicant completes and submits the [Direct Deposit Application Form \(PDF, 407 KB\)](#) with copy of a void cheque.

☐ **STREAM 2: BUSINESS PLANNING, PREPAREDNESS AND DISASTER RECOVERY**

☐ For eligible **primary agriculture producers** **OR** eligible **agriculture, food, or beverage processors**.

☐ For Indigenous owned businesses that do not meet the eligibility requirements, please contact Agribusiness@gov.bc.ca to confirm program eligibility.

☐ Funding amount:

- ☐ Declare if this is an individual or group application.
- ☐ Individual Application: reimbursement of up to \$7,500.
- ☐ Group Application:
 - ☐ Two eligible applicants: reimbursement of up to \$15,000.
 - ☐ Three or more eligible applicants: reimbursement of up to \$22,500.
- ☐ Minimum reimbursement of \$500.

☐ Select and Confirm Availability of a Qualified Business Consultant.

☐ For **primary agriculture businesses** consultants must be registered with the [BCIA | British Columbia Institute of Agrologists](#) (BCIA) or as a [Chartered Professional Accountant](#) (CPA).

- ☐ For **off-farm food processing businesses**, business consultants may be registered with the BCIA or as a CPA **and/or** demonstrate food processing sector **education** and **expertise** to complete the services sought.
- ☐ For **Indigenous businesses and consultants**, the reserved practice of agrology, as defined and regulated by BCIA, does not apply to a person exercising the rights of an Indigenous person.
- ☐ Project
 - ☐ Declare what eligible activity area (one, or a combination) your project will cover:
 - ☐ Business disaster recovery (e.g., drought, fire, flood)
 - ☐ Business emergency planning preparedness
 - ☐ Business structures
 - ☐ Business strategy
 - ☐ Product development
 - ☐ Production economics
 - ☐ Cash flow and financial analysis
 - ☐ Human resources
 - ☐ Value added ventures.
 - ☐ Risk assessment and mitigation
 - ☐ Succession/transition planning
 - ☐ Provide a project summary describing the problem or issue the Project will address (description of the Project; challenges and issues; opportunities and benefits; expected outcome that would clearly demonstrate increased benefits to the farming or processing business).
 - ☐ What is the total Proposed Budget.
 - ☐ Location: where will the project take place:
 - ☐ What is the proposed start date.
 - ☐ What is the proposed end date.
- ☐ Provide the Consultant's information including:
 - ☐ Consultant business name.
 - ☐ Consultant's full name.
 - ☐ Consultant's position/title.
 - ☐ Consultant's Canada Revenue Agency (CRA) Business Number or the first 9 digits of the Goods and Services Tax/Harmonized Sales Tax (GST/HST) number.
 - ☐ Information to verify the consultant's qualifications.
 - ☐ Overview of Consultant's relevant knowledge and expertise required for the proposed project.
 - ☐ Consultant's phone number and email address.
 - ☐ Information for supporting consultant (if applicable).
- ☐ Complete and sign the [Letter of Engagement for Services \(Fillable Form\) \(DOCX, 284 KB\)](#) by the **applicant AND the consultant** outlining the scope of work, timelines, and total project costs.
- ☐ Applicant completes and submits the [Direct Deposit Application Form \(PDF, 407 KB\)](#) with copy of a void cheque