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Application intake dates:

FALL INTAKE
Opens September 9
until funds fully committed
Activities taking place between
November 1, 2024 – March 9, 2025

SPRING INTAKE
Early 2025
(dependent on funding availability)

Program Overview

The objective of the Knowledge and Technology Transfer Program (KTTP) is to increase the competitiveness, resiliency, and innovation of the British Columbia (B.C.) agriculture and food sector through facilitated knowledge and technology transfer.

The cost-shared reimbursement program is intended to support B.C.'s producers and processors to innovate and adapt to changing environmental, production, and market conditions through practical, applied knowledge and skill development. Successful farmer to farmer learning results in good farming, good leadership, good business, and a strong sector.

Eligible applicants may apply under one of two streams dependent upon their knowledge and technology transfer activity and its objectives.

- Stream One: Subject Matter Expert for Knowledge Development
- Stream Two: Hands-On Learning for Skill Development

For more information about streams, see the table on page 5.

New this intake: Funding for the Fall 2024 intake will be allocated on a first come, first served basis for all eligible completed applications. Applications will be accepted starting September 9, 2024 until funds are fully committed. There is no guarantee that you will receive funding after you have completed an application to this Program.

Funding for the Knowledge and Technology Transfer program is provided in part by the governments of Canada and British Columbia through the Sustainable Canadian Agricultural Partnership, a federal-provincial-territorial initiative. Additional funding is provided by the B.C. Ministry of Agriculture and Food for activities related to seafood.

Program Eligibility

Eligible applicants for the KTTP are:

- Agriculture and food industry associations
- Not for profits with the primary goal to support farmers and food processors
- Municipalities and regional districts
- Indigenous government, communities, economic development corporations and organizations
- Seafood producer/processor associations or organizations¹

Ineligible applicants:

- Individual farmers or food processors
- Private training and educational institutions
- K-12 educational institutions

Successful KTTP applications must demonstrate how the proposed activities will transfer knowledge and/or build the skills of B.C.'s agriculture and food sector to make them more competitive, resilient and/or innovative under the following eligible topic areas:

- Climate Adaptation and Mitigation
- Production Extension
- Traceability
- Seafood Production and Processing
- Plant and Animal Health
- Soil, Nutrient, Water, Air and Biodiversity Management

- New Entrant Skill Development
- Business Management and Development
- Labour (workforce development)
- Sector Innovation and Competitiveness
- Reconciliation & Decolonization
- On-farm Emergency Management

Indigenous Applicants

The Province is committed to supporting the success of Indigenous Peoples in the agriculture and food sector. We understand that Indigenous organizations and associations may have distinct characteristics reflective of regulatory, operational, cultural, and other factors impacting their ability to access this program. We aim for flexibility in our program delivery to reduce barriers and ensure the accessibility of our programs. If you are interested in applying to the program and have questions about the application process or the eligibility criteria, contact program staff at Knowledge.Transfer@gov.bc.ca.

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¹ New addition for the Fall 2024 intake

Application Streams

	STREAM ONE Subject Matter Expert for Knowledge Development	STREAM TWO Hands on Learning for Skill Development	
Eligible Activities	 Activities taking place between Nov 1, 2024 to March 9, 2025 Subject Matter Experts² for activities such as: Conferences Annual General Meetings Community Gatherings³ Activities must show that practical and applied knowledge will be presented by the subject matter expert. 	 Activities taking place between Nov 1, 2024 to March 9, 2025 Activities that support the development of skills such as: Field Days/Research Trials Farm Tours Technology Training Hands-on Workshops Experiential Learning Activities must provide practical experience that increases the skills of producers and processors 	
Ineligible Activities	 Activities that do not align with the eligible topic areas and Ministry priorities Activities that include less than 10 agriculture and seafood producers/processors with active operations in British Columbia Activities already receiving funding from other Ministry programs 	 Activities that do not align with the eligible topic areas and Ministry priorities Activities that include less than 10 agriculture and seafood producers/ processors with active operations in British Columbia Activities already receiving funding from other Ministry programs Activities listed in stream 1 that do not include hands-on learning for skill development 	
Total Cost-Shared	Up to \$1,500	Up to \$7,500	
Amount Eligible ⁴	Applicants are expected to cover 25% of eligible expenses through cash or in- kind contribution		

Applications that do not meet stream criteria will not be approved for funding.

If you have questions about what stream you should apply for, review the FAQ document on the <u>program webpage</u> or contact <u>Knowledge.Transfer@gov.bc.ca</u>.

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² A Subject Matter Expert is defined as a person with extensive knowledge in a specific subject including Indigenous knowledge holders.

³ Community Gathering is defined as a culturally appropriate and safe learning environment inclusive of Indigenous peoples.

⁴ The Province reserves the right to waive the cost-shared requirement for groups who may face barriers to the program including groups supporting or run by underserved populations. For more information, contact Knowledge.Transfer@gov.bc.ca.

Application Process

- 1. Applications intakes are dependent on funding availability. Intake dates will be listed on the program webpage. Late applications will not be accepted. The Province reserves the right to re-open or extend the program eligibility dates as necessary. Retroactive costs will not be considered. All activities must be completed by March 9th of the fiscal year.
- 2. KTTP applications are submitted through an online application portal, available on the program webpage when an intake is open. Accessing the online application form requires a Basic BCeID or Business BCeID. If you do not already have a Basic BCeID, you will need to register for one at https://www.bceid.ca/. Keep your BCeID user ID and password in a safe place, as this log-in information is required to save and re-open your application form. Reimbursement claims are also tied to the BCeID used to submit the application.
- 3. Applications must clearly outline the linkage between the KTTP activity and its purpose. Applications require the following information:
 - Applicant name and contact information
 - Activity name, date, and location
 - Commodity of subject matter area
 - Primary and secondary eligible topics (see eligible topics on p. 4)
 - Description of the activity, including explanation of how the activity will contribute to competitiveness, resiliency and/or innovation for the agriculture and food sector
 - Subject Matter Expert name, contact information, and description of expertise/experience as it relates to the selected eligible topic area
 - Draft agenda
 - Budget breakdown including cash and in-kind contributions
- 4. Approved applicants will receive a letter by email confirming the approval of their application and will be required to submit a confirmation of acknowledgement. Funds are nontransferable and must only be used for the approved event and activities. Unsuccessful applications will be notified by email.

Eligible Costs

- Subject Matter Expert (SME) and Facilitator Fee the fee that an SME or facilitator will
 charge your organization to speak or present at your activity. To be eligible for
 reimbursement, these costs must be supported by receipts or paid invoices. Costs
 associated with external contractors utilized to organize and/or facilitate the event are
 eligible at the amount invoiced to the applicant.
- 2. Cultural protocol related costs including gifts and honoraria.
- 3. Honoraria an honorarium is defined as a payment given for professional services that are rendered nominally without charge. Applicants will be required to provide evidence of honorarium payments at the completion of the activities. Honorariums must be noted on the list of eligible expenses.
- SME/Facilitator Travel Costs the costs associated with SME and facilitator travel to and from the activity. These costs must be supported by receipts and/or travel claim documentation such as vehicle mileage records and meal per diems if applicable. The maximum mileage rate that may be reimbursed by the Province is \$0.63/km. If a mileage rate is chosen as the reimbursement method, fuel costs are ineligible as the mileage rate includes this cost. See BC Gov Policy for additional per diem and mileage information. Costs associated with external contractors utilized to organize and/or facilitate the event are eligible at the amount invoiced to the applicant.
- 4. SME/Facilitator Accommodation the costs associated with the SME lodging or accommodation while participating in the activity. It is expected that organizations will ensure that SMEs select the most cost-effective accommodations that meet business requirements, considering the basic room cost and any supplementary costs (e.g. internet access, parking, etc.). To be eligible for reimbursement, these costs must be supported by receipts.
- 5. Facility and Equipment, Transportation Rental the costs associated with a facility, equipment, and/or transportation necessary to deliver the KTTP activity. If the activity includes other activities and/or speakers that are not supported through this program, these costs should be appropriately pro-rated. To be eligible for reimbursement, these costs must be supported by receipts or paid invoices.
- 6. Advertising and Communications (including handout materials) the costs associated with promoting the KTTP activity and providing in-person activity participants with materials related to the SME(s) and topic. If the activity includes other activities and/or speakers that are not supported through this program, these costs should be appropriately pro-rated. To be eligible for reimbursement, these costs must be supported by receipts.

- 7. Administration Costs the costs that your organization incurs to facilitate the KTTP activity. Costs may include project management costs, bookkeeping costs, and/or employee wages. If the activity includes other activities and/or speakers that are not supported through this program, these costs should be appropriately pro-rated. To be eligible for reimbursement, these costs must be supported by receipts, paid invoices and/or payroll records. These costs must not exceed 10% of the total amount eligible for reimbursement from the KTTP.
 - a. Staff time and/or volunteer time will be considered an administrative cost and to be covered within the nominal 10% of funds eligible for reimbursement.
- 8. Accessibility and Accommodation Costs costs associated with supporting inclusiveness of events, including but not limited to childcare subsidies, translation services, and interpreters. If the activity includes other activities and/or speakers that are not supported through this program, these costs should be appropriately pro-rated. To be eligible for reimbursement, these costs must be supported by receipts.
- 9. Application budgets will be reviewed to ensure that proposed expenses are reasonable, necessary, and appropriate for the scope of the project. Any budget items or allocations deemed unreasonable, disproportionate, or misaligned with program objectives may be subject to conditions, or may impact the funding decision.

Cash and In-Kind Contributions

An in-kind contribution is defined as a non-cash contribution that is provided by your business to assist with the completion of the project. An example of an in-kind contribution is staff time for the development and management of activities.

Applicants will be asked to list other funding partners and what portion of the budget they are contributing (cash and in-kind).

If audited, applicants may be required to provide proof of payment of cash and in-kind contributions.

Ineligible Costs

- 1. Costs for any purchases made prior to approval and signed contribution agreement
- 2. Entertainment costs including food and beverage for activity participants⁵
- 3. Costs associated with fundraising activities
- 4. Canada Revenue Agency or payroll penalties
- 5. Parking tickets
- 6. International flights
- 7. Fines or penalties
- 8. Depreciation on fixed assets
- 9. Board membership fees

⁵ Exceptions will be made for activities in which food and/or gifts are culturally appropriate.

- 10. Tuition subsidies
- 11. Curriculum development
- 12. Conference subsidies or paper submissions
- 13. Purchase of motor vehicles
- 14. Purchase of any illegal substances
- 15. Staff mentor and/or coaching costs
- 16. Purchase of alcoholic beverages or cannabis under any circumstances
- 17. Unreasonable gifts or unreasonable payments for recognition
- 18. Legal fees and court awards for inappropriate dismissal or other inappropriate/illegal activity
- 19. Membership fees for private clubs, etc. (golf clubs, gyms) unless part of existing (non-monetary) employment benefits package
- 20. Capital costs for the construction of a building (other than minor repairs or renovations) or the purchase of land or buildings

Application Review

Only fully completed applications will be reviewed on a first come, first serve basis. Applications will be reviewed by Ministry of Agriculture and Food staff to determine if the application meets the minimum program requirements.

Applications may not be approved if any of the following apply:

- The application does not meet program eligibility (see p. 3-4)
- The activity's priority is not a Ministry priority (see eligible topics on p. 4)
- The application does not meet stream eligibility (see p. 5)
- The application does not meet eligible activity costs criteria (see p. 7-8)
- The application does not provide enough information
- The activity's topic contradicts/conflicts with Ministry priorities
- The activity is a duplication of Ministry work
- The activity does not contribute to knowledge or skill development
- There are concerns with organizational capacity to deliver
- There are concerns about subject matter expert credentials/expertise

Priority may be given to activities that serve underrepresented groups such as, but not limited to, new entrants, women, gender-diverse people, Indigenous peoples, people with disabilities, and people of colour.

Reimbursement Process

Reimbursement claims must be submitted within 30 days of activity.

All reimbursement requests must be received by March 10th, 2025

Late submissions will not be accepted.

Reimbursement claims are accepted through the same system as the application form. If your event is to be held in March 2025, the final deadline for submission of your reimbursement claim will be March 10, 2025.

Applications will be considered cancelled if the claim is not received by the deadline, and previously approved funding may be reallocated to other applications.

Claims must include:

- A detailed list of eligible expenses including in-kind contributions and cash payments
- Activity Report (a template will be provided)

You do not need to submit proof of payment (receipts) with your claim. Keep all proof of payment for 7 years in case of audit.

Examples of Proof of Payment

- Receipt
- Copy of the cheque that was cleared of cashed
- Invoice showing a 'zero' balance owing
- Copy of the general ledger showing payment
- Copy of a money order or bank draft
- Copy of the cheque written and a printout of your bank statement showing it has been processed
- Copy of the credit card transaction (either the actual slip or a printout of the credit card statement)
- Record of in-kind hours contributed

General Terms and Conditions

Authority

The Province shall have the authority to deny an application if there is evidence of misrepresentation of pertinent information. The Province has the sole discretion to determine eligibility, costs, establish values and to approve or limit payments.

Limits on Funding

The maximum amount of funding approved for any project is under the sole discretion of the Province. Any payment to an applicant is subject to the Financial Administration Act, RSBC 1996, c. 138, which makes that payment subject to an appropriation being available in the fiscal year of the Province during which a payment may be made. The Province makes no representations, commitments or guarantees with respect to the timing, number or value of any payments that may be provided to an applicant. The Province does not guarantee that by applying, an applicant will receive any or all the funding requested from the Province even where all eligibility criteria are met.

Legislation

All projects must abide by all applicable federal, provincial, and local government laws and regulations, including but not limited to, Federal and Provincial environmental and land use legislation, and zoning bylaws.

Authorized Signatories

Designates are not permitted to sign the program application or other program documentation on behalf of an individual unless they are an attorney under a duly authorized power of attorney. In the case of non-individual applicants, the application form and other program documentation must be signed by a properly authorized person with signing authority on behalf of the entity. If the person who signs is not properly authorized to do so, that person will be deemed to have submitted the application in their personal capacity and will be responsible for all amounts paid to them or for any overpayments owed by them under this program. Proof of authorization must be submitted upon request.

Termination of the Program

The program may be terminated or amended by the Province at any time, without prior notice.

Verifications and Declarations

Program applicants must supply all documentation or information required to verify and administer the program, upon request. This continues in force indefinitely, even after the program ends or is terminated.

Collection and Use of Personal Information

Any personal information collected by the Government of B.C. in relation to this program is for the purposes of administering the program, as well as for the administration, evaluation and development of Ministry of Agriculture and Food programs, and to advise you about programs and services available through the Province. It is collected under the authority of s. 26(c) and s. 27(1)(a)(i) of the Freedom of Information and Protection of Privacy Act, RSBC 1996, c. 165. Further information about the collection or use of this information may be obtained by contacting Jason M. Lussier, Environment and Climate Program Manager at Jason.Lussier@gov.bc.ca.

Waiver of Liability

Under no circumstances will the governments of Canada and British Columbia, or their officers, servants or agents, be liable to any applicant or participant in the program (or to their heirs, administrators or assigns) for any direct, indirect, special, incidental, consequential, or other damages arising out of any application to or participation in the program or arising from any advice, operation or any other activity related to the program, including, without limitation, any lost profits, business interruption, or loss of programs or information, even if the governments of Canada and British Columbia have been specifically advised of the possibility of such damages.

Overpayments and refunds

If it is determined by the Province that the provision of funding to an applicant under the program was inconsistent with these terms and conditions, it is an overpayment. In that case, the Province may require the person to repay some or all the overpayment. Until it is repaid, the amount of the overpayment is a debt owing by the applicant to the Province. An overpayment may result where an applicant:

- is not eligible to participate in the program,
- · claims costs that are not eligible,
- is overpaid by the program,
- has not complied with the terms and conditions of the program, or
- provides false or misleading information in the program application or to the Province.

False or misleading information

The Applicant agrees to refund any overpayments received from the program back to the Province within 30 days of notice being provided to them by the Province. The applicant's failure to refund such payment by that deadline may result in the debt for that amount being set off against money owed by the Province to the Eligible Applicant. Interest charges for unpaid amounts will be compounded monthly and will be added to any debt not repaid by the deadline.

Applicants who provide false or misleading information to the Province related to the program forego all program funding and are liable to repay all program funding they have received to the Province.

Debts to government or third parties

The Province has the right to deduct from any payments to an eligible applicant under the program any amount due and owing by the applicant to the

Appendix A: Best Practices for Knowledge and Technology Transfer Activities

Planning for Inclusive Activities

The Province supports inclusiveness and increased representation of underrepresented groups. We encourage KTTP applicants to assess their proposed activities to increase the inclusiveness of their activities.

When planning your KTTP activity, it is important to think about opportunities to make your activity more inclusive to the agriculture and food community. To understand if your activities are inclusive of the intersectionality of the sector⁶, consider analysing the following:

- What **assumptions** are you making?
 - o Are you making assumptions about who your audience is?
 - o What social factors, norms, or stereotypes are informing your assumptions?
- Who could be left behind?
 - Are generalizations being made that could lead to various groups or genders not being able to attend or participate in the activities?
- Who did you consult?
 - o Did you consult those who could participate in the activities?
 - Were consultations made with those who have historically been left behind? Was voice given to those who are often underrepresented?
- What **data** are you using for your Knowledge Transfer activity?
 - Does your data consider various intersections and considerations such as gender, age, ethnicity, Indigeneity?
 - Does your presentation or information reflect social factors, norms, and roles?
- How are you ensuring equality of outcomes?
 - Are equity measures being used to assess your activities?
 - o Are those measures taking intersectional factors into consideration?

⁶ The B.C. Government has committed to a phased implementation plan of Gender Based Analysis+ (GBA+). British Columbians are not homogenous. Although gender is usually conceptualized as a binary (girl/woman and boy/man), there is considerable diversity in how individuals and groups understand, experience, and express gender. The "plus" in GBA+ acknowledges that GBA goes beyond biological (sex) and socio-cultural (gender) differences. We all have multiple identity factors that intersect to make us who we are. In addition to gender, GBA+ also considers many other identity factors, such as: Indigeneity, religion, sexual orientation, race, age, language, socio-economic status, mental and physical ability, etc.

Some examples of supporting inclusiveness include, but are not limited to:

- Coordinating with childcare institutions to provide access to childcare for families who may not be able to access care otherwise.
- Providing language translation services. Consider the language in which your target audience prefers as the method of communication. Translation services could include translated materials or an active interpreter on site.
- Increasing the accessibility of an activity by ensuring individuals with diverse abilities can attend. This may include a sign language interpreter, ensuring marketing or resource materials are accessible, ensuring physical activities have flexible formats.

These are just a few examples of thinking about your activity through the lens of your participant.

Adult Learning

The process of learning and processing knowledge changes from children to adults. The Province would like to see funded activities incorporate more adult learning principles and techniques to increase the activity's ability to be successful in transferring knowledge to attendees.

In September, 2020 a framework was developed "<u>Supporting Informal Farmer to Farmer Learning: A Framework for Organizations and Farmer Communities in British Columbia" (the Framework)</u>. The Framework identifies best practices that support farmer learning through:

- · Supporting Connections among Farmers,
- Promoting High Quality Information,
- Creating Equitable and Inclusive Learning Opportunities,
- Addressing Organizational Capacity.

The Province encourages activity organizers to discuss adult learning principles with their speaker(s)/presenter(s).

Additional topics to consider when planning for your event:

Activity structure

 Seated attendance does not always lead to the best learning. The learning environment should be adapted to increase attendee comfortability. Field days, demonstrations and tours tend to have better results for information uptake than speaker activities.

What is the question being asked?

 Presentations where speakers address a question rather than a statement yield better results in the transfer of knowledge.

Information presented

 Is the speaker/presenter conveying relatable and relative knowledge? if not, the attendees will be less likely to gain any value from the presentation.

• Will there be time for attendees to share real experiences?

• The ability for attendees to share knowledge and wisdom within the room or within smaller breakout rooms will help increase participation and information uptake.

Resources

Accessibility

• Accessibility and Inclusion Toolkit - Hosting inclusive events

Anti-racism

• Resilience BC: Anti-Racism Network website

Gender-based analysis plus (GBA+)

• GBA+ 2019 Toolkit

Gender equity in BC

• Gender equity & 2SLGBTQIA+ resources