



# B.C. Ministry of Agriculture and Food Knowledge and Technology Transfer PROGRAM GUIDE 2025-2026



Funding for the Knowledge and Technology Transfer program is provided by the governments of Canada and British Columbia through the Sustainable Canadian Agricultural Partnership, a federal-provincial-territorial initiative.

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# Program Overview

## **Application Intake Dates:**

Opens March 19<sup>th</sup>, 2025, until funds fully committed.

## **Activities taking place between:**

April 16<sup>th</sup>, 2025 — March 1<sup>st</sup>, 2026.

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 knowledge and technology transfer 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 1. Subject Matter Expert for Knowledge Development**

### **Stream 2. Hands-On Learning for Skill Development**

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

Applications will be accepted starting March 19<sup>th</sup>, 2025, until funds are fully committed. Funding for the 2025 intake will be allocated on a first come, first served basis for all eligible completed applications. 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

The organizations listed below are considered eligible only if their proposed activities engage agricultural producers with [Farm Class Status](#) (or equivalent) or food processors with active operations in British Columbia:

- Not-for-profit organizations or industry associations representing agriculture, food, or seafood producers/processors with commercial operations
- Farmers and Women's Institutes
- Municipalities and regional districts
- Indigenous government, communities, economic development corporations, and organizations

## Ineligible Applicants

- Individual farmers or food processors
- Private training and educational institutions
- K-12 educational institutions
- Organizations that primarily support non-commercial food production, such as recreational growers, community gardens, or other agriculture initiatives with limited commercial production capacity.

## 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.

## Eligible Topic Areas

Successful KTCP applications must demonstrate how the proposed activities will transfer knowledge and/or build the skills of agriculture and seafood producers or processors with active operations in British Columbia to make them more competitive, resilient and/or innovative under the following Eligible Topic Areas:

- Plant & Animal Health
- Climate Adaptation and Mitigation
- Soil, Nutrient, Water, Air and Biodiversity Management
- Production Extension
- Seafood Production and Processing
- Food and Beverage Processing
- Premises ID & Traceability
- On-Farm Emergency Management
- Reconciliation & Decolonization
- Sector Innovation and Competitiveness
- Business Management & Development
- Workforce and Human Resource Management
- New Entrant Skill Development

The distribution of funds across Eligible topic Areas is subject to availability and determined in accordance with Ministry priorities. As a result, funding levels for specific topic areas may vary, and approval of applications is not guaranteed.

# Application Streams

Please note that applicants must contribute 25% of eligible expenses, either in cash or in-kind contributions.

	Total Cost-Shared Amount Eligible <sup>1</sup>	Eligible Activities
<b>Stream 1.</b>  <b>Subject Matter Expert for Knowledge Development</b>	<b>Up to \$1,500</b>  75% cost-shared ratio	Inviting Subject Matter Experts <sup>2</sup> (SMEs) to share practical and applied knowledge at various events, including: <ul style="list-style-type: none"> <li>- Conferences</li> <li>- Annual General Meetings</li> <li>- Community Gatherings<sup>3</sup></li> </ul>
<b>Stream 2.</b>  <b>Hands-on Learning for Skill Development</b>	<b>Up to \$7,500</b>  75% cost-shared ratio	Organizing hands-on activities to develop practical skills, including: <ul style="list-style-type: none"> <li>- Hands-on workshops</li> <li>- Technology training</li> <li>- Experiential learning</li> <li>- Field days and research trials</li> <li>- Farm tours</li> </ul>

<sup>1</sup> 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.

<sup>2</sup> Subject Matter Expert (SME) is defined as a person with extensive knowledge in a specific subject including Indigenous knowledge holders.

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

## **Ineligible Activities**

- Activities that do not meet stream eligibility.
- Activities that do not contribute to knowledge transfer or skill development.
- Activities that do not align with the Eligible Topic Areas and Ministry priorities (p.3-4).
- Activities that do not meet Eligible Costs criteria (see p.7-9).
- Activities that include less than 10 agriculture and seafood producers or processors with active operations in British Columbia.
- Activities where there are concerns about SME or Facilitator credentials or expertise (e.g., activities within the regulated practice of Agrology should only be provided by Registrants of BC Institute of Agrologists). More information at [www.bcia.com](http://www.bcia.com).
- Activities where there are concerns with organizational capacity to deliver.
- Activities already receiving funding from the Ministry for similar work.
- Activities that are a duplication of Ministry work.

## **Equitable Funding Allocation and Application Limits**

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.

To ensure equitable access to funding, the Program reserves the right to limit or decline funding for an activity if an organization has submitted multiple applications within the funding period. This approach prioritizes funding for a diverse range of organizations and maintains fairness in the distribution of resources.

# Eligible Costs

- 1. 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. Note that activities within the regulated practice of Agrology should only be provided by Registrants of BC Institute of Agrologists. More information at [www.bcia.com](http://www.bcia.com).
- 1.1.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 .C. Gov Policy for additional per diem and mileage information at the [Travel Allowances website](#). Costs associated with external contractors utilized to organize and/or facilitate the event are eligible at the amount invoiced to the applicant.
- 1.2.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.
- 2. Cultural protocol related costs including gifts and 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.
- 3. Facility and Equipment, Transportation Rental** – the costs associated with a facility, equipment, and/or transportation necessary to deliver the KTCP 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.

- 4. Advertising and Communications** (including handout materials) – the costs associated with promoting the KTTTP 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.
- 5. 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.
- 6. Administration Costs** – the costs that your organization incurs to facilitate the KTTTP 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 Knowledge and Technology Transfer Program.**

**6.1.** Staff time and/or volunteer time to coordinate the event will be considered an administrative cost and to be covered within the nominal 10% of funds eligible for reimbursement.

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.

## **Ineligible Costs**

1. Costs for any purchases made prior to approval and signed contribution agreement
2. Entertainment costs including food and beverage for activity participants<sup>4</sup>
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
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 or 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

<sup>4</sup>Exceptions will be made for activities in which food and/or gifts are culturally appropriate.

## **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). Note that applicants must contribute 25% of eligible expenses, either in cash or in-kind contributions. If audited, applicants will be required to provide proof of payment of cash and in-kind contributions.

## Application Process

1. Application intakes are dependent on funding availability. Intake dates will be listed on the program webpage. 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 1st of 2026.
2. KTCP 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 require the following information:
  - Applicant name and contact information
  - Demographic 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 project, including explanation of how activities will contribute to competitiveness, resiliency and/or innovation for the agriculture and food sector.
  - Subject Matter Expert/Facilitator 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
  - Consent to submit a written testimonial, with optional photos, for program use
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 non-transferable and must only be used for the approved event and activities. Unsuccessful applications will be notified by email.

### **New in 2025:**

5. Organizations participating in this Program are permitted to charge a reasonable admission fee for their Knowledge and Technology Transfer events if fees are set with the intention of covering event-related costs rather than generating profit. Final income and expense statements, submitted as part of the claim if an admission fee is charged, should reconcile to demonstrate that excessive admission fees were not collected. Applications may be rejected or program funding amounts withheld if pricing is deemed excessive.

## **Application Review**

Only fully completed applications will be reviewed on a first come, first served basis. Applications will be reviewed by Ministry of Agriculture and Food staff to determine if the application meets the program requirements. Applications may not be approved if any of the following apply:

- The application does not meet program eligibility (see p. 3-6)
- The application does not meet stream eligibility (see p. 5)
- The activity's priority is not a Ministry priority (see eligible topics on p. 4)
- The application does not meet eligible activity cost criteria (see p. 6-8)
- The application does not provide enough information
- The activity does not contribute to knowledge or skill development
- The activity is a duplication of Ministry work
- The activity's topic contradicts/conflicts with Ministry priorities
- There are concerns with organizational capacity to deliver
- There are concerns about subject matter expert credentials/expertise (see p.6-7)
- There is not sufficient funding available for the specific topic area (see p.4)
- There are concerns with the rate of admission fees being charged to activity participants (p.11)
- The applicant organization has submitted too many applications (p.6)

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](mailto:Knowledge.Transfer@gov.bc.ca).

# Reimbursement Process

**Reimbursement claims must be submitted within 30 days after the activity ends.**

**All reimbursement requests must be received by March 6, 2026.**

**Late submissions will not be accepted.**

Reimbursement claims are tied to the BCeID used to submit the application. Claims are accepted through the same system as the application form.

The final deadline for submission of your reimbursement claim is March 6, 2026. Applications will be considered cancelled if the claim is not received by the deadline.

## **Claims must include:**

- An Activity Report (a template is included in the claim submission form).
- A detailed list of eligible expenses including in-kind contributions and cash payments. You do not need to submit proof of payment (receipts) with your claim, but you must 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 or 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

## **New in 2025:**

- **Photos and Testimonial** – successful applicants will be required to provide a brief written testimonial once their project has been completed. Testimonials may be used in program reporting, promotional materials, or shared publicly if funding is awarded. Applicants are encouraged to include 1 to 3 high-quality photos with their testimonial, if possible.
- **Income and Expense Statement** – if an organization chooses to charge an admission fee for an event or activity, it will be required to submit details on the total income generated from such fees against all expenses incurred. If it is determined that fees collected were used to generate profit rather than to cover reasonable event costs, the funding amount may be reduced proportionally or completely withheld. The Program reserves the right to adjust or withhold approved funding based on evidence of unreasonable pricing or profiteering from publicly funded events.

## **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](mailto: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 Province.