

# Knowledge and Technology Transfer Program Guide 2026-2027

B.C. MINISTRY OF AGRICULTURE AND FOOD



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.

# Contents

<b>1. Overview</b> .....	<b>2</b>
Key Dates .....	2
<b>2. Who Can Apply</b> .....	<b>3</b>
Eligible organizations .....	3
Ineligible organizations .....	3
Activity Requirements .....	4
Eligible Activity Types .....	4
Topic Areas .....	5
<b>3. Funding and Costs</b> .....	<b>6</b>
Eligible Costs .....	7
Ineligible Costs.....	8
Funding Summary Table.....	9
Tips to Prepare a Strong Application .....	9
<b>4. Before Applying</b> .....	<b>10</b>
Organization Information .....	10
Knowledge Transfer Activity Information .....	10
Subject Matter Expert Information .....	10
Budget Information .....	11
Required Document .....	11
<b>5. How to Apply</b> .....	<b>12</b>
Step 1: Confirm eligibility.....	12
Step 2: Gather information and documents .....	12
Step 3: Complete online application form.....	12
Step 4: Wait for review .....	13
Step 5: Receive decision.....	13
<b>6. After Applying</b> .....	<b>14</b>
Before the Event .....	14
During the Event.....	14
After the Event .....	15
How Claims Are Reviewed .....	16
Payment.....	16
<b>7. Help and Contact Information</b> .....	<b>17</b>
<b>8. General Terms and Conditions</b> .....	<b>18</b>

# 1. Overview

The Knowledge and Technology Transfer Program (KTTP) helps organizations deliver training and learning activities for B.C. food producers and food processors.

The Program supports activities that build skills, share knowledge, and help producers and processors to adopt best practices, respond to emerging challenges, and remain competitive in changing environmental, production, and market conditions.

Funding can be obtained for various knowledge transfer activities, such as workshops, farm tours, demonstrations, field trials, short courses, etc.

Up to 75% of eligible costs can be paid by the Program, to a maximum of \$7,500 per application. The remaining 25% must be contributed by the applicant through cash or in-kind support. Applications can be submitted via the [Program's webpage](#).

Support is given on a first-come, first-served basis. Funding is limited, so complete applications are approved only while funds remain available. The Ministry may re-open or extend the Program as necessary.

Funding for the 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.

## Key Dates

<b>Applications open</b>	March 4, 2026
<b>Activity window</b>	April 1, 2026 – February 28, 2027
<b>Claim rule</b>	The reimbursement claim must be submitted within 30 days after the last activity.
<b>Final claim deadline</b>	March 5, 2027  If a claim is late, the application will be considered cancelled, and funding will not be paid.
<b>Record retention</b>	All records (e.g., receipts) must be kept until March 31, 2033

## 2. Who Can Apply

### Eligible organizations

An application may be submitted by:

- Industry associations or non-profit organizations that support B.C. agriculture or food processing
- Farmers' Institutes and Women's Institutes
- Municipalities and regional districts
- Indigenous governments, communities, organizations, and economic development corporations<sup>1</sup>

### Ineligible organizations

Applications are **not** accepted from:

- Individual farmers or individual processors
- Private businesses or for-profit companies
- Private training or educational institutions
- K-12 school or school districts

An organization may also be ruled ineligible if:

- The organization's mandate or proposed activity does not match Program priorities
- The organization has no demonstrated capacity to deliver the activity
- Program requirements have not been met in the past

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<sup>1</sup> The Province is committed to supporting the success of Indigenous Peoples and their self-determined priorities for food and agriculture. We understand that Indigenous organizations may have distinct characteristics reflective of regulatory, operational, cultural, and other factors that may impact eligibility. We aim for flexibility in our Program delivery to reduce barriers and ensure accessibility, please email Program Staff with any questions at [Knowledge.Transfer@gov.bc.ca](mailto:Knowledge.Transfer@gov.bc.ca).

## Activity Requirements

All KTCP funded activities must:

- Fit one of the Eligible Activity Types (see next section)
- Take place within the Program activity window (Apr 1, 2026 – Feb 28, 2027)
- Provide useful knowledge or skills that help participants adopt best practices or respond to sector challenges
- Be delivered by a qualified subject matter expert or trained facilitator
- Involve at least 10 B.C. agricultural producers with [Farm Class Status](#) or equivalent, or established B.C. food processors with commercial operations
  - Activities that mainly target recreational growers, the general public, or youth under 19 are not eligible
- Have reasonable and proportional costs based on the size and complexity of the event (number of days, speakers, locations, participants)

The Ministry may adjust costs or decline the proposal if the event budget seems too high for its scale.

## Eligible Activity Types

The Program funds the following types of activities:

<b>Subject Matter Expert Talk</b>	In-person talk or presentation; does not involve hands-on learning <ul style="list-style-type: none"><li>• Speaker costs are capped at <b>\$1,500 per expert</b> (speaker fee, travel, accommodation, honoraria).</li></ul>
<b>Farm or Facility Tour</b>	Guided tours showcasing equipment, operations, or practices
<b>Field Day or Demonstration</b>	On-site demonstrations of tools, techniques, or practices
<b>Field Trial or Research Day</b>	Sharing research findings or trial results directly with producers/processors
<b>Hands-On Workshop</b>	Interactive learning where participants practice new skills
<b>Short Course</b>	Multisession, in-person learning on a specific topic
<b>Webinars</b>	Online training sessions

## Topic Areas

The knowledge transfer activity must fit into one of these topic areas:

- Soil, nutrient, water, air, and biodiversity management
- Climate adaptation and mitigation
- Plant and animal health
- Production extension
- On farm emergency management
- Premises ID and traceability
- Technology adoption
- Business management and development
- Workforce and human resource management
- Food and beverage processing
- Seafood production and processing
- Reconciliation and decolonization
- New entrant skill development (for producers/processors with less than 5 years experience or who intend to start a business)

Funding depends on the Ministry's budget and priorities. Therefore, funding amounts per topic area can vary, and applications in a specific topic area may not always be approved.

### 3. Funding and Costs

The Program provides support for eligible activities by covering:

- **Up to 75% of eligible costs**
- **Up to \$7,500 per application**
- **Up to three applications per applicant per intake (to a maximum of \$15,000 within the same intake)**

**The remaining 25% of costs must be paid by the applicant<sup>2</sup>.** This contribution can be cash or in-kind- support (in the form of staff time, venue, or equipment, for example).

Once the activity is done and a claim is submitted through the Program website, the Program provides a reimbursement.

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<sup>2</sup> The Province may waive the cost-shared requirement for groups who face barriers to the Program, such as groups supporting or run by underserved populations.

# Eligible Costs

These costs can be included in the budget:

## 1. Speaker Costs

- Speaking fees, travel costs<sup>3</sup>, accommodation costs (cost-effective options expected), and honoraria<sup>4</sup>.

**Important:** For Subject Matter Expert Talks, all speaker costs are capped at \$1,500 per expert.

## 2. Facility, Equipment, and Transportation Costs

- Costs to rent event space, tools or equipment needed for the activity, buses or other transport required for tours or field events, etc.

## 3. Advertising and Communications Costs

- Costs to create posters, graphics, online ads, as well as printed or digital materials for participants.

## 4. Accessibility Costs

- Supports that help people attend or participate, such as childcare subsidies, interpreters, translation services, etc.

## 5. Administration Costs

- Costs that include staff wages, volunteer time, bookkeeping, project coordination, etc. The maximum allowable rate for Administration Costs is \$40 per hour.
- If administration costs seem too high or exceed the organization's 25% cost-share contribution, the Ministry may request changes or decline the application.

If the event includes other components (other speakers, ineligible costs, etc.), then costs must be pro-rated. Only include the portion of costs directly related to the proposed KTCP activity.

External contractor costs to facilitate the activity are eligible at the invoiced amount.

Reimbursement requires proof of each cost, such as receipts, paid invoices, or travel records.

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<sup>3</sup> 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 Gov Policy for additional per diem and mileage information at the [Travel Allowances website](#).

<sup>4</sup> An honorarium is a payment given for professional services that are rendered nominally without charge. Honoraria may include cultural protocol (such as small gifts).

## Ineligible Costs

The Program will not cover these costs:

1. Costs for any purchase made before prior approval and contribution agreement
2. Entertainment costs, such as food and beverage for participants or catering<sup>5</sup>
3. Fundraising costs
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. Buying motor vehicles
14. Illegal substances
15. Staff mentoring or coaching
16. Alcohol or cannabis
17. Unreasonable gifts or recognition payments
18. Legal fees and court awards or any other inappropriate or illegal activity
19. Fees for private clubs (unless part of an existing employment benefits package)
20. Capital costs for the construction of a building or purchase of land or buildings
21. High-cost equipment, or equipment intended for operational use, or not directly required by the proposed activity
22. Operational costs not directly tied to delivering proposed activities

The Ministry may decline or adjust funding if costs seem unreasonable, unnecessary, or inappropriate for the scope of the proposed activity.

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

## Funding Summary Table

<b>Program contribution</b>	Up to 75% of eligible costs
<b>Applicant contribution</b>	At least 25% (cash or in-kind)
<b>Maximum per application</b>	\$7,500
<b>Maximum per intake</b>	\$15,000 across up to 3 applications
<b>SME Talk cap</b>	\$1,500 per expert
<b>Admin wage limit</b>	\$40/hour
<b>Mileage rate</b>	\$0.63/km
<b>Claim timing</b>	Within 30 days of last activity

## Tips to Prepare a Strong Application

- ✓ Choose an activity that fits an eligible topic area.
- ✓ Confirm that all experts are qualified to teach the subject matter.
- ✓ Ensure the budget is realistic with proportional costs.
- ✓ Plan how to reach at least 10 producers or processors for the activity.

## 4. Before Applying

Before starting the online application, gather the information and documents listed below.

### Organization Information

- Legal organization name
- Mailing address
- Contact person name and information
- Short description of the organization
- Optional demographic survey
- Details about any previous provincial funding

### Knowledge Transfer Activity Information

Clear details about the proposed activity, such as:

- Activity title
- Description of what will be done
- Location and date(s)
- Eligible topic area
- Eligible activity type
- Expected number of participants
- Skills or knowledge participants will learn
- Expected outcomes or benefits
- Outreach plan (to ensure at least 10 producers or processors attend)

### Subject Matter Expert Information

- Expert's name and contact information
- Description of their expertise
- Professional credentials or certifications
  - For example, for regulated agrology topics, experts must be registrants of the BC Institute of Agrologists (BCIA). See the [BCIA website](#) for more information.

## Budget Information

A clear budget with:

- Detailed eligible costs
- Notes describing each cost
- Details on the 25% cost-share
- List of other partners and what they contribute (cash or in-kind)

Ensure costs are pro-rated if the event includes non-KTTP activities.

## Required Document

- Agenda for the proposed activity (draft is acceptable) that shows the schedule, topics, and speakers.

## 5. How to Apply

Follow these steps to apply online.

### Step 1: Confirm eligibility

Before beginning the application process:

- Make sure the organization is eligible
- Confirm the activity fits an eligible activity type
- Confirm the topic area
- Plan to involve at least 10 B.C. producers or processors
- Make sure the activity will occur Apr 1, 2026 – Feb 28, 2027

For questions about eligibility, email **Knowledge.Transfer@gov.bc.ca**

### Step 2: Gather information and documents

Prepare the following:

- Organization information (legal name, contact details)
- Activity details (title, description, location, dates, topic area)
- Expert information (name, credentials, experience)
- Budget with all eligible costs and cost-share
- List of partners and contributions
- A draft agenda

### Step 3: Complete online application form

When the intake is open:

- Apply online via the [Program webpage](#).
- Sign in using a [BC Services Card](#) or a [BCeID](#).
- Complete all required fields in the online form.
- Upload agenda (required) and any other supporting documents (optional).
- Make sure everything is clear and complete. Incomplete or unclear applications may be declined.
- Submit the form.

## Step 4: Wait for review

Applications are reviewed first-come, first-served.

Reviewers will check:

- Eligibility
- Topic area
- Expert qualifications
- Budget reasonableness based on event complexity
- The organization's capacity to deliver
- Past compliance with Program rules
- Whether the activity aligns with Program Priorities
- Whether the activity duplicates other Ministry-funded work

While applications are reviewed first-come, first-served, priority may be given to activities serving underrepresented groups (e.g., Indigenous peoples, people with disabilities, people of colour, women, gender-diverse people, new entrants, etc.).

## Step 5: Receive decision

The Program will send:

- A Decline Letter if not approved, or
- An Approval Letter and full approval package if approved

Keep the Approval Letter; it includes all steps needed to receive reimbursement.

## 6. After Applying

If approved, follow all rules in this section to receive funding.

### Before the Event

#### Send promotional materials for approval

Before posting or sharing any materials:

- Include all the required logos (the *Sustainable Canadian Agricultural Partnership* logo, *British Columbia* logo, and *Canada* logo) as well as the funding acknowledgement in all promotional materials related to the activity
- Complete the Third-Party Use Form
- Email promotional materials with the completed Third-Party Use Form to **Knowledge.Transfer@gov.bc.ca** for Ministry review and approval
- Approval may take up to 10 business days. Approval by the Ministry must be received before any materials are published

#### Request approval for any changes

Written approval is required before making changes to event dates, locations, speakers, budget, or activity scope.

- If any changes to the proposed activity need to be made, email **Knowledge.Transfer@gov.bc.ca**
- Approval may take up to 10 business days
- Changes made without approval may result in reduced or denied reimbursement

### During the Event

- Deliver the activity on the approved dates and at the approved location
- Allow Ministry staff to attend the event for free if requested
- Capture 1–3 high-quality photos of the event (make sure participants have given consent for photos)
- Distribute the Ministry's post-event survey using the link or QR code provided

These steps are required for reimbursement.

## After the Event

### Submit the reimbursement claim

Claims must be submitted:

- Within **30 days** after the final activity
- No later than **March 5, 2027**

Late submissions will result in cancellation of the application.

The claim must include:

- Project results
- Total number of participants
- Number of B.C. producers/processors
- Confirmation that the provided post-event survey was shared via link or QR code
- List of eligible costs
- Details on the 25% cost-share (cash or in-kind)
- Supporting documents:
  - Income & expense statement (only if an admission fee was charged)
  - 1-3 event photos
  - 1-3 promotional materials (posters, websites, social posts)

Proof of payment (receipts) does not need to be submitted with the claim, but records related to the activity must be kept until **March 31, 2033** for audit purposes.

Examples include:

- Receipts
- Copy of the cheque that was cleared or cashed
- Copy of the cheque written and a printout of 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
- Invoice showing a 'zero' balance owing

- Copy of the general ledger showing payment
- Copy of a money order or bank draft

## How Claims Are Reviewed

The Ministry checks:

- Costs are eligible
- Costs match approved budget
- Administration costs are reasonable
- All delivery rules are met
- Profits from admission fees are not excessive

The Ministry may reduce or deny a reimbursement claim if:

- Costs appear too high
- Rules were not followed
- Activities differ from what was approved

## Payment

Payments are made by direct deposit or cheque.

To set up direct deposit:

- Complete the [Direct Deposit Form \(FIN-312\)](#)
- Attach a void cheque or bank proof
- Email to **CSNRsupplierrequests@gov.bc.ca**

Setting up direct deposit may take up to 8 weeks.

## 7. Help and Contact Information

If questions arise at any point in the process, get help from the KTTT Team or AgriService BC.

**Program Email (Main Support Line): [Knowledge.Transfer@gov.bc.ca](mailto:Knowledge.Transfer@gov.bc.ca)**

Include the KTTT file number in every email. This helps staff respond faster.

**Phone Support (AgriService BC): 1-888-221-7141**

Ask for Knowledge and Technology Transfer Program support

**Program Webpage:** [Knowledge Transfer Program - Province of British Columbia](#)

The Program webpage includes:

- Online application form (when intake is open)
- Online claim form
- Updates about the Program
- Templates and other resources

## **8. 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. Where required, this information may also be shared with the Government of Canada for the purposes of meeting federal funding, reporting, audit, and accountability obligations associated with this program. Further information about the collection or use of this information may be obtained by contacting Andrea Hoerger, Director of Program Delivery and Design Services, Andrea.Hoerger@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.