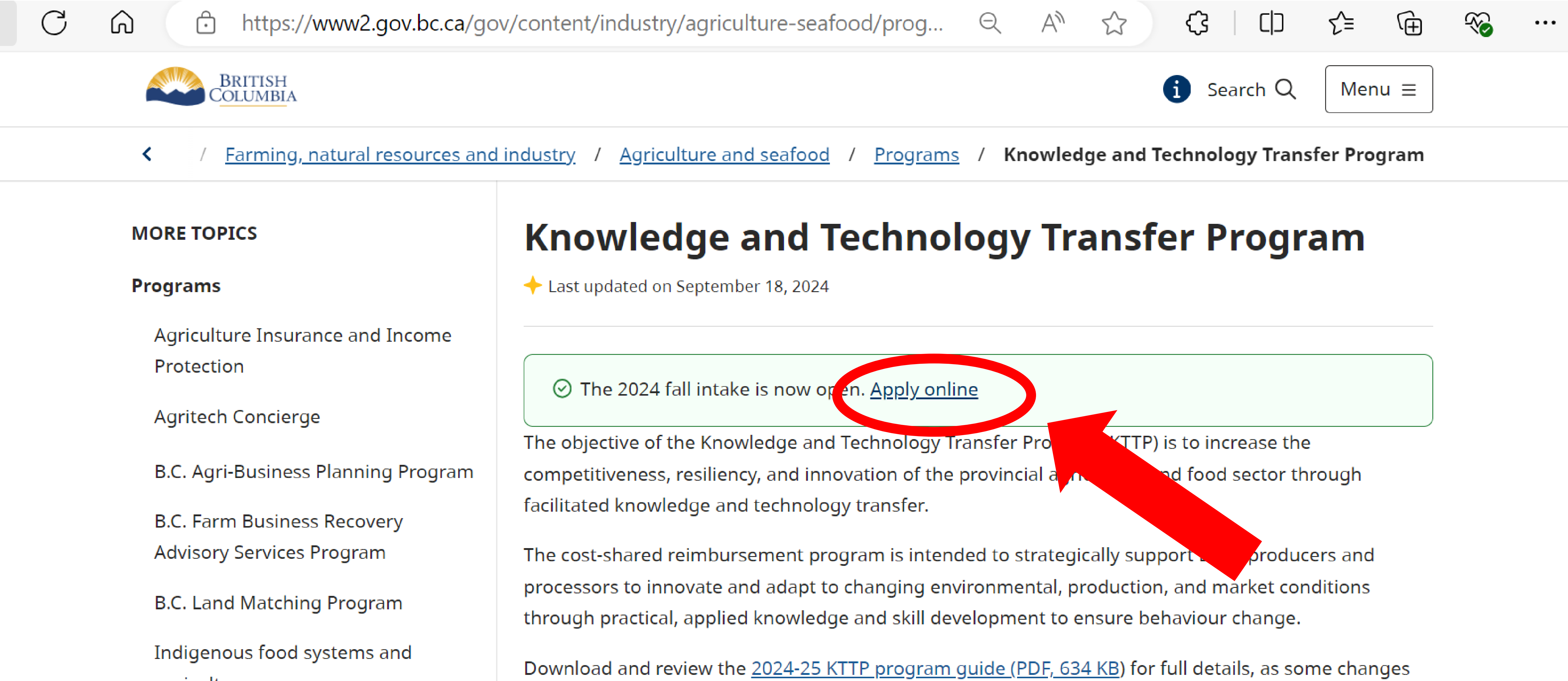
HOW TO SUBMIT KTTP CLAIMS ONLINE

Last updated Dec 3, 2024

1 To submit your KTTP claim, go to **https://af-pods.powerappsportals.com/** or go to the **KTTP page** and click “Apply online”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Indigenous food systems and

Knowledge and Technology Transfer Program

Last updated on September 18, 2024

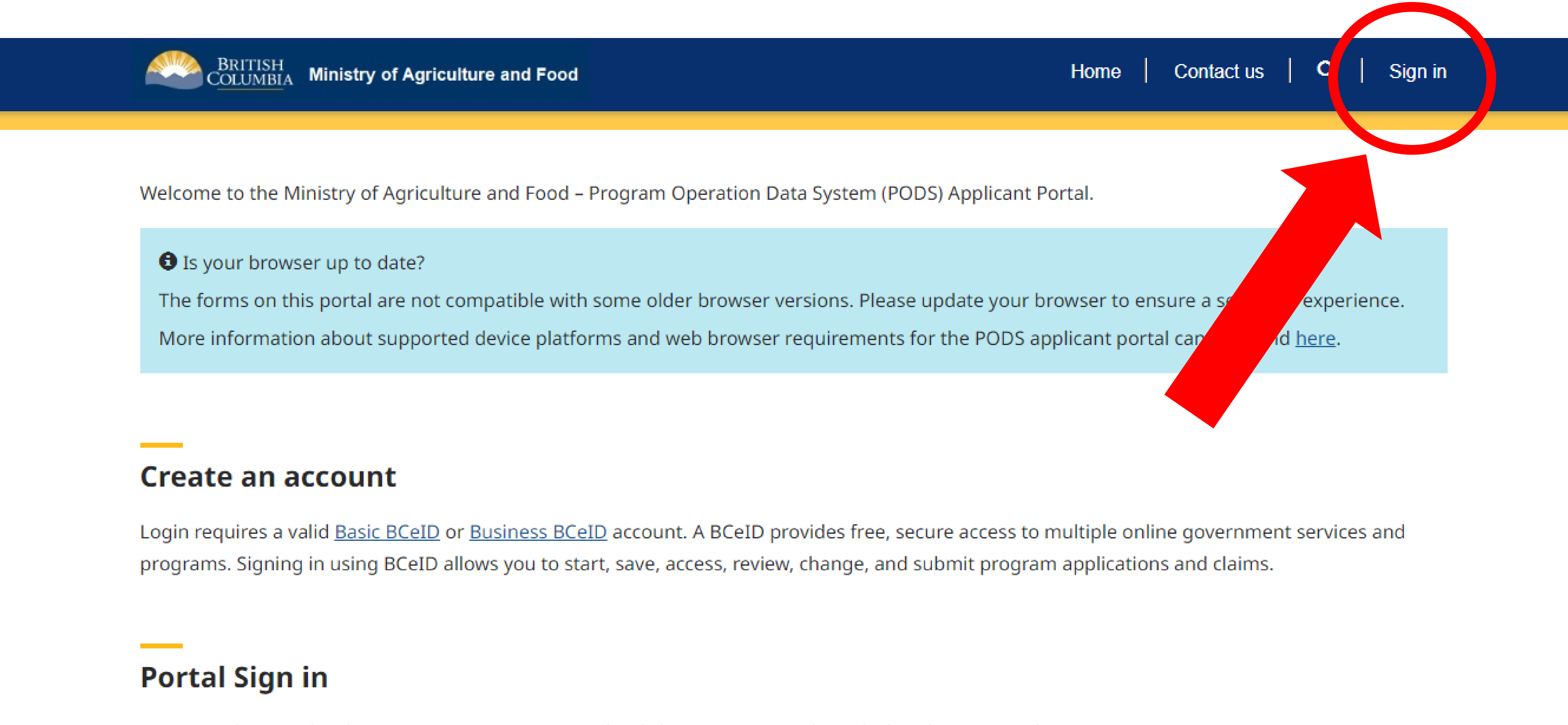
The 2024 fall intake is now open. Apply online

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

The cost-shared reimbursement program is intended to strategically support producers and processors to innovate and adapt to changing environmental, production, and market conditions through practical, applied knowledge and skill development to ensure behaviour change.

Download and review the 2024-25 KTTP program guide (PDF, 634 KB) for full details, as some changes

2 Sign-in to PODS



Welcome to the Ministry of Agriculture and Food – Program Operation Data System (PODS) Applicant Portal.

Is your browser up to date?

The forms on this portal are not compatible with some older browser versions. Please update your browser to ensure a s experience.

More information about supported device platforms and web browser requirements for the PODS applicant portal can d here.

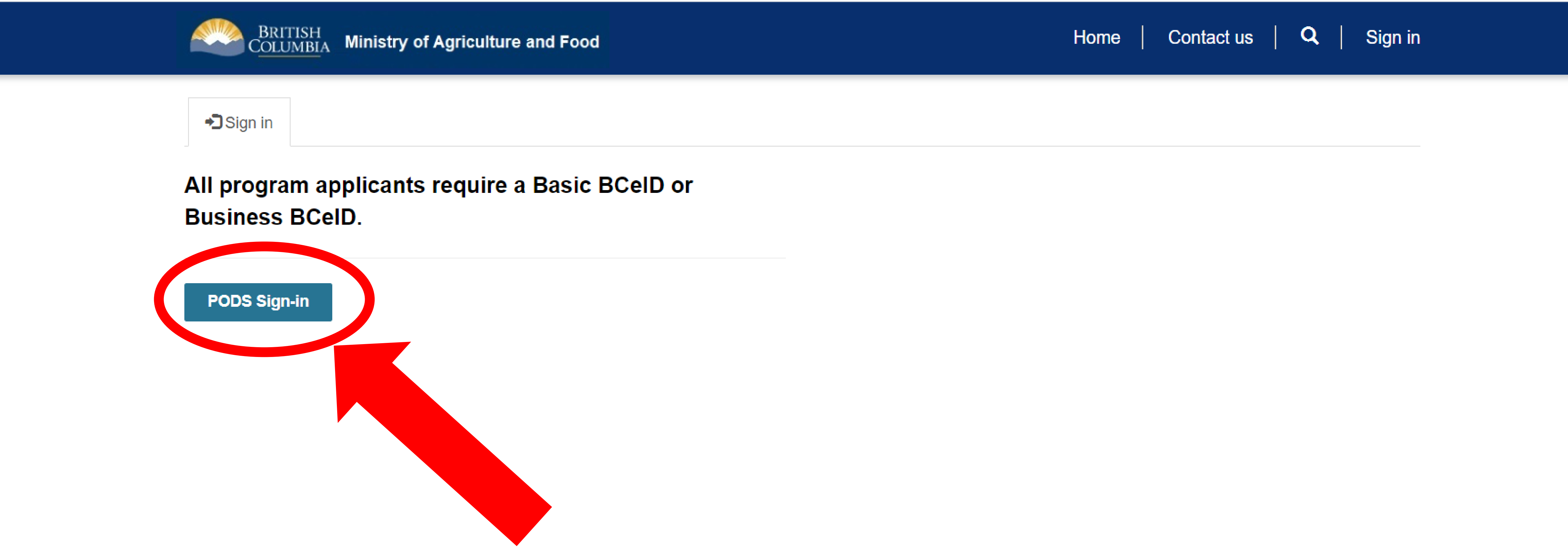
Create an account

Login requires a valid Basic BCeID or Business BCeID account. A BCeID provides free, secure access to multiple online government services and programs. Signing in using BCeID allows you to start, save, access, review, change, and submit program applications and claims.

Portal Sign in

2

Sign-in to PODS



All program applicants require a Basic BCeID or Business BCeID.

British Columbia
Ministry of Agriculture and Food
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Sign in
Sign in
PODS Sign-in

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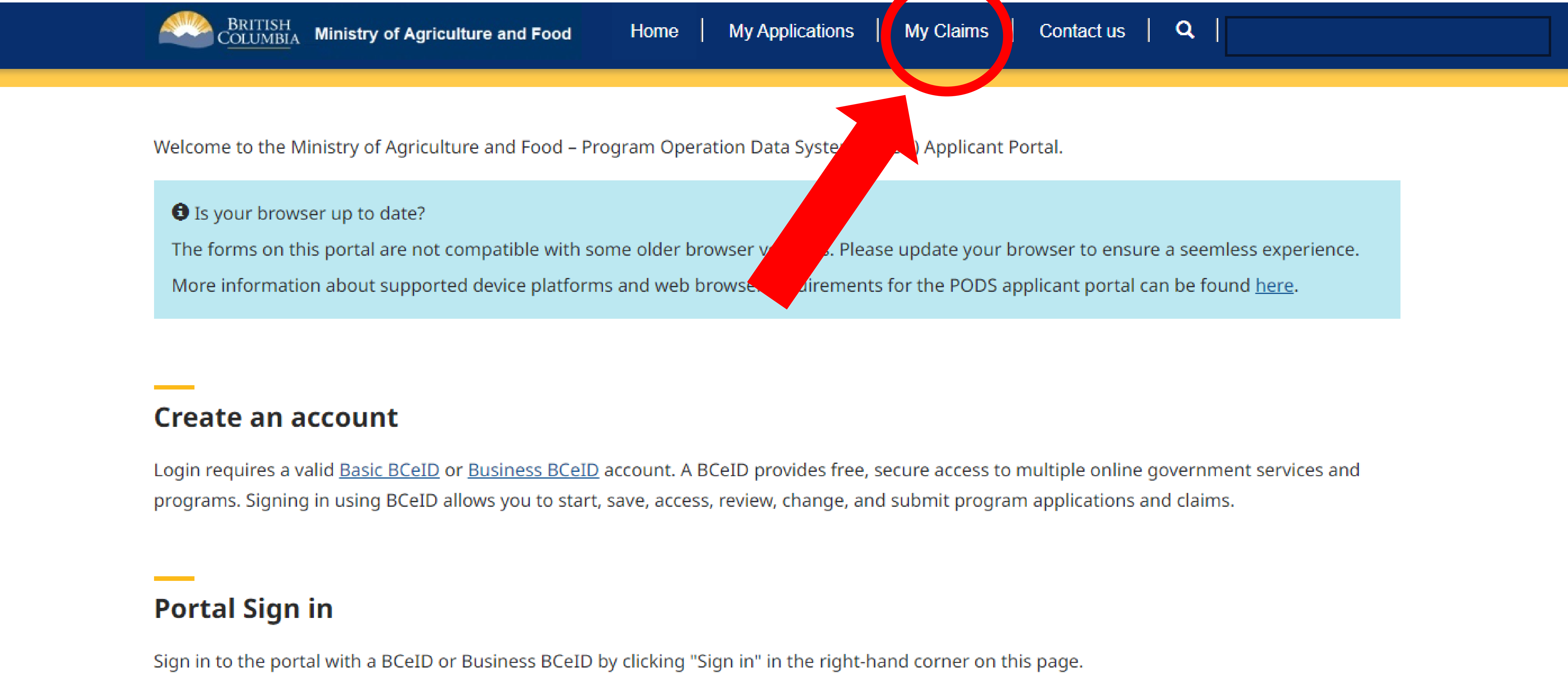
Go to “My Claims”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Portal Sign in

Sign in to the portal with a BCeID or Business BCeID by clicking "Sign in" in the right-hand corner on this page.

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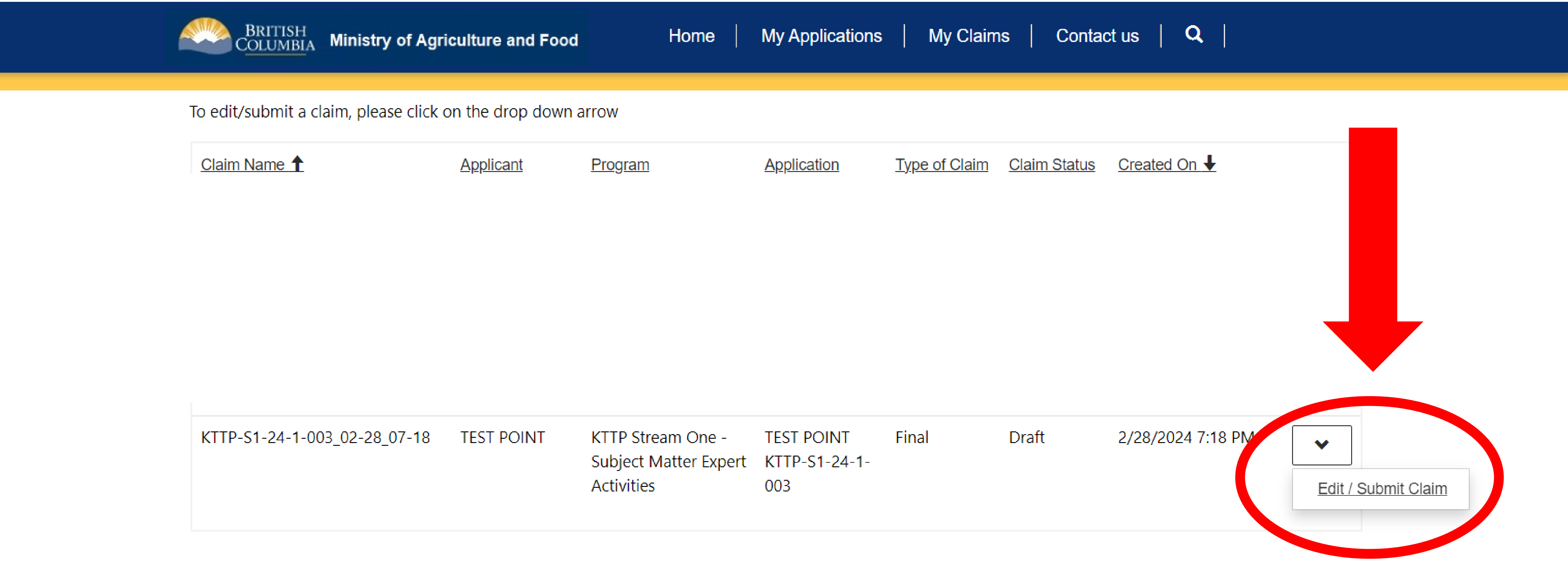
Select “Edit/Submit” on your claim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Home
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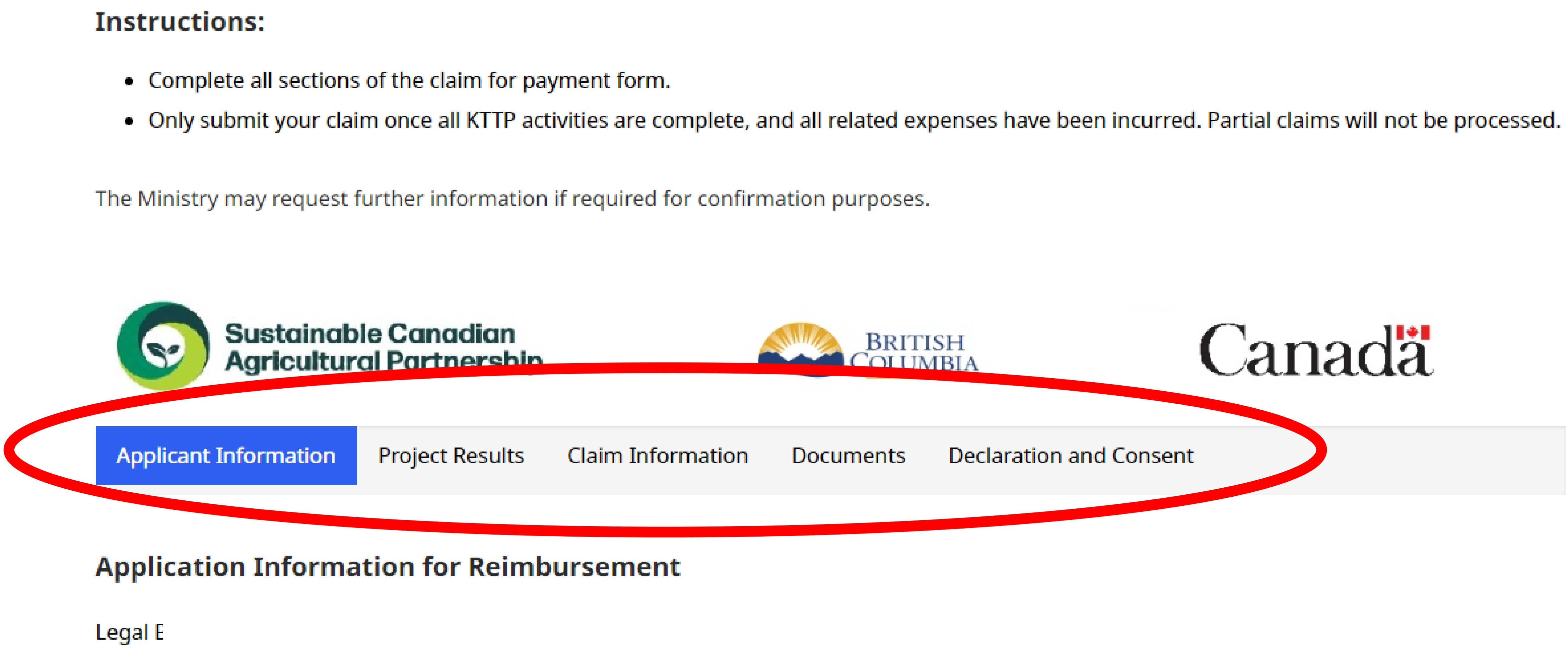
Edit / Submit Claim

To edit/submit a claim, please click on the drop down arrow

Claim Name ↑	Applicant	Program	Application	Type of Claim	Claim Status	Created On ↓
KTTP-S1-24-1-003_02-28_07-18	TEST POINT	KTTP Stream One - Subject Matter Expert Activities	TEST POINT KTTP-S1-24-1-003	Final	Draft	2/28/2024 7:18 PM

5 There are five steps to submit a claim: Applicant Information, Project Results, Claim Information, Documents, and Declaration and Consent.



Instructions:

- Complete all sections of the claim for payment form.
- Only submit your claim once all KTTP activities are complete, and all related expenses have been incurred. Partial claims will not be processed.

The Ministry may request further information if required for confirmation purposes.

Sustainable Canadian Agricultural Partnership
BRITISH COLUMBIA
Canada
Applicant Information
Project Results
Claim Information
Documents
Declaration and Consent

Application Information for Reimbursement

Legal E

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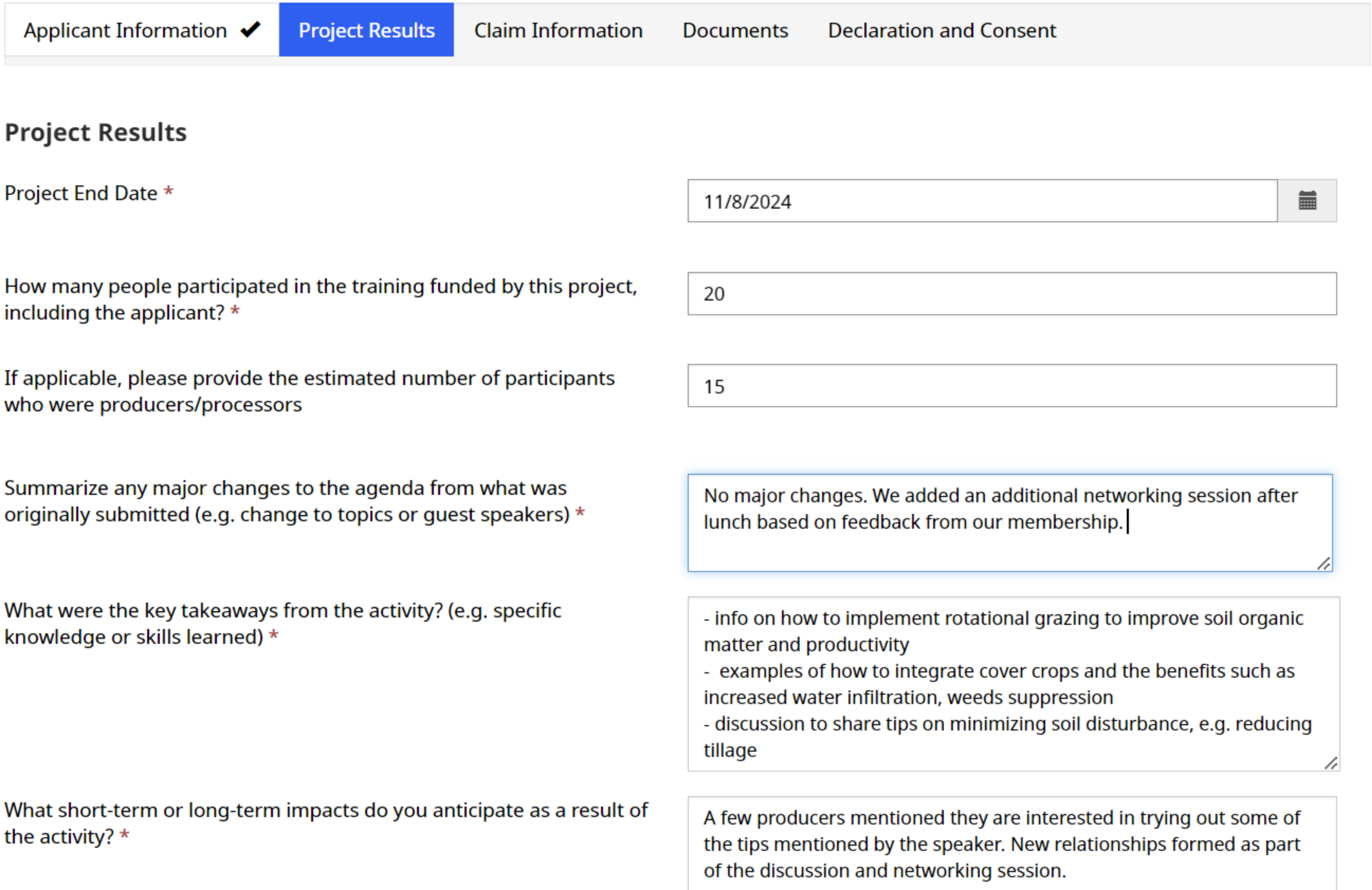
New as of Nov 2024: Submit project report directly in the claim form. This replaces the previous C1 Activity Report template.



Project Results

Project End Date *	11/8/2024
How many people participated in the training funded by this project, including the applicant? *	20
If applicable, please provide the estimated number of participants who were producers/processors	15
Summarize any major changes to the agenda from what was originally submitted (e.g. change to topics or guest speakers) *	No major changes. We added an additional networking session after lunch based on feedback from our membership.
What were the key takeaways from the activity? (e.g. specific knowledge or skills learned) *	- info on how to implement rotational grazing to improve soil organic matter and productivity - examples of how to integrate cover crops and the benefits such as increased water infiltration, weeds suppression - discussion to share tips on minimizing soil disturbance, e.g. reducing tillage
What short-term or long-term impacts do you anticipate as a result of the activity? *	A few producers mentioned they are interested in trying out some of the tips mentioned by the speaker. New relationships formed as part of the discussion and networking session.

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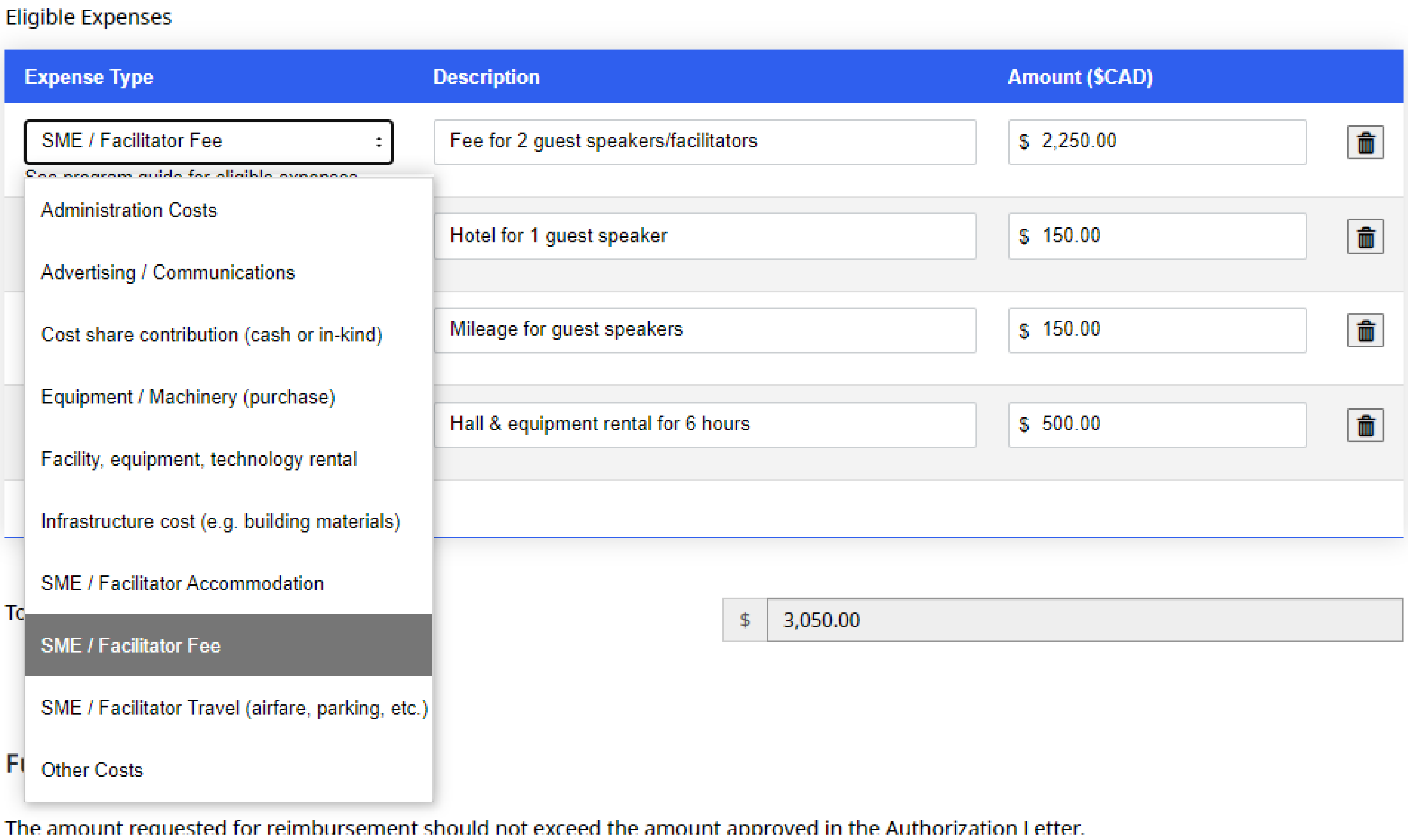
Enter short description and amount for each expense type. You do not need to upload copies of receipts.



Eligible Expenses

Expense Type	Description	Amount ($CAD)
SME / Facilitator Fee	Fee for 2 guest speakers/facilitators	$ 2,250.00
	Hotel for 1 guest speaker	$ 150.00
	Mileage for guest speakers	$ 150.00
	Hall & equipment rental for 6 hours	$ 500.00

See program guide for eligible expenses

Administration Costs
Advertising / Communications
Cost share contribution (cash or in-kind)
Equipment / Machinery (purchase)
Facility, equipment, technology rental
Infrastructure cost (e.g. building materials)
SME / Facilitator Accommodation
SME / Facilitator Fee
SME / Facilitator Travel (airfare, parking, etc.)
Other Costs

To $ 3,050.00

Fu

The amount requested for reimbursement should not exceed the amount approved in the Authorization Letter.

PODS support:
PODS@gov.bc.ca

Program support:
knowledge.transfer@gov.bc.ca

Sustainable Canadian Agricultural Partnership

British Columbia

Canada

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.