

# BC TRACEABILITY KNOWLEDGE TRANSFER PROGRAM

## Application Form

The Traceability Knowledge Transfer (TKT) program is funded under the *Canadian Agricultural Partnership* and administered by the Ministry of Agriculture, Food and Fisheries (AFF). Program funding is available to **agriculture, food and seafood industry organizations** for the purpose of educating their membership about traceability systems, practices, infrastructure and technologies.

Eligible Activities include:

- Subject Matter Experts (SMEs) for Knowledge Development (up to 100% of activity or event costs or a maximum of \$1,500).

SME activities include, but are not limited to, attending and presenting at:

- Conferences
- Events
- AGMs
- Community Meetings

**Note: Livestock sector** activities or events must include a discussion of **premises identification (ID)**. Registration with the [BC Premises ID Program](#) will be mandatory for BC livestock operators in 2022. BC Premises ID registration forms and brochures must be made available to event attendees.

To receive reimbursement for eligible expenses, applicants are required to complete a reimbursement package that includes the following:

1. Reimbursement form
2. Program evaluation
3. Proof of expenditure documentation

Funding is limited and is available on a first-come, first-served basis. The TKT program may be discontinued without notice. Program funding must be acknowledged using the appropriate *Canadian Agricultural Partnership* standards, which will be provided to successful applicants. For confirmation and evaluation purposes, AFF staff must be allowed access to the event.

Please forward a completed, signed application form and supporting documentation to:

**Crystal Chan**  
BC Ministry of Agriculture, Food and Fisheries  
1767 Angus Campbell Road  
Abbotsford, BC V3G 2M3  
[Crystal.Chan@gov.bc.ca](mailto:Crystal.Chan@gov.bc.ca)



## Applicant Information

Legal Industry Organization Name:

Business Registration Number *(if applicable)*:

Contact Name:

Email:

Mailing Address:

Telephone:

## Organization Background

*Please provide a brief background outlining your group's objectives, history, size, commodity, geographical area, and/or other information that will help provide background.*

## Activity Information

Name of Event:

Date of Event:

Venue/ Event Location:

Number of Attendees Expected at the Event:

Subject Matter Expert (SME) Name:

SME Biography *(Please provide background and credentials that illustrate why this speaker is qualified to present on the topic of traceability):*

## Subject Matter Expert Contact Information

Phone Number:

Email:

## Topic

- General traceability
- Livestock traceability
- Traceability in food production
- Traceability in food processing
- Other (please describe): \_\_\_\_\_

**Note: Livestock sector** activities or events must include a discussion of **premises identification (ID)**. Registration with the BC Premises ID Program will be mandatory for BC livestock operators in 2022. BC Premises ID registration forms and brochures must be made available to event attendees.

## General Description

*Please provide a brief description of the proposed speaking event.*

**Estimated Budget**

*Please provide a partial budget outlining:*

- **SME Expenses:** speaker fee, transportation / travel costs, lodging, etc.
- **Other Expenses:** facility / equipment rental, etc.

Eligible Expense	Estimated Cost (\$)	Requested Funds (\$)
SME Fee		
SME Travel (airfare, parking etc.)		
SME Lodging		
Facility and Equipment Rental		
Advertising and Communications (handouts)		
Recipient Administration Costs <i>(must not exceed 10% of total project costs)</i>		
<b>Total</b>		

**Other Source of Funding**

*Please identify any other sources of funding being provided to support the traceability SME to attend this event.*

Name of Organization:	
Total Funding Provided:	

## ELIGIBLE COSTS:

1. **SME Speaker Fee** – the fee that a traceability SME will charge your organization to speak at your event. In order to be eligible for reimbursement through this program, the organization must provide to the Province a paid invoice from the speaker as supporting documentation.
2. **SME Travel Costs** – the costs associated with the SME's travel to and from the event. These costs must be supported by receipts and/or travel claim documentation such as vehicle mileage records if applicable. Note: the maximum mileage rate that may be reimbursed by the Province is \$0.55/km. If a mileage rate is chosen as the reimbursement method, fuel costs are ineligible as the mileage rate includes this cost.
3. **SME Lodging** – the costs associated with the SME's lodging/ accommodation while participating in the event. Note: it is expected that organizations will ensure that speakers select the most cost-effective accommodations available to meet business requirements, considering the basic room cost and any supplementary costs (e.g. internet access, parking, etc.). In order to be eligible for reimbursement, these costs must be supported by receipts.
4. **Facility and Equipment Rental** – the costs associated with a facility and the equipment necessary to deliver the knowledge transfer event. Note: if the event includes other activities and/or speakers that are not supported through this program, these costs should be appropriately pro-rated. In order to be eligible for reimbursement, these costs must be supported by receipts or paid invoices.
5. **Advertising and Communications (including handout materials)** – the costs associated with promoting the event and providing event participants with materials related to the speaker(s) and topic. Note: if the event includes other activities and/or speakers that are not supported through this program, these costs should be appropriately pro-rated. In order to be eligible for reimbursement, these costs must be supported by receipts.
6. **Recipient Administration Costs** – the costs that your organization incurs in order to facilitate the knowledge transfer event. Costs may include project management costs, bookkeeping costs, and/or employee wages. Note: if the event includes other activities and/or speakers that are not supported through this program, these costs should be appropriately pro-rated. In order 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 budget/expenditure.

## **INELIGIBLE COSTS**

- Costs associated with fundraising activities
- Canada Revenue Agency or payroll penalties
- Parking tickets
- Fines or penalties
- Entertainment costs including food and beverage for event participants
- Depreciation on fixed assets
- Board membership fees
- Purchase of motor vehicles
- Purchase of any illegal substances
- Staff mentor and/or coaching costs
- Purchase of alcoholic beverages or cannabis under any circumstances
- Unreasonable gifts or unreasonable payments for recognition
- Legal fees and court awards for inappropriate dismissal or other inappropriate/illegal activity
- Membership fees for private clubs, etc. (golf clubs, gyms, etc.) unless part of existing (non-monetary) employment benefits package
- Capital costs for the construction of a building (other than minor repairs or renovations) or the purchase of land or buildings

## **PROOF OF PAYMENT**

To receive reimbursement, applicants must provide acceptable proof of payment for expenses claimed.

Proof of payment examples include:

- Copy of the cancelled cheque
- Invoice showing a 'zero' balance owing
- Receipt
- Copy of the general ledger showing payment
- Copy of a money order or bank draft
- Copy of the cheque written and a print-out 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)

**FOR PROGRAM USE ONLY:**

**Status of Application:**

- Approved
- Not Approved

<b>Signature of Approval Personnel</b>	
<b>Name of Approval Personnel</b>	
<b>Date of Approval</b>	
<b>File Number</b>	