

SUSTAINABLE CANADIAN AGRICULTURAL PARTNERSHIP
APPLICATION FORM FOR THE YUKON

Instructions:

- Review terms and conditions and use the application checklist. (see last page)
- Take note of applicant categories and application deadlines.
- Complete and sign this form.
- Attach mandatory and required documents.
- Submit application package (form with attached documents) by:
 Email: emr-sustainablecap@yukon.ca
 Fax: 867-393-6222
 Mail: Agriculture Branch, Government of Yukon
 Box 2703 (K320A) Whitehorse, YT Y1A 2C6
 In-person: Room 320 at 300 Main St, Elijah Smith Building, Whitehorse.
- Application packages are accepted monthly. Submit your application by the first Friday of each month.

Applicant information

Name of farm, business or organization		Primary contact name	
Phone	Email		
Mailing address			
Website			

Applicant category

To be completed by all applicants.

Commercial	New entrants and small businesses	Non-profit organizations, governments and institutions				
<input type="checkbox"/> Producer <input type="checkbox"/> Processor <input type="checkbox"/> Retailer/wholesaler <input type="checkbox"/> Service provider	<input type="checkbox"/> Producer <input type="checkbox"/> Processor <input type="checkbox"/> Retailer/wholesaler <input type="checkbox"/> Service provider	<input type="checkbox"/> Non-profit organization <input type="checkbox"/> First Nation organization <input type="checkbox"/> Educational institution/research body <input type="checkbox"/> First Nation government <input type="checkbox"/> Territorial government <input type="checkbox"/> Municipal government				
If you are applying as a commercial entity or an organization, do you have a Board of Directors? <input type="checkbox"/> Yes <input type="checkbox"/> No						
If no, is your business or organization majority owned (50 per cent or more) by one or more of the following groups? (Select all that apply) <table style="width: 100%; border: none;"> <tr> <td style="width: 50%; vertical-align: top;"> <input type="checkbox"/> Indigenous Peoples: <input type="checkbox"/> First Nations <input type="checkbox"/> Métis <input type="checkbox"/> Inuit <input type="checkbox"/> Unknown/unsure </td> <td style="width: 50%; vertical-align: top;"> <input type="checkbox"/> Women <input type="checkbox"/> Youth (under 40) <input type="checkbox"/> Not applicable <input type="checkbox"/> Decline to identify </td> </tr> </table>		<input type="checkbox"/> Indigenous Peoples: <input type="checkbox"/> First Nations <input type="checkbox"/> Métis <input type="checkbox"/> Inuit <input type="checkbox"/> Unknown/unsure	<input type="checkbox"/> Women <input type="checkbox"/> Youth (under 40) <input type="checkbox"/> Not applicable <input type="checkbox"/> Decline to identify	If yes, does your Board of Directors have a diverse composition with significant representation (30 per cent or more) from one or more of the following groups? (Select all that apply) <table style="width: 100%; border: none;"> <tr> <td style="width: 50%; vertical-align: top;"> <input type="checkbox"/> Indigenous Peoples: <input type="checkbox"/> First Nations <input type="checkbox"/> Métis <input type="checkbox"/> Inuit <input type="checkbox"/> Unknown/unsure </td> <td style="width: 50%; vertical-align: top;"> <input type="checkbox"/> Women <input type="checkbox"/> Youth (under 40) <input type="checkbox"/> Not applicable <input type="checkbox"/> Decline to identify </td> </tr> </table>	<input type="checkbox"/> Indigenous Peoples: <input type="checkbox"/> First Nations <input type="checkbox"/> Métis <input type="checkbox"/> Inuit <input type="checkbox"/> Unknown/unsure	<input type="checkbox"/> Women <input type="checkbox"/> Youth (under 40) <input type="checkbox"/> Not applicable <input type="checkbox"/> Decline to identify
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Business/organization information**To be completed by all applicants except governments.**

Registry number on Yukon Corporate Registry (YCOR). Must be active status.

Are you enrolled in AgriStability? (farm businesses only) ☐ Yes ☐ No

Did you report at least \$15,000 in farm or business revenue to the Canada Revenue Agency (CRA) in the previous tax year?

☐ Yes If yes, provide one of the following:

CRA business number:

Goods and Services Tax (GST) number:

☐ No (If you check this box, you will be considered a new entrant or small business applicant.)**Farm information****To be completed where applicable.**

Farm location address

Nearest community

Distance from nearest community

Environmental Farm Plan exists?

☐ Yes If yes, date approved: YYYY/MM/DD ☐ No

Premise identification number

Total acreage of farm

Amount of acreage currently in production

List of products grown or raised:

List annual production amount (estimated quantity) from the previous two years:

List sale mechanisms (i.e. farm gate, CSA, farmers market and/or retail) used:

Farm, business or organization description**To be completed by all applicants. Provide information where applicable and appropriate.**

Describe role of farm, business or organization in relation to primary agriculture

Number of employees

Years in operation

List and describe agriculture-related training/experience/expertise:

(Attach separate sheets as needed. ☐ See attached.)Have you applied with the Government of Yukon for funding under the Canadian Agricultural Partnership program (2018-2023) or Sustainable CAP's program (2023-2028) in the last five years? ☐ Yes ☐ NoIf yes, did you receive funding from either CAP or Sustainable CAP programs? ☐ Yes ☐ No

Project information
To be completed by all applicants.

Project title

Project timelines

Project start date: YYYY/MM/DD

Project end date: YYYY/MM/DD

Project details

Provide a comprehensive description of your project and include information where applicable and appropriate.

Objectives (describe what you want to accomplish):

(Attach separate sheets as needed. ☐ See attached.)

Reasons (describe the need for this project):

(Attach separate sheets as needed. ☐ See attached.)

Describe or attach technical information (site plans, drawings, etc.):

(Attach separate sheets as needed. ☐ See attached.)

Outline or attach agendas for eligible events (workshops, conferences, etc.) and learning plans for internships/mentorships activities:

(Attach separate sheets as needed. ☐ See attached.)

Work plan**Provide a description of all activities to be done to meet project objectives.**

Add extra pages as necessary and attach to this application.

Project activity	Description	Timeline

Does the project require any environmental assessment or regulatory approvals/permits? ☐ Yes ☐ No

If yes, list what is required and its status (not yet submitted, under review, approved):

(Attach separate sheets as needed. ☐ See attached.)

Identify the land where project activities are taking place:

☐ Titled land ☐ Leased land ☐ An agreement for sale ☐ Not applicableIf on leased land, provide a copy of the lease agreement. ☐ Attached**Note:** Projects on an agreement for sale are not eligible for funding.

Identify the zoning of the land where the activities are taking place

☐ Agriculture ☐ Rural residential ☐ Unknown ☐ Not applicable ☐ Other: _____

Describe how this project will impact your farm, business or organization.

(Attach separate sheets as needed. ☐ See attached.)

Explain how this project will generate benefits for the local agriculture industry.

(Attach separate sheets as needed. ☐ See attached.)

Explain how this project will generate benefits for the local community and Yukon public, if applicable.

(Attach separate sheets as needed. ☐ See attached.)

Do you have letters of support from the Yukon agriculture industry or local community for this project, where applicable? ☐ Attached letters of support

Will any of the following groups directly benefit* from the project's activities? (Select all that apply)

- | | |
|--|--|
| <input type="checkbox"/> Indigenous Peoples: | <input type="checkbox"/> Women |
| <input type="checkbox"/> First Nations | <input type="checkbox"/> Youth |
| <input type="checkbox"/> Métis | <input type="checkbox"/> Not applicable |
| <input type="checkbox"/> Inuit | <input type="checkbox"/> Decline to identify |
| <input type="checkbox"/> Unknown/unsure | |

*For example, those who receive training or a service, those who attend a workshop or event, etc. Do not include direct funding recipients.

Project costs and funding sources*

Instructions:

- Review the [funding conditions and limits](#) that exist per applicant category. There are limits to the total amount of funding you can request for your project depending on the applicant category you selected above.
- Review the [additional eligibility criteria](#) that exist for certain eligible activities when building your project costs.
- Complete the table below and provide an itemized budget for this project, including, but not limited to, salaries, honorariums, travel, equipment, capital expenditures, materials and supplies.
- If you are applying or receiving funding for this project from other government sources (federal, territorial or municipal) include this information below.
- In-kind contributions are not eligible for funding.
- Add extra pages as necessary and attach to this application.

***Note: For projects with capital items:** commercial and new entrants/small businesses applicants are required to contribute in cash at least 25 per cent of the total cost of the capital items, exclusive of any government funding.

Project costs		Funding sources				
Item description	Item cost (exclude GST**)	Sustainable CAP	Applicant cash contribution*	Other sources of funding		
		Amount requested	Amount	Source	Amount requested	Confirmed
	\$	\$	\$		\$	<input type="checkbox"/> Yes <input type="checkbox"/> No
	\$	\$	\$		\$	<input type="checkbox"/> Yes <input type="checkbox"/> No
	\$	\$	\$		\$	<input type="checkbox"/> Yes <input type="checkbox"/> No
	\$	\$	\$		\$	<input type="checkbox"/> Yes <input type="checkbox"/> No
	\$	\$	\$		\$	<input type="checkbox"/> Yes <input type="checkbox"/> No
	\$	\$	\$		\$	<input type="checkbox"/> Yes <input type="checkbox"/> No
	\$	\$	\$		\$	<input type="checkbox"/> Yes <input type="checkbox"/> No
	\$	\$	\$		\$	<input type="checkbox"/> Yes <input type="checkbox"/> No
	\$	\$	\$		\$	<input type="checkbox"/> Yes <input type="checkbox"/> No
**If you are a non-profit organization applicant, add 2.5 per cent GST.	\$					
Totals per column	\$	\$	\$		\$	

Required documents

These documents must be included in the application package, as applicable.

For any application:

- ☐ A copy of the lease agreement, if leasing land
- ☐ Letters of support
- ☐ Technical information (site plans, drawings, etc.)
- ☐ Learning plans for internships /mentorships activities
- ☐ Agendas for eligible events (workshops, conferences, etc.)
- ☐ Quotes for equipment or materials
- ☐ Quotes for consultants and contractors
- ☐ Consultant's qualifications

Refer to the [additional criteria for eligible activities document](#) for additional required documents per eligible activity

For major projects over \$125,000:

- ☐ A business plan or financial assessment;
- ☐ Confirmation of financial contributions from project partners;
- ☐ Letters of support from industry and community; and
- ☐ Other relevant documents, where applicable.

Declaration and signature

I declare that the information contained in this form and in documents contained in the application package are complete and true in all respects to the best of my knowledge.

I have read, understand and agree to Sustainable CAP's program terms and conditions as outlined on this form, in the [additional criteria for eligible activities document](#) and on the webpage at Yukon.ca/SustainableCAP.

I understand that any project-related activities and items started and any project-related expenses incurred before a Transfer Payment Agreement is signed with the Government of Yukon are my responsibility and are not eligible for funding under Sustainable CAP and its program.

Applicant name [print]:

Title:

Applicant signature:

Date

YYYY/MM/DD

To be completed by Government of Yukon

Application status: ☐ Approved ☐ Not approved ☐ Withdrawn or cancelled

Project start date

YYYY/MM/DD

Project end date

YYYY/MM/DD

Total project cost

\$

Amount of SCAP funding requested

\$

Funding amount approved

\$

Stacked funding

☐ Yes ☐ No

Sustainable CAP designated program

Sustainable CAP sub-program

Agriculture Branch - Program Manager name

Terms and conditions

Sustainable CAP is a five-year cost-shared program funded by the governments of Canada and Yukon. Sustainable CAP's program eligibility criteria and terms and conditions are subject to revision and may change or end at any time.

Program conditions

Eligible activities: For a list of eligible and ineligible activities, refer to Yukon.ca/SustainableCAP. Some eligible activities must meet certain conditions and criteria to receive funding. Refer to Sustainable CAP's [additional criteria for eligible activities document](#).

Eligible applicants: There are three categories of applicants eligible for funding under Sustainable CAP's program. View the applicant categories at Yukon.ca/SustainableCAP.

Family members: An applicant and their immediate family members are considered as 1 applicant and recipient.

If they are involved or operate the same:

- farm;
- company;
- corporation; or
- partnership.

Impartiality and conflicts of interest: An applicant whose project has been approved for funding is required to prevent and avoid conflicts of interest when implementing their project. This includes only purchasing goods and services from businesses that are at arm's length from the applicant.

At arm's length means that there is no immediate family member(s) of the applicant (connected by blood relationship, adoption, marriage or common law partnership), no business affiliates of the applicant or any other individuals controlled in any way by the applicant connected to the businesses used or involved in implementing the project.

Funding conditions and limits

- **Per applicant:** Sustainable CAP and its program imposes certain funding conditions on certain types of applicants. Review the conditions and limits per applicant type at Yukon.ca/SustainableCAP.
- **Per eligible activity:** There are funding limits for certain eligible activities or for certain applicants per activity. Refer to Sustainable CAP's [additional criteria for eligible activities document](#) for a full overview of funding limits.

Transfer Payment Agreement (TPA):

Successful applicants are required to sign a Transfer Payment Agreement with the Government of Yukon.

Applicants with approved projects cannot start any project-related activities or incur any project-related costs until the effective date of the TPA.

Any project-related activities started and project-related expenses incurred before the effective date of the TPA are not eligible for funding under Sustainable CAP and are the applicant's responsibility.

Receipts and invoices: Receipts and invoices submitted for payments as described in the Transfer Payment Agreement must be legible, itemized and include: purchase date, purchaser name, retailer/ supplier name, brands and model numbers of items purchased, description and cost. Where applicable, supplied invoices must include the applicant's name on this form. Payment will be made to the applicant identified on this form. Final project payment will only be issued upon submission of all receipts and invoices for the completed project.

Program lifetime: Sustainable CAP is effective from April 1, 2023 to March 31, 2028. The program expires on March 31, 2028.

Limits to program: The Government of Yukon does not approve funding for an amount that is more than the value of the total project or of individual products or services.

A certain amount of funding is allocated to Sustainable CAP per fiscal year. Applications will be approved subject to available funding for that fiscal year.

Where applicants reach their cumulative funding maximum over the lifetime of the program and wish to proceed with additional projects, they should contact the Agriculture Branch to discuss options.

Application process

Applicants are encouraged to contact and discuss their project and application with the Agriculture Branch to understand the application process and ensure their project meets Sustainable CAP's program priorities, eligibility criteria and terms and conditions.

Applications are accepted by the Agriculture Branch on a monthly basis. Applicants must submit their applications by 4:30 pm on the 1st Friday of each month. If the 1st Friday is a statutory holiday, the deadline falls on the next business day.

Refer to Yukon.ca/SustainableCAP for the application process, an explanation of the evaluation process and the [evaluation matrix](#).

Applicants may not have more than three Sustainable CAP projects that are approved and underway at one time.

General

Personal information: Collection of this information is authorized by paragraph 15(c)(i) and (ii)(A) of the Access to Information and Protection of Privacy Act SY 2018, c.9 to determine whether you are eligible for funding under Sustainable CAP's program and to issue payment.

For more information please contact the Agriculture Branch, Energy, Mines and Resources: 867-667-5838 or toll free: 1-800-661-0408 and ask to be transferred.

Data and information sharing:

Under the Canada-Yukon Sustainable Canadian Agricultural Partnership bilateral agreement, Agriculture and Agri-Food Canada and the Government of Yukon can use the information collected through the Sustainable Canadian Agricultural Partnership program to audit, analyze and evaluate program delivery and improve its administration. The Government of Yukon may share basic application information with other governmental funding sources as required.

Disclaimer / no liability: The Government of Yukon Agriculture Branch is not responsible for product installation, the quality of work or service by a contractor, the completion of projects or the quality of products purchased.

Contact:

Agriculture Branch
Energy, Mines and Resources
Government of Yukon

Phone: 867-667-5838 or toll free: 1-800-661-0408 and ask to be transferred

Email: emr-sustainablecap@yukon.ca

Mail: PO Box 2703 (K320A) Whitehorse, YT Y1A 2C6

Location: Room 320, 300 Main St. Elijah Smith Building, Whitehorse

Website: Yukon.ca/SustainableCAP

Application package checklist

- ☐ I have reviewed Sustainable CAP's program terms, conditions and procedures on Yukon.ca/SustainableCAP.
- ☐ I have read and am aware that there are certain [ineligible activities](#) under Sustainable CAP's program.
- ☐ I have read and am aware that there are certain funding conditions and limits per type of applicant and per type of eligible activity under Sustainable CAP's program. I have read these on the program webpages at Yukon.ca/SustainableCAP and in the [additional criteria for eligible activities document](#).
- ☐ I have spoken to a Program Manager at the Government of Yukon's Agriculture Branch about my project and application.
- ☐ I have read this application form and have:
 - ☐ described my project and provided a work plan for my project.
 - ☐ provided a budget.
 - ☐ noted all other sources of funding for this project.
 - ☐ provided all the relevant, mandatory and required documents in my application package, where applicable, per the "required documents" list in the application form.
 - ☐ reviewed the [evaluation matrix](#) and understand that this will be used to evaluate whether my application will be approved or denied.
- ☐ **For applications for major projects with funding requests over \$125,000:** I understand that there are mandatory documents that must be included with my application per the "required documents" list in the application form.

This Sustainable Canadian Agricultural Partnership is a cost-shared program between the Government of Canada and the Government of Yukon.

