

# Research and Demonstration Initiatives Application Guide



## Program Overview

The BC Hydro Peace Agricultural Compensation Fund was established to provide support to Peace Region agricultural producers, industry associations and other eligible non-profits to support the region's opportunity for agricultural production and agrifoods economic activity. The fund is governed by a board of directors that broadly represent the agriculture industry in the Peace Region, administered by Northern Development Initiative Trust and overseen by BC Hydro.

The fund is managed as a sustainable endowment, which means only a portion of the total endowment's funds will be made available for grant programs each year to ensure the fund is managed in perpetuity for the benefit of the Peace Region.

Features and benefits of the fund:

- Supports a broad range of organizations whose work directly benefits agriculture in the Peace Region
- Flexible project eligibility guidelines to reflect the complex and diverse needs of the agriculture sector in the Peace Region
- Regional decision-making leverages local knowledge and the best information available to acknowledge the Peace Region's agricultural strengths, needs, challenges and opportunities
- An efficient approval process for complete and well documented applications

## Funding Terms

- Up to **\$100,000** grant to a maximum of **70%** of the eligible project budget
  - Producer groups, association and educational institutions are eligible to apply for multi-year funding up to three years.

Please note that applicants cannot re-apply for funding until their previous project is complete, reporting submitted, and fully paid by Northern Development (unless the applicant is a key producer association, i.e. BC Cattlemen's Association, BC Grain Producers Association, etc.).

## Application Intake Deadlines

Application intake deadlines and details are publicly posted on the [Northern Development website](#).

## Eligibility

### Eligible Applicants

- Corporations, cooperatives, individuals and/or partnerships active in agriculture in the Peace Region (including new agricultural industry entrants and young agricultural operators)
- Registered non-profit agricultural organizations in the Peace Region
- Peace Region industry associations, agencies, boards and councils
- Educational institutions undertaking research directly related to the Peace Region

## Eligible Projects

The types of project that may be eligible include, but are not limited to:

- New product and practice viability (studies, demonstrations to test new products and methods)
- Demonstration initiatives

## Eligible Costs

- Consulting fees
- Consultant travel costs directly associated with conducting the study
- Meeting room rental costs directly associated with community and/or industry consultation
- Printing costs directly associated with producing a final report
- Cost of obtaining research material (industry reports, peer-reviewed journals) directly relevant to the study may be eligible
- Wages for direct project labour (*excluding the owner*)
- Direct costs related to carrying out the project
- Educational institutional applicants are limited to including 15% of the eligible project budget for overhead/administration or indirect costs
- PST

## Other Eligible Costs (In-Kind Volunteer Labour, Internal Equipment Use, and/or Monetized Donations)

- In-kind (volunteer) labour contributions, internal equipment use (heavy equipment or machinery owned by the applicant to be used during the project), and/or monetized donations (donated materials, equipment, or services from third-parties) may be considered
  - *When noting in-kind (volunteer) labour contributions in the budget and under other funding sources in the application form, applicants must attach a breakdown of the calculation used for the in-kind amount. For valuing volunteer labour as an in-kind contribution to the project, the following rates are eligible:*
    - *Maximum rate of \$25/hour for volunteer labour*
    - *Direct project labour by the owner may be claimed as in-kind*
    - *In-kind (volunteer) labour contributions must be documented once projects commence (volunteer time logs for labour with name, date, and hours) in order to verify volunteer contributions*
  - *When noting internal heavy equipment use in the budget and under other funding sources in the application form, applicants must attach a breakdown of the calculation used for that amount*
    - *Reasonable rates must be used*
    - *Internal equipment use must be documented once projects commence (log with equipment type, date, hours, and hourly rate) in order to verify*
  - *When noting monetized donations in the budget and under other funding sources in the application form, applicants must attach confirmation of the committed donation(s)*
    - *Monetized donations must be documented once projects commence and receipts must be obtained*

## Ineligibility

### Ineligible Applicants

- Local governments
- Provincial and Federal Government
- Political organizations
- Third party fundraisers
- Consultants

### Ineligible Costs

- GST
- Costs incurred (work started and/or deposits paid) prior to approval
- MERCs (CPP, EI, vacation pay, WCB) and other benefits

## Application and Program Requirements

All applicants are required to submit the following documents:

- Complete [Application Form](#)
- Detailed project budget using the [Project Budget Template](#) (*required; in excel format*)
- Detailed quotes
- If applicable: Verification of approval from other funding sources (*e.g. approval letter or contract*)
- If applicable: Society certificate of incorporation (*required for not-for-profit applicants*)
- If applicable: Letters of support

## Review Process

Northern Development will review the application to ensure completeness, eligibility and fund availability. Northern Development may contact the applicant if any questions arise from the applications to provide clarity to the decision-making committee.

Applications that meet eligibility requirements will be provided to the BC Hydro Agricultural Compensation Fund board for final review and funding approval decision.

Successful applicants will receive an approval letter and instructions to contact Northern Development staff to enter into a contribution agreement. Unsuccessful applicants will also receive written notification and information on future intakes.

## Reporting

Once the agreement is signed, the applicant may request advance funding up to 90% of the amount approved for the project using the [Advance Request Form](#). The remainder of the funding will be held until the project is completed and final reporting is submitted and approved by Northern Development.

If a successful applicant does not request an advance, project costs will be reimbursed up to the maximum amount approved once the project is completed and final reporting is submitted and approved by Northern Development.

The [Reporting Form](#) and [Actual Project Expenses Template](#) must be completed.

## To Apply

Please review all program documents in detail as incomplete applications will not be reviewed by the board.

Completed application forms with all supplementary materials should be provided electronically to Northern Development by email to [info@northerndevelopment.bc.ca](mailto:info@northerndevelopment.bc.ca).

## Questions?

### **Northern Development Initiative Trust**

301-1268 Fifth Avenue  
Prince George, BC V2L 3L2

250-561-2525

[info@northerndevelopment.bc.ca](mailto:info@northerndevelopment.bc.ca)

[www.northerndevelopment.bc.ca](http://www.northerndevelopment.bc.ca)