
Guidelines

'Developing New Alberta Crop-Based Products'

Program Overview

- This program is targeted to work with Alberta's agricultural crop based manufacturers and growers to grow their own businesses. The program increases manufacturing using Alberta grown crops, through development of new commercial ingredients and products. Enriching supply chain business relationships is highly desirable. Ultimately the success of this program will be a significant increase in demand and use of Alberta grown crops in Alberta based manufacturing.
- Program is a competitive application process, with proposals being selected and approved strictly on their merit and benefit to Alberta's crop industry
- Individual proposals may be accepted in part, in full or may be declined. Conditions may apply
- All ACIDF Board investment decisions in projects are final

About the Program

- The Developing New Alberta Crop-Based Products Program is administered by the Alberta Crop Industry Development Fund Ltd (ACIDF).
- ACIDF will provide up to 25% of eligible project cash costs up to a maximum of \$100,000 per project.
- Products supported must demonstrate additional value to growers and/or companies through increased sales and increased used of Alberta grown crop materials.
- ACIDF can support more than one project per applicant, but a project must be completed before the next project proposal will be accepted.
- Projects that add a new product line will be preferred over projects that replace existing product line(s).

Program Objectives

- To support companies and growers in development of new food and industrial products made in whole or in significant part from Alberta grown field and greenhouse crops leading to increasing processing demand for Alberta crops.
- Attract new private investment into product development and manufacturing located in Alberta.
- Support the product development and certification process to get new Alberta crop-based manufactured ingredients and products to the market readiness stage.

Program Timelines

- April 1, 2011 to December 31, 2014.
- Proposals accepted on an ongoing basis with funding decisions made several times per year around ACIDF Board activities
- Proposal application and final report templates are available at www.acidf.ca.

Eligible Participants

- Alberta based food, beverage, and ingredient manufacturers, primarily sourcing Alberta grown crop materials
- Alberta based industrial materials and ingredients manufacturers, primarily sourcing Alberta grown crop materials
- Alberta based grower groups processing and packaging from an Alberta location.

Eligible Products

- New food and beverage ingredients or finished consumer product.
- New supplements, medicinal, cosmetic ingredients or finished consumer product.
- New industrial materials and chemicals ingredients or finished consumer product.
- New seed and landscaping products.
- New livestock and pet food feed ingredients or finished products.
- Products destined for domestic or export markets.
- Product(s) expected to be commercialized within 3-5 years (preferably sooner)

Funding Criteria

- ACIDF will provide up to 25% of eligible project cash costs up to a maximum of \$100,000 per project.
- Only cash costs for the new product development beyond normal operations will be eligible.
- The project may be accessing other program funding (e.g. Growing Forward, IRAP, etc.) and still be eligible for ACIDF support. However, applicant cash costs used to access these other programs cannot be used to also match ACIDF funds.
- Only costs incurred during the project timeframe are eligible. Project timeframe start is defined as one (1) month prior to ACIDF receiving the application. The project time completion is defined as agreed to project end date or December 31, 2014, whichever is earlier.

Eligible Costs

- Product formulation development.
- Product testing.
- Product certification.
- Product labelling (to meet regulatory requirements) and packaging development.
- Use of 3rd party facilities within or outside Alberta (such as the Leduc Food Processing Development Centre, Alberta Innovates-Technology Futures, Agri-Food Discovery Place, POS), and toll manufacturing at product development (i.e. pre commercial stage) by other companies.
- Adapting plant processing lines to handle new product – using 3rd party labour only, not existing applicant employees (excludes equipment and all capital costs). This can be up to 30% of ACIDF funding received for the project.
- New staff hired specifically to support the project – i.e. over and above normal operations
- Supplies, ingredients, etc. used in the project for development and testing. Full production runs ineligible. ACIDF may limit financial support for these if pre-commercial production runs get too big.
- All eligible services, supplies, etc. from above must be paid for and delivered prior to the project end date or end of this program on December 31, 2014; whichever is sooner

Ineligible Costs for ACIDF Funding Support

- Existing applicant payroll, normal operational costs, market feasibility studies, and product promotion/marketing costs are not eligible expenses for this program.
- Clinical trials, equipment and all capital costs are not eligible.
- GST on services or purchases is not eligible if the applicant claims GST back from Revenue Canada.
- Applicant's non incremental internal labour costs associated with the project are not eligible.
- Trade and marketing missions and sales trip-type activities are not eligible.
- Applicant employee travel is not eligible.
- Applicant cash used to access other program support (e.g. Growing Forward, IRAP, etc.) cannot be used to also match ACIDF funds.

Application Process and Project Management

- Completed and signed applications can be submitted by email, courier or post office. An electronic copy is required and is to be submitted to alan@acidf.ca.
- Any applicants requiring confidentiality agreements can be accommodated and must be made known to ACIDF at time of application
- ACIDF will conduct due diligence on all proposals received in a manner protecting the confidentiality of the applicant and their technology/product.
- Upon approval of a project, and all conditions (if any) being met, ACIDF will enter into a contract arrangement with applicant
- Any intellectual property, trade secrets, etc. coming out of a project remain in the ownership of the applicant and ACIDF will keep these confidential.

Reporting Requirements

- Payment will be made upon completion of the project and applicant will need to submit a final report and claim for reimbursement to ACIDF for consideration before ACIDF makes payment.
- Payment will be based on 25% of eligible costs reflected in the submitted invoices and associated proofs-of-payment (cancelled cheques, credit card receipts, etc.).
- Interim payments can only be considered on a case-by-case basis in extenuating circumstances
- The final report and claim form template is posted at www.acidf.ca
- All reporting and project expenditures must be completed and submitted to ACIDF within 60 days of project completion or by March 31, 2015 whichever is sooner.
- ACIDF will make public the names of applicants, project title and ACIDF funding awarded to the project.
- ACIDF may from time to time work with applicant to develop information materials for use in newsletters, press releases, etc. ACIDF will not publish any such information on a project without having applicant approval of content and timing.

ALBERTA CROP INDUSTRY DEVELOPMENT FUND

5030 – 50 Street
Lacombe, AB T4L 1W8
www.acidf.ca

Contact
Alan Hall
phone: (403) 782-8698
fax: (403) 782-5514
cell: (403) 506-1105
email: alan@acidf.ca