



# ON FARM CLIMATE ACTION FUND

2023-2024

## Course and Conference EDUCATION PROGRAM GUIDELINES



# Course and Conference Education Program Guidelines

## PURPOSE of the GUIDELINES

These guidelines will:

1. Help you determine if you may be eligible for funding from the New Brunswick Soil and Crop Improvement Association Inc. (NBSCIA) a third-party delivery Recipient for the Agriculture and Agri-Food Canada **On-Farm Climate Action Fund** (OFCAF) in the Province of New Brunswick.
2. Provide instructions and explanations to assist you in completing an application for the OFCAF Education Program.

**NOTE:** The NBSCIA reserves the right to change program delivery processes, eligibility requirements, funding levels, assessment criteria, and reporting requirements. Please ensure you are using the most current version of the Education Program Applicant Guidelines as shown in the page footer.

## OFCAF OBJECTIVES

To support awareness and adoption of beneficial management practices to build a resilient food production system in Canada that:

- helps Canada meet national emissions reduction targets
- protects the environment and improves soil health

## ELIGIBLE APPLICANTS

- Agriculture producers with a New Brunswick Registered Professional Agricultural Producer number. (Ex: NB004576)
- Agrologists (PAG) registered with NBIA and Certified Crop Advisors (CCA) registered with the Atlantic Certified Crop Advisors Association
- Applicants must attest to the fact that they have not received and will not receive financial support from the New Brunswick Sustainable Canadian Agricultural Partnership -Business Planning, Skills Development and Agriculture Education for the same course or conference education event.

## COST SHARING

Funding from federal, provincial, territorial and municipal government sources for activities within the scope of an Ultimate Recipient's project (individual or group) is limited to 85% of total eligible costs of the Project during the two-year period of the OFCAF program.

## Levels of Assistance

Up to 70% of the eligible costs for training to a maximum contribution of \$5,000 per applicant in a fiscal year. (April 1 - March 31).

Contributions for an education bursary are included in the maximum \$75,000 eligible OFCAF funding for a farmer recipient

## PLANNING YOUR PROJECT

For the purposes of the OFCAF program, each project must be completed and claimed within a fiscal year (April 1, 2023 to March 31, 2024).



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## Eligible Activities

- Participation in conferences, workshops and training events outside the Province of New Brunswick that support the reduction of greenhouse gas emissions embracing new technology for improved nitrogen management, cover cropping and rotational grazing.
- **Eligible Costs:** conference/course registration (mandatory), hotel, airfare, train, ferry or bus costs
- A significant portion the conference or course agenda must be in alignment with one or more of the three OFCAF program elements, namely Improved Nitrogen Management, Cover Cropping or Rotational Grazing.

## Ineligible Activities

- Expenses for training activities in Atlantic Canada that are directly funded under the Sustainable Canadian Agricultural Partnership programming or other government programs.
- Expenses for entertainment, meals and any other expenses deemed ineligible by the OFCAF Advisory Committee.

*It is recommended that you discuss your plan with the NBSCIA OFCAF Program Administrator prior to completing the application.*

## HOW TO APPLY

Hard copy OFCAF applications are available from the NBSCIA OFCAF Program Administrator by email [ofcaf.facf@nbscia.ca](mailto:ofcaf.facf@nbscia.ca) or phone 506-392-0408.

Completed applications can be submitted as follows:

- emailed to: [ofcaf.facf@nbscia.ca](mailto:ofcaf.facf@nbscia.ca)
- mailed to NBSCIA OFCAF Program Administrator:

150 Woodside Lane Unit 2  
Fredericton NB; E3C 2R9

**Deadline for 2023-2024 applications is January 31, 2024 for projects funded in the fiscal year ending March 31, 2024.**

## APPROVAL PROCESS

Approvals will be made by a selection committee consisting of NBSCIA Administrative staff and New Brunswick agricultural industry stakeholders. Applications received during the specified time periods above will be considered on a first come -first serve basis, subject to available funding.

The committee will meet regularly and consider applications submitted prior to the meeting date. The committee's decisions will be final.

If approved, you'll receive a letter and contribution agreement by email that outlines your funding amounts and critical time lines. Once you've reviewed the contribution agreement, sign and return the letter of acceptance.

If your application is not approved, you will be notified in writing by email.



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## ASSESSMENT CRITERIA

An application must be complete in order to be assessed by NBSCIA. Applications will be assessed against the following criteria and the OFCAF program objectives.

- eligibility (of applicant, activities, costs, project timelines)
- alignment against the OFCAF program's objective and priorities
- how the training activity will contribute to the adoption of beneficial management practices that store carbon and reduce greenhouse gas emissions.

## SUBMITTING CLAIMS

All 2023-24 activities must be completed and claims submitted by March 31, 2024.

Only expenses directly related to the project activities stipulated in the Letter of Offer are eligible. Expenses that do not follow the guidelines are not eligible. If you are unsure about a particular expense, or if an expense is unusual, please check with NBSCIA OFCAF Administrator before making a financial commitment.

A proof of expenditure and payment is required with claims for reimbursement. Quotes, purchase orders, or packing slips will not be accepted as proof of payment. Examples of acceptable proof of payment include sales receipts, with cancelled cheques, wire payments, EFTs, credit card and e-transfer payment confirmations; Cash payments require a vendor receipt.

All claim payments are subject to NBSCIA having funds on deposit from the Government of Canada represented by Agriculture and Agri-Food Canada.

## REPORTING

Recipients will be required to report on expenditures, performance and results.

Successful applicants will be required to participate in one knowledge transfer activity (KTT), sharing what they have learned with producers in conjunction with NBSCIA.

Other reports may be required at NBSCIA's discretion

## Financial Reports

Recipients must submit and retain copies of invoices and proof of payment for eligible project costs incurred, for seven (7) years after the completion of the project.