



Aboriginal Aquaculture in Canada Initiative (AACI) AACI Project Funding 2017-18 Program Information, Application Guide and Template

1) The Purpose of AACI Project Funding

DFO is the lead federal department for the [Aboriginal Aquaculture in Canada Initiative \(AACI\)](#), which is funded through the [Strategic Partnerships Initiative \(SPI\)](#), and aims to support Aboriginal economic development in the aquaculture sector by providing interested Aboriginal communities and entrepreneurs with support in the form of technical business expertise and project funding to develop viable aquaculture business development plans and to help bring those plans to fruition.

For 2017-18, Indigenous and Northern Affairs Canada (INAC) have provided \$650,000 that will support projects that contribute to Aboriginal aquaculture business development. This funding is referred to as the AACI Project Funding and aims to support eligible projects in the following categories:

Project Categories
'Flagship' Business Development Projects
Business Improvement Projects
Partnership Development Projects
Early-Stage Business Development Projects

2) Recipient Eligibility

Eligible recipients of contributions from the AACI Project Funding include:

- Aboriginal communities;
- Tribal Councils;
- Governments of self-governing First Nations;
- Local governments of Inuit communities;
- Aboriginal for profit and not-for-profit corporations, partnerships, associations, co-operatives and institutions which are majority owned and controlled by Aboriginal people;
- Aboriginal businesses, entrepreneurs, partnerships and joint ventures; and
- Non-aboriginal businesses in partnership with Aboriginal individuals, groups or communities (preference will be given to the allotment of funds to Aboriginal applicants first).

3) Eligible Activities and Costs

Activities and costs eligible for funding under the AACI Project Funding include:

- Equity funding for projects classified as 'flagship' business development projects due to their relevance to the AACI's main objectives. In addition to the criteria listed in the Proposal Evaluation Matrix, proposals of this type will be judged on the number of sustainable jobs created as a result of the new aquaculture business developed (or growth of an existing business);



- Early engagement activities involved in helping the community understand the available opportunities and allowing them to determine whether its members have interest in further investigating and developing a given opportunity in the aquaculture sector;
- Costs incurred in the development of partnerships or joint ventures with private sector companies that are necessary to take advantage of highly technical, large scale or capital intensive projects;
- Strategic planning, pre-feasibility and feasibility studies;
- Activities that support the growth of existing Indigenous aquaculture businesses, improve market access, reduce production costs or address an issue affecting the operations of the business;
- Pilot projects necessary to demonstrate ‘proof of concept’ to establish investor confidence.

There is no limit to the level of funding that may be applied for, however, a limited amount (\$650,000) is available nationally. The AACI Project Funding support may cover up to 100% of project costs although projects that leverage other funding sources may be ranked more favourably.

4) Other Requirements

Reporting Obligations

If your application is funded, the Contribution Agreement (CA) for your project will specify when you have to provide progress reports and the final report on your project which will include outcomes and accomplishments in accordance with the agreed performance indicators established for the project.

Financial Reporting Obligations

Once the project has begun, you will be required to report how the AACI Project Funding support has been used. This may include auditor prepared financial statements and other requirements outlined in the CA. The annual financial report must include separate line items indicating total project contributions (including matching resources) and expenditures.

All projects receiving \$50,000 or more under AACI Project Funding will be required to provide auditor prepared financial statements of the total project funding and expenditures with their final report. The cost of this statement is an eligible expenditure under AACI Project Funding and should be included in the budget.

Permits and Licenses

Where applicable, proponents are responsible for obtaining the appropriate permits and licenses prior to the receipt of any AACI Project Funding support. Further, permits and licenses must remain valid for the duration of the project. Permits may take time to arrange, so you should address this need several months before the project start date. A successful AACI Project Funding proposal does not guarantee permits or licenses will be issued by other government departments or agencies. Funds will not be released under AACI Project Funding until all necessary permits and licenses have been obtained, and copies forwarded to the regional Aquaculture Business Development Team and DFO.

Environmental Assessment Compliance

In some cases an environmental assessment may be required before a project can commence. Should an environmental assessment be required, it will be necessary to plan several months before the proposed project start date to allow sufficient time for the completion of the assessment. Once completed, the



environmental assessment may identify conditions relative to your proposal, such as mitigation measures and monitoring requirements. Your organization must comply with all conditions identified. Your regional Aquaculture Business Development Team can provide you with guidance on meeting this requirement should it be applicable to your project.

Support from Community Leadership

Your project should have the support of the leadership of your community. As such, letter(s) of support for the proposed project should be obtained from Chief and Council or the leadership of your group and submitted as part of the documentation contained in the proposal.

Public Notification

You will be responsible for obtaining the approval of the AACI National Steering Committee which is chaired by DFO Aquaculture Management Directorate in Ottawa prior to making any announcements, signs or publications related to the project. All such communications products originating from your project will have to acknowledge the financial support from the Department of Fisheries and Oceans and Indigenous and Northern Affairs Canada.

Project Duration

All projects must start on or after the date of Funding Notification and be staged such that all project spending is completed on or before March 31st, 2018.

Intellectual Property (IP)

Any intellectual property rights arising from the project will remain with the Recipient. The Recipient must grant DFO and INAC as well as the partner Aboriginal organizations involved in the delivery of the Aboriginal Aquaculture in Canada Initiative an unrestricted license to produce, publish, translate, reproduce, adapt, broadcast or use at no cost, any publicly available copyrighted work related to the project.

5) Criteria and Project Approval

Program Administration

Program administration is the responsibility of the Minister of Fisheries and Oceans Canada. Aquaculture Management Directorate (AMD) (National Capital Region) manages and administers the program. As the AACI Project Funding must be spent on or before March 31, 2018 – the first call for proposals is being issued immediately with a deadline for submission of midnight June 2, 2017 (see attached Call for Proposal document). A second call for proposals may take place if sufficient funds remain after the first call for proposals. Proposal intake is through the AACI regional Aboriginal Business Development Teams (ABDT's) which perform an initial review for application completeness and coordinate the regional review. The DFO AACI National Steering Committee evaluates all recommended proposals from the regional review.



Evaluation Process

The evaluation process is broken into two assessment components:

- I) Preliminary screen for basic requirements and eligibility (see Preliminary Screen Checklist below) against which all aspects must be met; and
- II) Project relevance and quality.

As the demand for funding from the AACI Project Funding is anticipated to be in excess of funds available, there is no guarantee that your project will be funded. The program strives to provide you with the earliest possible notice once decisions are made.

Information provided to the regional Aquaculture Business Development Team and to DFO will be treated in the strictest of confidence. Further, information provided to DFO will be treated in accordance with the *Access to Information Act* and the *Privacy Act*. These laws govern, protect and limit the collection, use and disclosure of personal, financial and technical information by federal government departments and agencies. Information provided to DFO is secured from unauthorized access.

6) To Apply

1. Prepare and submit an electronic version of your funding application proposal in the format described in the Proposal Guidelines (next page) and e-mail or mail it to the appropriate regional AACI Aquaculture Business Development Team for your service area (see list below); or
2. If you do not have internet access or encounter problems, please contact your regional AACI Aquaculture Business Development Team (listed below) who will assist you in the application process.

Deadline to Submit Proposals

A national call for proposals will be issued immediately and proposals will be accepted until June 2, 2017. The regional and national committees responsible will review and evaluate the proposals in a timely manner with a proposed date for final decisions on June 26, 2017.

7) Regional Aquaculture Business Development Team Contact Information

If you have any questions regarding the program, please contact the regional Aquaculture Business Development Team for your service area for further information.

For Western Canada and the North (BC, AB, NT, NV and YK):

Aboriginal Aquaculture Association, Phone: 250-286-9939 Email: info@aboriginalaquaculture.com

For Central Canada (MB, ON and SK):

Waubetek Business Development Corporation, Phone: 705-285-4275 Email: waubetek@waubetek.com

For Eastern Canada (NB, NL, NS, PE and QC):

Ulnooweg Development Group: Fernando Salazar, 902-448-0539 Email: fsalazar@ulnooweg.ca or
Adrian Desbarats, 902-218-5312 Email: adesbarats@ulnooweg.ca



AACI Project Funding Proposal Guidelines

Please write your proposal so that reviewers who are unfamiliar with the species, technology, or business will gain a full understanding of the intent and potential impact of your proposed project.

For efficacy please target a proposal length of no more than 15 pages, with supporting information included as appendices.

Please include the following details with your project proposal.

Introduction & Overview

- Project Title: must be clearly descriptive of the project.
- Date of Application: date officially submitted via e-mail.
- Proponent Name: Name of the recipient of the project funds
- Author of the Application: name of the person who prepared the application.
- Mailing Address: where correspondence should be mailed as necessary.
- Contact Information: name of main contact, phone, fax and e-mail address.
- Community Name: list all communities if more than one is involved.
- Commercial Fishing Enterprise: If applicable include CFE name and the names of the CFE members or companies who will take part in the project.
- Summary of Proposal: provide a brief summary of the project including the rationale, objective(s), location (if applicable), the desired outcomes and project deliverables.
- Summary of Total Costs: total project costs
- Amount of AACI Project Funding Support Requested: total funding amount being applied for.
- Leverage of other funds: if applicable list other funds leveraged to support the project.

Justification and Scope of Impact

- Background: Provide a brief, clear and concise overview of the proposed project with expected goals and outcomes. Additional supporting information, as deemed necessary, should be included as appendices.
- Market Background (Business Case): Provide a brief, clear and concise overview of the proposed project summarizing the market and business opportunities being pursued and that are to be addressed by the project with reference to additional supporting information, as deemed necessary, in appendices.

Work Plan & Performance Management

- Provide a description of the work to be completed including an overview of the methodology, protocol, or technical approach proposed. Please address the availability of people, equipment and facilities required to support the proposed methodology (if applicable). Please establish a series of clear milestones linked to each project activity (or phase) and briefly describe the work to be undertaken in each, including:



- the activity objective;
 - anticipated scientific/technical challenges;
 - procedures or methods to be employed;
 - expected duration of the activity;
 - indicators of success;
 - expertise required; and
 - specific performance measures and detailed deliverables.
- Deliverables must include a final project report.
 - Deliverables must include a brief communication plan outlining how the benefits and knowledge derived from the project will be communicated to the public. In cases where the proponent has a desire to keep the information confidential, at a minimum, a brief summary of the project must be provided which allows for the dissemination of a description of what was achieved using the funding provided while allowing sensitive information to be kept private.

Project Team

- Project Manager: Clearly identify a project manager, including address and position.
- Project Team & Duties: List all key members of the project team including brief descriptions of their duties within the proposed project.
- Project Team Experience & Qualifications: In an appendix, list all key members of the project team stating their specific qualifications and experience for the work involved. Please include detailed résumés for each key team member that highlights unique expertise they bring to the project. If a team member has not yet been specifically identified please provide a statement of qualifications. It is important that the roles of project team members be clearly described in the proposal.

Project Financial Information

- Project Financing (Table 1): List all organizations and individuals making contributions to the project, including a summary of their cash and in-kind contributions. Include brief organization and partner profile(s) in an appendix.
- Project Budget (Table 2): Please provide details of each budget item, along with requested and matching funding amounts. Please use the attached project budget form (Table 2) and provide a line entry for each major item or category. Major cost items should be presented as individual line items, and multiple quotes for major (i.e., over \$10,000) capital expenditures (or if applicable, sole source justification) provided as an appendix.

List of Appendices that may be included:

- Summary and copies of all licenses, permits, environmental assessments, etc. (required)
- Team & People Strategy (required)
- On-going or pending litigation against the company/applicant (required)
- Support letters (optional, but strengthens the application process)



Appendix 1 – AACI Project Funding Forms and Tables

- Preliminary Screen Checklist (**Required**)
- Table 1. Project Financing (**Required**)
- Table 2. Project Budget (**Required**)

Preliminary Screen Checklist

Your AACI Project Funding application **must** have all of the following in order to proceed to the regional or national evaluation process. Failure to provide all of the necessary information by the closing date for applications will result in the application being rejected as incomplete. If you have any questions regarding these requirements, please contact your regional Aquaculture Business Development Team as early in the application process as possible.

√	Requirement
	The applicant must be eligible.
	The proposal must include a brief, clear and concise summary outlining the project at the beginning of the proposal.
	The proposal must be delivered in MS Word format OR in PDF copy before the submission deadline to your AACI regional Aquaculture Business Development Team (see contact information on page 4).
	Full Work Plan and Schedule and a breakdown of estimated costs are attached.
	If applicable, a project related business plan is in active use.
	The proposal includes a Business Case.
	A financial accounting system for the project work area is in use.
	Supporting letter(s) signed by Community Leadership is attached.
	The proposal must disclose any current litigation involving the company in an appendix. If the organization is not engaged in any litigation, the appendix must state no litigation is pending or in progress.
	The proposal must document that all regulatory approvals (e.g., license to operate, certificate of approval ensuing from an environmental impact assessment, etc) are in place, or will be by the time the project commences. A summary of all regulations affecting the project and copies of related approvals must be provided in an appendix.

Signature

Date



Table 1 – Project Financing

Instructions for columns:

- a) List **all** organizations or individuals that will be making contributions to this project, including your organization, federal (including AACI Project Funding), provincial, municipal, private sector, foundation, non-government, and aboriginal groups.
- b) Describe what and how much support will be provided (e.g. loan of vessel, seed stock, cash etc.) and, if it is in-kind, how it is to be valued (e.g. if an equivalent welder would charge \$35/hr enter: 10hrs@\$35/hr).
- c) and d) Indicate whether the contribution is cash or in-kind. Proof of all contributions will be requested at a later stage.
- e) Enter the total of c) and d) for each line.
- f) Indicate whether or not the support (e.g. applications to various foundations) has been confirmed at the time of writing.
- g) Indicate the period (month) during which this support will be provided.

Copy and paste into your proposal.

a) Organization / Name	b) Description and valuation of support offered	c) \$ Value (Cash)	d) \$ Value (In-kind)	e) Total	f) Confirmed? (yes/no)	g) Date to be received?
DFO – AACI Project Fund	Cash contribution				No	Aug 1, 2016
ABC Mussel Co.	cash				Yes	Aug 1, 2016
North Island Hatchery Co-op	Seed stock				Yes	Sep 15, 2016
Fab Tech Welding	Vessel modifications (10 hour@\$35/hr)				No	Sep 15, 2016
Consulting Fees	Feasibility Study				No	Dec 15, 2016
[add extra lines as required...]						
Total						



Table 2 – Project Budget (April 1 to March 31)

Use this table to develop a detailed budget for the project and specify the amount requested from the AACI Project Funding. Provide detailed descriptions of each expenditure (e.g. technical labour, 3 months @ \$2,000/month), how much of the expenditure will come from AACI Project Funding and how much will come from non-AACI funds. Provide budget notes (by line #) on a separate sheet to help clarify and explain budget items.

This table doesn't take into consideration other groups that might contribute to the project. What happens if another group or Department makes a contribution? This should be reflected by adding an addition column.

Copy and paste into your proposal.

Line #	Expense category* <small>(see eligible categories below)</small>	Detailed description and valuation based on personnel or equipments rates	Amount requested from AACI Project Funding	Proponent Cash	Proponent In-kind	(AACI Project Funding + Proponent Cash/In-kind)
1	Contract & Professional	Financial audit of project (maximum \$2,000 AACI Project Funding contribution, if contribution >\$50,000)	\$2,000			\$2,000.00
2	Human Resources	Ex: Project coordinator, Jane Doe, \$100/day for 22 days	\$2,200	\$4,400	\$6,600.00	\$13,200.00
3						
4						
5		<i>Add lines as required</i>				
Total:			\$4,200.00	\$4,400.00	\$6,600.00	\$15,200.00