

Sustainable Canadian Agricultural Partnership

Competitive. Innovative. Resilient.

Island Community Food Security Program

GUIDELINES



Canada

5.4 ISLAND COMMUNITY FOOD SECURITY PROGRAM

PROGRAM DESCRIPTION

The Island Community Food Security Program is designed to support the expansion of local markets while simultaneously supporting goals related to community food security, particularly increasing access to affordable local food and improving health and food safety. The program will focus on strengthening local food systems through community-led education and outreach activities, namely:

- Linking farmers to consumers;
- Promoting good nutrition and healthy food choices;
- Building community self-reliance and collaboration;
- Enhancing the pride and joy of growing, preparing, and eating food;
- Building the capacity for people to create change through education and empowerment; and
- Creating multi-sector partnerships and networks that work toward community food security.

The program will also promote entrepreneurial development, planning and public education partnerships among community organizations, government and industry which explicitly support PEI residents in obtaining safe, culturally acceptable, nutritionally adequate diets through a sustainable, local food system that maximizes community self-reliance.

INDEX

Program Guidelines	2-3
Claims Process	4
Terms and Conditions	4
How to Apply	4
Public Trust; Evaluation and Control; Guiding Principle	5

PROGRAM GUIDELINES

Eligible Recipients

- Mi'kmaq First Nations and other Indigenous groups;
- Non-profit organizations with a registered charity number, business number, and/or incorporated number;
- Agriculture industry organizations, clubs, and associations; and
- Community-based coalitions, networks, municipal governments, schools, early childhood centres.

NOTE:

- Organizations must have capacity to enter into a legal agreement to receive funding (i.e., a charitable organization number or a provincial incorporation number);
- Projects brought forward by individuals not affiliated with an organization are not eligible; and
- When more than one group collaborates on a project application a letter of support from the partnering organizations should be included.

Eligible Activities/Expenses

- Healthy food education;
- Implementing food literacy training for foodservices and/or procurement staff;
- Developing a sustainable seasonal lunch menu for schools or early childhood centres, using primarily local ingredients;
- Developing and piloting food literacy workshops or course modules;
- Community fridges;
- Seeds and other eligible costs for establishing and maintaining community/school/ gardens, greenhouses or indoor gardens (Seasonal);
- Community meals;
- Organizational events (meals at events promoting local food);
- Materials, supplies and small equipment;
- Training delivery costs (e.g., room rental, training supplies, printing and photocopying);
- Professional fees (related to project only);
- Promotion and marketing initiatives;
- Travel (in province only);
- Facility rental (excludes space already owned by organizations involved in the project); and
- Other reasonable project-related expenses as identified in the project application and approved by the program committee.

Ineligible Activities/Expenses

- Organizational overhead fees;
- Individual conference attendance costs, including registration, out-of-province travel, accommodations, etc.;
- Expenses related to outdoor community gardens are not eligible after September 1st of each year.
- Capital and infrastructure costs;
- Scholarships and/or bursaries;
- Provincial branding activities;
- Gift cards;
- Research activities (excludes Community Needs Assessment);
- Provincial branding activities;
- For profit or fundraising activities or events including contests and prize money
- BRM-type activities;
- Normal and on-going operating and maintenance activities (i.e. core operations);
- Activities related to aquaponic food production, or to aquaculture, seaweed, fish and seafood production and processing
- Activities which provide tax credits or rebates; and
- Development and enforcement of regulations.

Funding

- 100% of eligible expenses up to \$10,000 per project for eligible program expenses.
- The Department reserves the right to consider additional amounts for funding on a case-by-case basis



CLAIMS PROCESS

Recipients shall maintain an accurate record of expenditures incurred and shall submit, upon completion of the project, the following:

- a claim form summarizing expenditures;
- copies of all paid invoices with verification of payment;
- a report on the project and its results in terms of project objectives; and
- copies of material produced (or when applicable, photos of material funded).



TERMS AND CONDITIONS

- Recipients must meet the eligibility criteria and submit a complete application to the Department of Agriculture;
- Applications will be assessed on a **first come-first serve basis for merit and impact**;
- If the project is not approved, all incurred costs are the responsibility of the recipient;
- Assistance will be available until funds are totally allocated within that year; and
- Projects may be funded below the maximum contribution rate upon assessment and availability of funding.

HOW TO APPLY

Completed applications may be submitted to the attention of the Program Officer via regular mail or email.

Email Applications:

Applications may be submitted via email to foodsecurity@gov.pe.ca

Please include the program name in the subject line.

Regular Mail Applications:

Applications may be submitted via regular mail at:
PEI Department of Agriculture
11 Kent Street
PO Box 2000
Charlottetown PE C1A 7N8
(902) 368-4880 (telephone)



PUBLIC TRUST

Projects approved for funding under the Sustainable CAP which have demonstrable links to increasing public trust may be eligible for additional project funding.



EVALUATION AND CONTROL

A complete evaluation of this program is planned to ensure that the objectives and results are achieved and to assess the relevance of its renewal. Program metrics are collected and reported on an on-going basis.



GUIDING PRINCIPLE

Sustainable CAP programs are available to all Canadians who are eligible to participate in those programs. Wherever possible, the needs of under-represented groups, including Indigenous Peoples, women, youth, and persons with disabilities, were considered during program development.