

Canadian Food Safety and Quality Program

Food Safety Initiative Implementation Element

2008-2009 Application Form

Submitted by: _____
Name of Business



The Agricultural Policy Framework (APF)
A FEDERAL-PROVINCIAL-TERRITORIAL INITIATIVE

Aussi disponible en français

**CANADIAN FOOD SAFETY AND QUALITY PROGRAM
FOOD SAFETY INITIATIVE – IMPLEMENTATION ELEMENT APPLICATION FORM**

In which language would you prefer to receive correspondence ? English French

INSTRUCTIONS FOR SUBMITTING AN APPLICATION

STEP 1. Determine If You Are Eligible

You may apply for funding under this program if you meet **all** of the following criteria:

- You are a food processor involved in processing food or drink for human consumption
Packaging manufacturers may be eligible if they produce food contact materials
- Your facility is **not** federally registered or seeking registration (FSI does not fund federally registered facilities)
- Your business is registered in British Columbia
- If applicable you must have a Canada Revenue Agency Business Number (GST Number)
- If required (e.g.: Slaughter, dairy) you have a valid license to operate in British Columbia

Note: Systems for non-food products (including pet foods) are **not** eligible under this program
Fish and shellfish processing plants are **not** eligible under this program.
Restaurants and retail food service are **not** eligible.

STEP 2. Determine If Your Planned Activities Are Eligible

Eligible projects include activities associated with the development and implementation of:

- Good Manufacturing Practices (**GMPs**),
- Hazards Analysis and Critical Control Points (**HACCP**) systems, only from the certifiers listed below, or
- International Organization for Standardization Food Safety Management Standard (**ISO 22000**).

Note: Eligible activities must meet the objectives, principles and criteria listed in Parts F & G of this application.
Reimbursement requires completion of all GMP activities. HACCP / ISO 22000 reimbursement requires certification.
Only HACCP Certificates from these certifiers will be accepted in this program: SGS, AIB/GFTC, SQF 2000.

STEP 3. Complete Parts A, B, C, and D of the Application Form.

Copies of this application form are available by contacting the Small Scale Food Processor Association (SSFPA) at the address shown below or by downloading the PDF form from the SSFPA website at:

<http://www.ssfpa.net/>

The authorized signing officer(s) for the business must sign your application.
Incomplete applications may result in delays in the approval process, possibly shortening the project's timelines.

STEP 4. Include the Supporting Documents from the checklist in Part E :

- Proof of your **Business Registration**
- Copy of your **Provincial Operating license** (if required)
- **Cover letter** signed by upper management indicating:
 - Management's commitment to food safety and improving your food safety systems,
 - Commitment to providing adequate time and resources to improve your food safety systems, and
 - Commitment to the required reporting, record keeping and auditing required for obtaining FSI funding.
- **A Letter From Your Financial Institution** indicating financial stability. This can be as simple as a note saying company ABC has been dealing with bank XYZ for # of years and their standing at the bank is satisfactory.

If you are entering the FSI Implementation Element after completing FSI Outreach, also include signed copies of your **GMP or HACCP/ISO Audit Summary** and your **Proposed Work Plan and Budget**.

STEP 5. Send in Your Application and Supporting Documents

**Food Safety Initiative
Small Scale Food Processor Association
Box 1100 Vedder Crossing
Chilliwack, B.C. V2R 3N7**

For more information please call 1-866-473-7372
or visit the SSFPA website at: <http://www.ssfpa.net/>

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PART A – APPLICANT INFORMATION	
1. Type of application (Check one) <input type="checkbox"/> First Time Application for FSI Implementation Element funding <input type="checkbox"/> Re-Application (Please explain) _____	
2 (a) Legal name of your business	2 (b) Name Business is Operating As (if different)
3. Mailing address	4. Telephone (include area code)
	5. Fax (include area code)
	6. E-mail
	7. Website address
8. Please give proof of Business Registration (Attach copy)	
9. Do you have a Canada Revenue Agency Business Number (GST Number) ? (9 numbers, 2 letters, 4 numbers) <input type="checkbox"/> Yes <input type="checkbox"/> No _____	
10. Do you have any other Provincial License ? (Attach copy) <input type="checkbox"/> Yes <input type="checkbox"/> No	
11. CEO / Chairperson / President / Owner Name: Title: Address (if different from above): Telephone: Fax: E-mail: Best time for contact:	12. Primary FSI Contact (if not person named in #11) Name: Title: Address (if different from above): Telephone: Fax: E-mail: Best time for contact:

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13. Activity – Identify the activity for which funding is requested in this project proposal.
Funding levels are different for each activity.

Activity (choose one only)	Total Eligible Costs	Maximum FSI Contribution to costs (at 90%)	Applicant's contribution to costs (at 10%)
<input type="checkbox"/> Development and implementation of GMPs only*	\$16,666	\$15,000	\$1,666
<input type="checkbox"/> Development and implementation of ISO 22000 ** (including GMPs and one HACCP Plan) (please give name of certifier and product) _____	\$22,222	\$20,000	\$2,222
<input type="checkbox"/> Development and implementation of HACCP ** (including GMPs and one HACCP Plan) (please give name of product) _____	\$22,222	\$20,000	\$2,222
OR			
<input type="checkbox"/> Development and implementation of HACCP ** (including GMPs and one HACCP Plan) (please give name of product) _____	\$22,222	\$20,000	\$2,222
and			
Development and implementation of up to 3 additional HACCP plans (please give names of products) _____ _____ _____	Max. \$10,000 (at \$3,333.33 per HACCP Plan)	\$9,000	\$1,000
Total	\$32,222	\$29,000	\$3,222

* GMP funding does not require passing any certification audit. However, an on-site audit may be used to verify activities.
**HACCP or ISO 22000 reimbursements require successful completion of a HACCP or ISO 22000 certification audit by an SSFPA-approved certifying body.

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14. How many full time employees or equivalents does your plant have? <input type="checkbox"/> 1-10 <input type="checkbox"/> 11-50 <input type="checkbox"/> 51-100 <input type="checkbox"/> 101-500 <input type="checkbox"/> More than 500		
15. How many <u>production lines</u> are in operation at your plant?	16. How many different products are made in your plant?	
17. If you aim to get HACCP certification, how many HACCP plans do you expect to implement?		
18. What commodities does your plant process? Check all that are applicable.		
<input type="checkbox"/> Meat and Poultry Slaughtering and Boning <input type="checkbox"/> Meat and Poultry Further Processing <input type="checkbox"/> Dairy Food Processing <input type="checkbox"/> Bakery Operations/Cereal Food Processing <input type="checkbox"/> Egg Processing <input type="checkbox"/> Beverage Processing <input type="checkbox"/> Fruit and Vegetable Processing <input type="checkbox"/> Fermented Products not covered above	<input type="checkbox"/> Snacks Foods <input type="checkbox"/> Confectionery Manufacturing <input type="checkbox"/> Food Ingredient Manufacturing <input type="checkbox"/> Oil Seed Processing <input type="checkbox"/> Preserved Food and Sauces <input type="checkbox"/> Canning, UHT and Aseptic Operations not covered above	<input type="checkbox"/> Other (Please specify)
19. What are your reasons for implementing GMPs, HACCP, or ISO 22000? Check all that are applicable.		
<input type="checkbox"/> Customers request <input type="checkbox"/> To maintain market share <input type="checkbox"/> To expand market	<input type="checkbox"/> Food safety/risk management <input type="checkbox"/> Cost savings <input type="checkbox"/> Management/head office directive	<input type="checkbox"/> Other (please specify)
20. If you have not yet implemented GMPs, HACCP, or ISO 22000, why not? Check all that are applicable.		
<input type="checkbox"/> High cost <input type="checkbox"/> Lack of support <input type="checkbox"/> Lack of time	<input type="checkbox"/> Lack of knowledge/in-house expertise <input type="checkbox"/> No recognition available	<input type="checkbox"/> Other (please specify)
21. Your plant has: <input type="checkbox"/> a single employee responsible for quality control (QC)/quality assurance (QA) <input type="checkbox"/> Full time <input type="checkbox"/> Part time <input type="checkbox"/> a team responsible for quality control (QC)/quality assurance (QA) <input type="checkbox"/> Neither		<input type="checkbox"/> Other (please specify)
22. Your plant has: <input type="checkbox"/> a HACCP coordinator <input type="checkbox"/> a HACCP team (including a HACCP coordinator) <input type="checkbox"/> neither		
23. Profile and history of your business – Describe your plant by answering the following.		
Where do you sell your products? <input type="checkbox"/> Food Service (restaurants, institutions, etc.) <input type="checkbox"/> Retail <input type="checkbox"/> Wholesale <input type="checkbox"/> Direct to customer <input type="checkbox"/> Other _____ Do you export? <input type="checkbox"/> No <input type="checkbox"/> Internationally (outside Canada) <input type="checkbox"/> Inter-provincially (outside B.C.)	How long has your company been in business? <input type="checkbox"/> 0 – 5 years <input type="checkbox"/> 5 – 10 years <input type="checkbox"/> over 10 years How long do you plan to continue in business? <input type="checkbox"/> 0 – 5 years <input type="checkbox"/> 5 – 10 years <input type="checkbox"/> over 10 years Do you plan to expand your market? <input type="checkbox"/> No <input type="checkbox"/> Yes (please specify) _____ <input type="checkbox"/> Unsure	
24. FINANCIAL INFORMATION (REQUIRED)		
a) How long have you been in business at this location? _____		
b) Do you currently have any collection claims or judgments against you? <input type="checkbox"/> No <input type="checkbox"/> Yes If yes, please explain _____		
c) What is your intended source of funds to implement the FSI GMPs and/or HACCP in your plant? <input type="checkbox"/> Private Investment <input type="checkbox"/> Line of Credit <input type="checkbox"/> Bank Loan <input type="checkbox"/> Existing Funds <input type="checkbox"/> Other _____		

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PART B – PROJECT INFORMATION

Project description – Questions 1 - 5 relate to how you plan to implement your food safety program.

1. Who will develop the written programs? Check all that are applicable.

- QA/QC Manager
- HACCP Coordinator
- Plant Manager
- Owner/operator
- Team of plant staff
- Consultant working with a plant staff
- Other, please specify _____

2. How will staff be trained on the food safety requirements of your program? Check all that are applicable.

- Training provided by consultant, tailored to facility
- External training institution
- Training performed by internal staff
- Self-training
- Other, please specify _____

3. After successful completion of your activities, who will maintain the program in the future? Check all that are applicable.

- Hire a consultant to review and revise the program
- Internal staff
- A combination of internal staff and consultant
- Other, please specify _____

4. After successful completion of your activities, what on-going methods will be used to monitor the program in the future? Check all that are applicable.

- End Product Testing
- Hire a consultant to verify the program
- Third party audit
- Obtain Certification by an external body
- Internal staff will monitor the program
- Other, please specify _____

5. How will this project contribute to your business's short and long term goals? Check all that are applicable.

- Increase market access
- Retain existing markets
- Meet buyer/customer demands
- Increase management and staff commitment to food safety
- Increase product shelf-life
- Decrease re-work and returns
- Increase process controls
- Decrease waste
- Decrease costs
- Improve productivity
- Improve employee morale
- Decrease employee turnover
- Decrease liability and insurance premiums
- Other, please specify _____

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PART C– DECLARATION OF THE APPLICANT

We confirm that we have read and understood the FSI Implementation Element Program Guidelines and Application form and it is understood the organization must meet the following conditions in order to be eligible for funding:

1. The applicant has or can acquire adequate human resources, experience and skills to carry out its responsibilities.
2. All activities performed by consultant(s) hired by the applicant are the sole responsibility of the applicant. The SSFPA assumes no liability and makes no claims or performance guarantees in regards to consultants the applicant may hire.
3. The applicant agrees to comply with all conditions outlined in the Program Guidelines and Application, including the Objectives, Principles and Criteria of the Canadian Food Safety and Quality Program (CFSQP) found in Part G of this Application Form.
4. The applicant agrees to provide financial documentation of all expenditures, and to carry out all financial functions in accordance with Generally Accepted Accounting Principles (GAAP).
5. The applicant grants the Small Scale Food Processor Association (SSFPA) or its designate the right to conduct a verification audit and/or financial audit on the project described in this application.
6. The applicant agrees to provide acceptable and appropriate recognition to the governments of Canada and British Columbia for their financial contribution and support.
7. The applicant will make available to the provincial Minister any communication materials developed under this program and agree that the provincial Minister may use such materials for promotion purposes.
8. The applicant agrees that, unless authorized, costs incurred before the signing of the Ultimate Recipient agreement are not eligible for reimbursement.
9. The applicant agrees that Canada, British Columbia, the SSFPA and their contractor(s) will not be liable for any claims for damage from the recipient or third parties related to the activities carried out by the recipient or on his/her behalf. If their application is approved, the applicant will indemnify Canada, British Columbia, the SSFPA and their contractor(s) and to obtain appropriate liability insurance.
10. The applicant is in compliance with federal, provincial and municipal requirements.
11. There are no conflict of interest situations with the applicant relative to the Canadian Food Safety and Quality Program, FSI, Canada, British Columbia and the SSFPA and their contractor(s).
12. We the undersigned on our own behalf and on behalf of the Applicant agree that the SSFPA may conduct a credit check to determine eligibility.
13. The Applicant agrees that B.C.'s Freedom of Information and Protection of Privacy Act and the federal Personal Information Protection and Electronic Documents Act (PIPEDA) shall govern participation in this Program, as outlined in the Program Guidelines.
14. This application has been signed below by the authorized signing officer(s) for _____.

Legal Business Name

We understand that, if this application is accepted, we will be required to enter into an Ultimate Recipient Agreement with the SSFPA that sets out the terms and conditions for funding. We also understand that repayment of eligible GMP expenses requires completion of all identified Work Plan activities and that reimbursement of eligible HACCP or ISO 22000 expenses requires successful completion of a HACCP or ISO 22000 audit by a certifying authority approved by the SSFPA.

The information provided in this application is, to the best of our knowledge, complete, true and correct.

Name of Authorized signing officer

Title

Signature
(I have the authority to bind the Applicant)

Date

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PART D – CREDIT REPORT RELEASE FORM – FOOD SAFETY INITIATIVE

By signing this release form, the applicant authorizes the Small Scale Food Processor Association (SSFPA) to obtain a credit report from a recognized credit reporting agency as part of determining the applicant's financial stability for eligibility to participate in the Food Safety Initiative (FSI). The information collected by the SSFPA as a result of the credit report may include personal information that will be used solely for the purpose of determining the applicant's financial stability.

Applicant details

Business Name

Mailing Address (include postal code)

Business (GST) Number

Authorized Signing Officers

Name of Officer

Title

Telephone Number

Signature

Date

Name of Officer

Title

Telephone Number

Signature

Date

Please mail original to:

Program Manager, Food Safety Initiative
 Small Scale Food Processor Association
 Box 1100 Vedder Crossing
 Chilliwack, BC
 V2R 3N7

**CANADIAN FOOD SAFETY AND QUALITY PROGRAM
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The following is a checklist of items that need to be included when you apply:

- Application PART A**
- Application PART B**
- Application PART C (Must be signed)**
- Application PART D (Must be completed and Signed)**

- Proof of your **Business Registration**
- Copy of your **Provincial Operating license** (if you are required to have one)
- Cover letter** signed by upper management indicating:
 - Management's commitment to food safety and improving your food safety systems,
 - Commitment to providing adequate time and resources to improve your food safety systems, and
 - Commitment to the required reporting, record keeping and auditing required for obtaining FSI funding.
- A Letter From Your Financial institution** indicating financial stability
This can be as simple as a letter stating that customer ABC has been a client of Bank XYZ for # of years, and during this time all accounts have been kept in good standing.

If you are entering the FSI Implementation Element after completing the FSI Outreach Element, also attach:

- A signed copy of the **GMP or HACCP/ISO Audit Summary**
- A signed copy of your **Proposed Work Plan and Budget**

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**PART F – ACTIVITIES AND COSTS (for development and implementation of GMPs, HACCP and/or ISO 22000)
PLEASE REFER TO THE PROGRAM GUIDELINES FOR DETAILS**

ELIGIBLE ACTIVITIES

- Activities directly related to development and implementation of GMPs, HACCP and/or ISO 22000
- Consultant fees
- Development of documentation and record keeping systems
- Related scientific testing
- Staff training
- GMP, HACCP and/or ISO 22000 final audit costs including auditor fees
- HACCP and/or ISO 22000 certification costs

ELIGIBLE COSTS

Funding will be provided to reimburse only incremental, eligible costs directly related to your FSI project. Incremental means the spending is as a direct result of the project undertaken.

- Material/office supplies for Prerequisite Programs (GMPs) and/or HACCP and/or ISO 22000 plans/manuals
- Consultant fees for implementation/development of GMPs, and/or HACCP or ISO 22000
- Incremental Costs for rental/lease of facilities related to food safety program implementation (e.g. HACCP Coordinator office)
- Incremental Costs for labour or salaried services and related employment costs
- Travel/accommodation (not to exceed provincial guidelines)
- Financial audit and performance reporting as required by the SSFPA
- Federal and provincial taxes, including the non-refundable portion of GST
- Staff training
- System audit / certification costs
- Incremental Costs for rental/lease or purchase of computer equipment directly related to food safety program implementation (e.g. HACCP Coordinator computer). The amount eligible is limited to the amount of the asset expensed (depreciated) during the life of the project, up to a maximum of \$2000.
- Up to \$500 towards the purchase of GMP/HACCP or ISO 22000 software directly related to your food safety activities.
- Incremental Costs for purchase of equipment directly related to a written GMP, HACCP or ISO 22000 food safety program (e.g. Critical Control Point Monitoring Thermometers, Metal Detectors, Sanitation Equipment, Labeling machines), to a maximum of \$2500.
These purchases must be requested on your Work Plan and approved in writing by the SSFPA.
- Laboratory and sampling costs directly related to your food safety program development and/or implementation, to a maximum of \$1000.
- Other costs approved in advance by the SSFPA

INELIGIBLE COSTS

- Capital costs (such as vehicles, furnishings, land and buildings)
- Equipment purchases not directly related to food safety program implementation
- Travel costs in excess of provincial guidelines
- Costs being reimbursed under an existing government program
- Any other expense, which at the discretion of the SSFPA is deemed to be ineligible

**CANADIAN FOOD SAFETY AND QUALITY PROGRAM
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- Facilitate industry in the development and implementation of government-recognized national food safety, food quality and traceability systems throughout the Canadian agri-food continuum.
- Support the development of systems that aid in protecting human health by reducing exposure to hazards throughout the agri-food continuum.
- Support the development and implementation of systems to track and trace foods from the consumer level back to the farm.
- Contribute to increased consumer confidence in the safety and quality of food produced in Canada.
- Assist the industry's ability to seek out and capture value-added opportunities through the adoption of food safety, food quality and traceability systems.

Principles

- Projects and activities are within the mandate of the Province.
- Projects are in accordance with applicable federal and provincial acts, regulations, and environmental directives.
- Funds do not duplicate, overlap or replace federal and provincial programs and delivery mechanisms.
- Projects contribute to, or are consistent with, the integrated system approach within the agriculture and agri-food continuum.

Criteria

- Projects are for the purpose of improving food safety systems.
- Projects reflect a value-chain approach.
- Eligible expenditures are those incremental costs directly associated with a project.
- Funds are not to be used for activities beyond the scope of this program.
- Projects include a plan to sustain the GMPs, HACCP and/or ISO 22000 system independent of government funding after it is implemented.
- Benefits to the industry and public exceed the costs.
- Funds do not support normal commercial expansion or ongoing commercial activities of private companies.