



# Food Security Emergency Planning & Preparedness Fund (FSPP) PROGRAM GUIDE 2023/24



The Food Security Emergency Planning & Preparedness (FSPP) Fund allows agricultural producers, industry associations and local authorities to develop emergency plans and preparedness strategies with a unique focus on food security and agricultural resiliency, including investment in training and proactive procurement of equipment or infrastructure in anticipation of emergency events.

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We gratefully acknowledge the financial support of the Province of British Columbia through the Ministry of Agriculture and Food.

If there is a discrepancy between this document and the information found on [iafbc.ca](http://iafbc.ca), the website takes precedence.

# PROGRAM OVERVIEW

The FSPP Fund is an up to \$20M program funded by the Government of BC through the Ministry of Agriculture and Food and delivered by the Investment Agriculture Foundation of BC (IAF).

## Overview

Through the program, eligible applicants can receive up to \$150,000 for emergency planning projects and up to \$2M for emergency preparedness, infrastructure, and equipment projects. Beginning September 21, 2023, applications will be accepted on a continual basis throughout a 90-day application window closing December 19, 2023. Retroactive<sup>1</sup> costs will be considered for eligible costs incurred on or after September 21, 2023. All projects can continue for up to 24 months in duration and must be completed by or before January 15, 2026.

## Program Goal

BC's food supply is secure, and there is a reduced impact on the agriculture sector from climate-related and other emergencies.

## Program Objective

To fund preparedness-related projects that tangibly improve collaboration between local government emergency response programs and producers for high-risk hazards as defined by Emergency Management Protocols.

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<sup>1</sup> If an Applicant is advised that their project has been approved and the Applicant starts incurring costs, no costs are eligible for reimbursement unless a Contribution Agreement is ultimately signed between the Applicant and the Investment Agriculture Foundation. Any costs incurred prior to the signing of a Contribution Agreement would be incurred solely at the Applicant's risk without obligation of payment with program funds.



## ELIGIBILITY CRITERIA

### Eligible Applicants

To be considered eligible for this program, an applicant must be located in the Province of British Columbia and must meet the stream-specific eligibility requirements below:

#### Stream 1: Planning

BC Local Governments; BC First Nations<sup>2</sup>; BC-based Agriculture and Agri-food Industry Associations, BC-based Seafood Associations

#### Stream 2: Preparedness, Infrastructure and Equipment

BC-based Industry Associations<sup>3</sup>, BC-based Seafood Associations, Primary Processors or Ancillary service providers that have a direct role in supporting agricultural emergency preparedness and response.

What is considered a Primary Processor and an Ancillary Service Provider?

- Ancillary service providers are those who provide service directly to agriculture producers, which could include veterinarians, mass carcass disposal, providers of livestock and poultry feed, and agricultural transportation services.
- Eligible primary processors are those involved in the initial processing of agricultural products such as abattoirs for livestock and poultry.

**Note:** Seafood Primary Processors/Ancillary Service Providers are also eligible to apply, however, may not be successful based on the program's prioritization criteria.

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<sup>2</sup> BC First Nations communities, Tribal Councils, and indigenous communities that have emergency management responsibilities for managing response actions.

<sup>3</sup> Individual producers/processors are not eligible to apply for funding under FSPP. Industry Associations are encouraged to apply on behalf of producers/processors to put projects forward that have a broader sector benefit/impact.

## Eligible Activities and Expenditures

Eligible projects must include activities and costs that support planning, preparedness, infrastructure, and procurement of equipment in anticipation of emergency events.

The following project activities and/or expenses are eligible for funding through the Food Security Emergency Planning Program:

### Stream 1: Planning

- Development of an agriculture industry association Emergency Plan for emergency events that may impact their sector.
- Development of a local authority or First Nation agriculture emergency plan (or an agriculture component of a broader emergency plan) to support agricultural producers within their geographic area of jurisdiction.
- Development and Training of staff, volunteers, or Contractors who will activate or support the agriculture-related emergency plan.
- Training Programs related to emergency response and activation of emergency plans in support of agriculture.
- Development of tools, policies, protocols, and procedures for response to or management of emergency incidents related to agriculture.
- Hiring of staff or contractors to conduct agriculture emergency planning activities,
- Exercising of agriculture emergency plans.

### Stream 2: Preparedness, Infrastructure and Equipment

- Procurement and installation of Equipment or Infrastructure required to support emergency response actions in support of agriculture (but does not include prevention and mitigation)
- Upgrade existing equipment or infrastructure used to support emergency response actions in support of agriculture.
- Short-term operational costs associated with equipment or infrastructure (such as training or insurance) required to support emergency actions in support of agriculture.
- Procurement (purchase, rent, lease) of equipment required for response to emergencies affecting agriculture.
- Developing/establishing contracted response activities versus using the funding for actual operational response activities (i.e., the funding is not for operational response but for preparedness).
- Training and exercising to utilize existing or acquired response equipment.
- Research of response options/methods, including procuring scientific, academic, or other research specialists to conduct research or advance new methods for improved disease outbreak response, such as depopulation methods.

All FSPP applications must meet all technical, environmental, permitting, and regulatory standards and/or requirements, as applicable. Only Industry Associations can apply for funding under Stream 2 to complete water infrastructure/equipment projects.

## Maximum Funding for Eligible Activities and Expenditures

Funding for the program will be available through two funding streams with set cost-share ratios and funding limits.

Funding limits are set per stream per project. Applicants can apply to multiple streams; however, they will need to apply for each stream separately and can only have a single project per stream underway at once.

The funding limits are as follows:

**Stream 1:** Minimum: \$25,000, Maximum: \$150,000

Maximum funding limit for Regional Districts under Stream 1: Planning is \$250,000

**Stream 2:** Minimum: \$50,000 to Maximum: \$2M

Cost-sharing ratios are as follows:

**Stream 1:** 100% for all eligible applicants

**Stream 2:** 75% for individual businesses, 100% for industry associations

**Stacking:** Stacking of funds from other government programs is allowed up to 100% of project costs, provided the programs are not delivered by IAF.

## Ineligible Participants, Activities and Expenses

- Individual producers and/or processors. Exceptions are provided to Primary Processors involved in the initial processing of agricultural products, such as abattoirs for livestock and poultry.
- Non-agricultural individuals or groups
- Provincial and federal governments.
- Crown Corporations Activities or costs incurred prior to approval (no retroactive approval permitted).
- Prevention and Mitigation projects.
- Projects eligible for funding or compensation under public or private insurance programs or qualify for an AgriRecovery framework.
- In-kind activities.



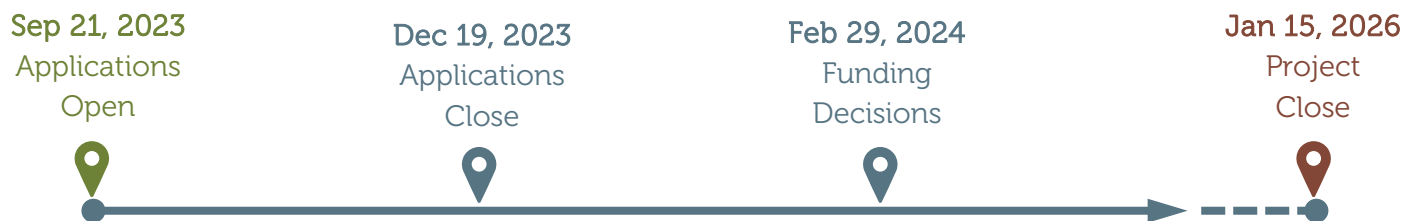
## APPLICATIONS

### Important Program Dates

Applications will be accepted through the [IAF Client Portal](#) starting on September 21, 2023, on an ongoing basis. The application intake window will be open for 90 days, with all applications reviewed and processed together following the intake closing date on December 19, 2023. Funding will be awarded based on the priorities provided by the Ministry of Agriculture and Food (see [Appendix 1](#)) and available funds.

If all available funds are not allocated through this intake, a second application intake may be considered.

**Project Start Date (on or before):** September 21, 2023<sup>4</sup>. All projects must be completed by or before January 15, 2026.



<sup>4</sup> If an Applicant is advised that their project has been approved and the Applicant starts incurring costs, no costs are eligible for reimbursement unless a Contribution Agreement is ultimately signed between the Applicant and the Investment Agriculture Foundation. Any costs incurred prior to the signing of a Contribution Agreement, dating back to September 21, 2023, would be incurred solely at the Applicant's risk without obligation of payment with program funds.

## Application Process

Applicants will apply through the [IAF Client Portal](#). The application process will consist of the following:

### Creating an Account

- Create a personal profile (name and email)

### Organization Registration (can take up to 2-3 business days to verify)

- Organization information, including:
  - Name
  - Contact details
  - Type of organization
  - BC ID / CRA numbers
  - Primary contact
  - and more

### Applying to FSPP Program for Project Funding

Select Food Security Emergency Planning & Preparedness Fund Program from Funding Opportunities, and provide:

- Applicant type/sector representation
- Project start & end dates
- Funding Stream
- Select project activities from the eligible activities list.
- Provide a description of key activities, who will oversee/undertake work, and a timeline.
- Alignment with program priorities
- Demonstrate how all technical, environmental, regulatory standards and/or permit requirements (as applicable) are met.
- Copies of relevant documents (e.g., permits, licensing etc)
- Performance measurement information
- Funding request/project budget

Applicants may provide supplementary materials in support of their application (e.g. letters of support, CVs, quotes). These appendices can be uploaded through the IAF Client Portal as attachments to the application.

If permits are pending/under review, but the application is otherwise complete, IAF will proceed to consider and adjudicate the application. However, any approval will be conditional until all required documentation is received. Conditional offers/approvals will not receive contracts, be included in funding commitments, or be eligible to be reimbursed for project expenses until their project has been approved.

**All FSPP applications must meet all technical, environmental, permitting, and regulatory standards and/or requirements, as applicable.**

IAF staff are available to answer questions regarding eligible activities, costs and/or the application process. IAF may also contact applicants for additional information or clarification to assess or strengthen their application. Applicants can contact [fspp@iafbc.ca](mailto:fspp@iafbc.ca) with any questions about the program or to receive support in developing their application.

Applicants are encouraged to include only activities they are confident will be completed on time and within budget limits.

## Review and Adjudication

Applications will be accepted on a continual basis throughout a 90-day application window.

All applications received by the review date will be reviewed by IAF for eligibility and completeness. Applications that meet program eligibility requirements will be reviewed against the program's prioritization criteria as provided by the Ministry of Agriculture and Food (see Appendix 1). Applications may be reviewed by a technical review / advisory committee and/or the Ministry of Agriculture and Food as required. All FSPP applications must meet all technical, environmental, permitting, and regulatory standards and/or requirements, as applicable, to be eligible for funding.

When eligible applicants rank equally with one another within a priority category/sub-category, IAF may use additional considerations to award funding, such as prioritizing projects that address multiple high-risk hazards and multiple sector groups/commodity types.

IAF will complete adjudication within 60 days after the application intake deadline, followed by decision emails to applicants. All adjudication decisions are final.



## NOTIFICATIONS AND OBLIGATIONS

### Funding Notifications and Contracts

If the project is approved, IAF will inform the applicant of the details of the decision and any associated terms and conditions by or before February 29, 2024. The applicant then enters into an agreement with IAF which outlines each party's obligations.

Funding is application and project-specific and must be used for the approved project and related expenses. Funds are non-transferable.

Projects may begin as soon as September 21, 2023, and be completed by or before January 15, 2026. If an Applicant is advised their project has been approved, and the Applicant starts incurring costs, no costs are eligible for reimbursement unless a Contribution Agreement is ultimately signed between the Applicant and the Investment Agriculture Foundation. Any costs incurred prior to the signing of a Contribution Agreement dating back to September 21, 2023, would be incurred solely at the applicant's risk without obligation of payment with program funds.

All project activities and expenditures must be approved to be eligible for funding reimbursement.

If a project is not approved, the applicant will receive a written response from IAF.

### Funding Acknowledgements

This program is funded by the Government of BC, and as such, acknowledgement of funding is required when publicly communicating about a project and/or funding. To ensure appropriate acknowledgement, all communications and marketing materials, including public announcements or social media posts, must be pre-approved by the IAF Communications Team. Materials can be submitted via the [IAF Client Portal](#).

### Reporting Requirements

Successful applicants must complete one or more activity and financial reports to receive payment from the program. This report must be filled out and submitted to IAF to be considered for funding reimbursement. It is important that reporting is submitted on time and with all required information. Please retain all invoices and receipts; you may be asked to submit some or all receipts/invoices following a review of your report by the IAF Team. Expenses will be reimbursed based on audited receipts and the approved project budget. All reporting will be completed via the [IAF Client Portal](#).

## Changes to Contracted Projects

If you cannot complete your project or require a change, please inform the IAF Team using the IAF Client Portal as soon as possible.

September 15, 2023.

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# APPENDICES

## Appendix 1: Prioritization Criteria

All applications will be reviewed based on a set of pre-determined criteria. Applications will be prioritized for funding based on their alignment with the following table. Seafood Primary Processors/Ancillary Service Providers are also eligible to apply; however may not be successful based on the program’s prioritization criteria.

The following are assigned a higher priority when considering a project under the fund.

**Note: Priority 1-3, & A/B/C rankings refer to the priority of applications, with 1A being the highest priority and 3C being the lowest.**

Prioritization Framework for All Applications			
1. Applications will initially be assigned a Priority Category based on the High-Risk Hazard(s) or Consequence(s) identified in their application.			
Priority Category	Priority 1	Priority 2	Priority 3
High-Risk Hazard or Consequence	<ul style="list-style-type: none"> <li>• Flooding</li> <li>• Wildfire</li> <li>• Drought</li> <li>• Livestock Animal Disease*</li> <li>• Supply Chain Interruptions</li> <li>• Mass Carcass Disposal</li> <li>• Livestock and Poultry Depopulation</li> </ul>	<ul style="list-style-type: none"> <li>• Livestock Animal Disease**</li> <li>• Agricultural Plant Disease</li> <li>• Agricultural Pest Outbreaks</li> <li>• Cyber Threats</li> </ul>	<ul style="list-style-type: none"> <li>• All other Hazard Types</li> </ul>
* Diseases that are Provincially or Federally Regulated			
** Non-regulated diseases or hazards that have the potential for high impact on livestock or public health.			
2. Based on the High-Risk Hazard or Consequence identified in the application, the application will then be further priority ranked based on the Livestock / Poultry Species as follows:			
Priority Sub-Category	Priority A	Priority B	Priority C
Livestock / Poultry Species	<ul style="list-style-type: none"> <li>• Beef cattle</li> <li>• Dairy cattle,</li> <li>• Poultry</li> <li>• Pigs</li> <li>• Applications that apply to all or multiple species</li> </ul>	<ul style="list-style-type: none"> <li>• Sheep</li> <li>• Goat</li> <li>• Bison</li> <li>• Horse</li> </ul>	<ul style="list-style-type: none"> <li>• Other farmed species</li> </ul>

<p>For BC Local Governments and First Nation applicants applying for <b>Stream 1: Planning Activities</b>, the application will then be further priority ranked based on the following:</p>			
<p>BC Local Governments and First Nations:</p>	<ul style="list-style-type: none"> <li>• Regional Districts</li> <li>• Local Authority / First Nation with:</li> <li>• significant number of livestock or poultry operations within their area of jurisdiction.</li> <li>• First Nations managing a significant number of livestock or poultry for the benefit of the community.</li> </ul>	<p>Local Authority / First Nation with:</p> <ul style="list-style-type: none"> <li>• Moderate number of livestock or poultry operations within their area of jurisdiction</li> <li>• Significant number of non-livestock / non-poultry operations within their area of jurisdiction</li> </ul>	<p>Local Authority / First Nation with:</p> <ul style="list-style-type: none"> <li>• Minimal number of livestock or poultry operations within their area of jurisdiction</li> <li>• Moderate or minimal number of non-livestock / non-poultry operations within their area of jurisdiction</li> </ul>
<p>For Primary Processors and Ancillary Service Providers applying for <b>Stream 2: Preparedness, Infrastructure, and Equipment Activities</b>, the application will then be further priority ranked based on the level and type of support they would provide in response to emergency events and the consequences thereof.</p>			

**Note:** Eligible applicants who rank equally with each other in the Prioritization Framework will be funded according to the date and time on which the full application was submitted through the [IAF Client Portal](#).