Risk Mitigation Program

Food Safety Subject Area - Application Tip Sheet

Step 1: Review the following program documents
- Risk Mitigation Program Terms and Conditions
- Food Safety Subject Area Criteria Document

Any questions about the program or about the steps needed to be completed before submission of an application can be directed to the Subject Area Contact.

Step 2: Complete the Application (Part A)
- Complete all 4 sections.

Step 3: Develop a Project Proposal/Plan

1. **Project Title:**
   - Provide a short, descriptive project title that accurately reflects the purpose of the project.
   - Project Start is the date you begin the project activities and begin incurring expenses related to the project activities.
   - Project End is the date you complete the project activities and are no longer incurring expenses related to the project activities.

2. **Overview / Summary of Project:**
   - Provide a concise overview or summary of your project that explains:
     - the problem or opportunity;
     - the planned activities and their links to the Project Objectives; and
     - the desired outcomes.

3. **Problem or Opportunity:**
   - Describe why the project is needed or what gaps it will address.
     - Describe the current situation and how the project will seek to improve this situation.
     - Provide rationale as to why the project is important in terms of food safety/risk mitigation.
     - Describe the short and long-term impacts on the industry if this project is not pursued.

4. **Objectives:**
   - What is the project intended to accomplish, what difference will the project make (e.g. benefit to your organization/industry/public) and what results/outcomes are anticipated?
     - Identify what the project is intended to accomplish.
     - Describe the benefit to your organization, the industry and the public.
     - Describe what the anticipated results/outcomes are.
     - Identify the target audience(s) for this project, and why this project is relevant to the target audience(s) (Industry Organization Applicants and Post-Secondary Institution Applicants only).

5. **Activities:**
   - Describe the steps and tasks that will be undertaken to achieve the objectives of the project.
     - o Provide a detailed project plan with a complete description of all activities including steps and tasks with associated resources, responsibility for completion (internal staff and contractors), milestones and timelines for completion.
     - o Describe how the project will adhere to sound scientific or technical protocols.
     - o Show how major activities align with your risk mitigation objectives and outcomes.

6. **Performance Plan:**
   - How will you know if your project made a difference? Describe how you intend to measure success in achieving project objectives.
     - o Describe how you will know if your project made a difference.
     - o Describe how you intend to measure success in achieving project objectives.
     - o How will your activities contribute to performance measures?
     - o What are the measurable benefits for the Alberta agriculture industry or sector(s)?
     - o Describe how you will track and measure progress and success for each outcome (clearly state outcomes with associated performance measures for all major activities/milestones that are achievable, relevant and measurable).

7. **Communication Plan:**
   - Describe how project information and results will be shared with target audiences/stakeholders.
     - o Include a plan for technology transfer, extension activities and/or communications for your project (Industry Organization Applicants and Post-Secondary Institution Applications only).

8. **Applicant Background:**
   - Provide a brief summary about your company/organization. Also, provide a brief description of the capacity (skills, experiences, resources) of your company/organization to manage this project.
     - o Provide information on the roles, expertise and related experience of the internal staff and/or contractors that will work on this project.
     - o Provide a brief summary about your organization, and information on your organization's work on related projects.
     - o Explain how your team will be able to achieve all of the outcomes efficiently and effectively within the project timelines and budget.
     - o Describe how your team will be able to address all challenges related to technical resources, facilities, ability to operate, and ability to share knowledge with intended beneficiaries.

Step 4: Develop a Project Budget
   - Project Budget (Part C) must identify all related expenses for each activity including documentation supporting budget request.
   - Identify all the expenses for the project, whether funded by the Risk Mitigation Program, by outside contributors, or by yourself.

Step 5: Attach Additional Documents

- Attach any documentation that supports the need of the project, such as scientific research, reputable reports and/or a food safety risk assessment.
- Attach a quote or proposal from a Qualified Third-Party detailing services to be provided, costs and outcomes.
- Attach any quotes from the manufacturer detailing costs of equipment, installation, shipping and related training, as applicable.
- Attach any documentation that supports your proposed budget expenses.
- Attach evidence of appropriate regulatory approval of any proposed facility modification.
- Attach a copy of your "Permit to Operate a Food Handling Establishment" or "Certificate or License to Operate") (Agri-Processor Applicants only).
- Attach a copy of the proof of business insurance (Industry Organizations Applicants and Post-Secondary Institution Applicants only).
- Program staff may request additional documentation from an Applicant.

Applications to the Program must be submitted in one of the following ways:

Email: CAP.RiskManagement@gov.ab.ca

Mail: Risk Mitigation Program - Canadian Agricultural Partnership
Alberta Agriculture and Forestry
Program Delivery Section
Suite 301, 7000 113 Street NW
Edmonton AB T6H 5T6

Fax: 780-427-5921

You will be contacted to confirm receipt of your application. Deadlines for submissions of applications are posted on the website.

Step 6: Processing of Applications
Applications completed to the satisfaction of the Minister will be considered for approval on a case-by-case basis, subject to Subject Area eligibility criteria, assessment criteria, and funding constraints. The assessment criteria can be found in section 8.1 and 8.2 of the Food Safety Subject Area Criteria Document.

You will be informed by an Agriculture and Forestry representative if your application package has been approved or not approved for funding. If approved, you must enter into an Executed Grant with the Minister that is signed by both parties to be eligible to review funding, and the grant shall be governed by the terms and conditions of the Executed Grant.

Subject Area Contact: Food Safety
CAP.foodsafety@gov.ab.ca