

APPENDIX 6 TO THE RISK MITIGATION PROGRAM TERMS AND CONDITIONS FARM SAFETY SUBJECT AREA CRITERIA DOCUMENT

1. Purpose

- 1.1 The Farm Safety Subject Area supports the enhancement of farm safety curriculum for post-secondary agriculture related programs in Alberta.

2. Definitions

- 2.1 In this Farm Safety Subject Area Criteria Document, the following terms have the following meanings:
- (a) **Post-Secondary Institution:** means a university, a public college, or technical institute, as defined in the Alberta Post-Secondary Learning Act, that offers agriculture related programming; and
 - (b) **Subject Area:** means the Farm Safety Subject Area under the Program.

3. Eligible Applicants

- 3.1 Post-Secondary Institutions are eligible to apply under this Subject Area.
- 3.2 The following entities are not eligible under this Subject Area:
- (a) for-profit businesses/ventures;
 - (b) private institutions that provide career training programs; and
 - (c) any other entity deemed ineligible by the Minister.

4. Eligible Activities

- 4.1 The following activities may be included in an Application under this Subject Area:
- (a) the enhancement of farm safety curriculum through program review, gap/opportunity analysis, and program enhancement.
- 4.2 Activities that are ineligible under this Subject Area include:
- (a) the delivery of farm safety programming; and
 - (b) any other activity deemed by the Minister to be ineligible.

5. Eligible Expenses

- 5.1 The following expenses may be included in an Application under this Subject Area:
- (a) costs for materials and supplies directly related to the Project;
 - (b) costs for incremental salaried or contract services directly related to the Project;
 - (c) reasonable travel expenses for travel within Alberta directly related to the Project in accordance with the Travel Expense Policy; and
 - (d) In-Kind Contributions up to a maximum of 25% of the total Eligible Expenses.

- 5.2** Expenses that are ineligible under this Subject Area include:
- (a) Goods and Services Tax (GST);
 - (b) financing fees and interest charges;
 - (c) expenses incurred in Non-Arm's Length Transactions;
 - (d) costs incurred by the Applicant to prepare the Application;
 - (e) expenses incurred outside of the Project Term;
 - (f) costs for normal (day-to-day) operations and general office equipment, as well as overhead, salary and maintenance costs;
 - (g) costs to process invoices, administration costs and other regular internal/operational costs;
 - (h) administration overhead charges;
 - (i) costs funded through any other federal, provincial or municipal government grants, programs or projects; and
 - (j) any other expense deemed by the Minister to be an ineligible expense.

6. Project Term

- 6.1** The maximum Project Term is 24 months.

7. Processing of Applications

- 7.1** 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.

8. Subject Area Assessment Criteria

- 8.1** Subject Area assessment criteria by which Applications will be assessed are:
- (a) the extent to which the Application demonstrates the Applicant's capacity and readiness to execute the Proposed Project based on available financial resources, necessary experience, and skills (to manage, lead and execute the Project), and detailed Proposed Project timelines that are realistic and attainable;
 - (b) extent to which the Proposed Project is meeting a demonstrated need and gap in service;
 - (c) extent to which the Proposed Project strategies, activities, budget, target audience and performance measures are defined and developed in the Application;
 - (d) extent of the Proposed Project's reach and scale; and
 - (e) the extent to which the Proposed Project will enhance farm safety in post-secondary curriculum(s) and impact the agriculture sector.

9. Funding Levels and Grant Payment

- 9.1** This Subject Area provides grants on a cost-shared basis to cover Eligible Expenses for approved Projects up to a maximum of \$100,000 per Project.
- 9.2** Eligible Expenses shall be cost-shared at 50% grant and 50% Applicant.

9.3 Payments to the Applicant will be made as follows:

- (a) upon execution of the Executed Agreement, an initial payment of 50% of the maximum approved grant amount stated in the Executed Agreement; and
- (b) the remaining 50% of the maximum approved grant amount shall be paid over the Project Term upon receipt of Status Reports and/or the Final Report, as specified in the schedule in the Executed Agreement.

After submission of the Final Report, if the sum of all previous grant payments exceeds the total Eligible Expenses claimed by the Applicant multiplied by the applicable funding level, no final payment will be made and the Applicant shall immediately pay the unused grant funds to the Provincial Crown.