

# B.C. Government's Grow Local Program Guide



## Program Overview

The Grow Local program will provide up to \$25,000 in funding over two years to 10 communities to support community-led solutions to help British Columbians access and use information on how to grow food.

## Objective

The objective of the Grow Local program is to provide funding to organization to increase the ability of British Columbians to grow food locally.

This pilot project will focus on increasing local food supply security by supporting local citizens and communities to “grow local” by providing educational resources and hands on practical advice on how to grow their own produce, and creating a stronger value and connection for locally grown food and for the agriculture sector in BC.

## Timelines

- Applications can be submitted from September 30, 2016 to 5pm PST November 4<sup>th</sup>, 2016.
- Funding will be awarded in December 2016.
- Successful proponents will be notified by January 31, 2017.
- Projects can begin on February 1, 2017 and end no later than December 31, 2018.

## Eligible Participants and Projects

### Eligible Participants

- Local government
- Regional Districts
- Non Profit organizations
- Social enterprises
- Aboriginal organizations
- First Nation governments

For-profit businesses are not eligible to apply.

## Eligible Projects

- Group education and awareness activities (e.g. workshops, info sessions, mini-courses, “how to” demonstrations, “meet ups” between novice and experienced gardeners) on how to grow local food
- Individual “education” activities (e.g. one-on-one consultation and advice) on how to grow local food

## Ineligible Projects

- Community Supported Agriculture initiative, defined as a community of individuals or families who support a chosen farm and its family. Each individual or family purchase, in advance, a share, called a subscription, of the year’s crop. Thus, the customers become virtual partners or ‘co-producers’ in the farm, sharing risk and reward with the farm family. Throughout the growing season, each week subscribing member receives equal shares of the freshly harvested food from the farmer
- Assisting citizens to grow food crops for commercial sale
- Infrastructure costs (e.g. cold storage, machines and equipment, establishment of community/allotment gardens)

## Eligible and Ineligible Costs

### Eligible Costs

- Staff salary associated with project
- Hiring or subcontracting gardening experts
- Activities: Workshop costs (venue rental, refreshments, speaker fees); webinars; speakers;
- Communications and promotional activities (venue rentals, promotional materials, graphic design, printing, postage, office supplies, website services associated with the project)
- Limited input costs (e.g. seed packets, soil) – cannot exceed 5% of budget.
- Travel (as per government guidelines: [http://www2.gov.bc.ca/assets/gov/careers/all-employees/pay-and-benefits/work-related-expenses-allowances/travel\\_allowances.pdf](http://www2.gov.bc.ca/assets/gov/careers/all-employees/pay-and-benefits/work-related-expenses-allowances/travel_allowances.pdf) )

### Ineligible Costs

Ineligible costs include, but are not limited to, the following:

- Any cost not specifically required for the execution of a project;
- Normal costs of establishing or maintaining a commercial operation, including costs to maintain compliance with requirements of law that pertain to the current business operations;
- Any travel costs beyond those provided for in the Travel and Meal Guidelines ([http://www2.gov.bc.ca/assets/gov/careers/all-employees/pay-and-benefits/work-related-expenses-allowances/travel\\_allowances.pdf](http://www2.gov.bc.ca/assets/gov/careers/all-employees/pay-and-benefits/work-related-expenses-allowances/travel_allowances.pdf))
- Purchase of land, building and facilities;
- Lease of land, buildings and facilities

- Financing charges, loan interest payments, bank fees, and charges;
- Any cost, including a tax that is eligible for a rebate, credit or refund (including a refundable portion of the Government Sales Tax);
- Gifts and incentives;
- Permits and approvals;
- Legal fees;
- Costs incurred before the approval of the project or after the project completion date identified in the contribution agreement between the Province and a successful applicant;
- Costs related to activities that directly influence or lobby any level of government.

## Reporting and Evaluation

### Reporting

Successful applicants will be required to submit an interim report and final report to the IAF on the progress of their initiative throughout the term of the agreement.

### Evaluation

Successful applicants will be required to evaluate the progress of their project against the Grow Local Program goals:

- Increase engagement in local food production
- Increase local food production knowledge and skills
- Increase the perceived value of agriculture by participants
- Strengthen your community's ability to create greater food supply security for all

## Approval and Shared Cost Arrangement

- It is anticipated that successful proponents will receive notification of approved project funding by approximately January 31st, 2017. Once agreements are finalized, all proponents will be advised of the successful Grow Local projects.
- Successful proponents will enter into Shared Cost Arrangement agreements with the Ministry that sets out the terms and conditions of the funding. This will confirm both parties' understanding of the project and the maximum contribution amount to which the proponent is entitled. Grow Local funding will be provided to the successful applicants following the execution of the Shared Cost Arrangement.
- Contributions are project-specific and may not be transferred from an approved application to a new proposal.

## Selection Criteria

### Mandatory Criteria

For projects to be considered for evaluation, Grow Local applications will be initially screened to ensure that the following mandatory criteria have been fulfilled:

The completed project Application Form and supporting documentation are submitted by email to [funding@iafbc.ca](mailto:funding@iafbc.ca)

- By end of business (5:00pm) on November 4<sup>th</sup> 2016.
- The applicant, the project and proposed costs are all eligible as defined in this Guide (see Section 2: Eligibility).
- The application clearly stipulates that the project, or a clearly discernible and significant milestone of the project, will be completed on or prior to December 31, 2018.

Applications not meeting each of the Mandatory Criteria above will not be considered further for evaluation.

In addition to eligibility criteria, selection criteria will take the following into consideration:

- a) Alignment with the Grow Local program goals:
  - Increase engagement in local food production;
  - Increase local food production knowledge and skills;
  - Increase the perceived value of agriculture by British Columbians; and
  - Strengthen your community's ability to create greater food supply security for all
- b) Geographic representation: in selecting projects the Province may select projects to represent BC's different regions. Projects based in the same region are encouraged to partner.
- c) Projects that include both group and individual education on local food production.
- d) Projects which leverage existing resources and initiatives maybe prioritized.
- e) Project which include partnerships with local, regional or First Nations governments maybe prioritized.
- f) Projects which engage youth maybe prioritized.
- g) Available funds.

## Contact

For more information please contact:

### Investment Agriculture Foundation of BC

[www.iafbc.ca](http://www.iafbc.ca)

[funding@iafbc.ca](mailto:funding@iafbc.ca)

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