

FRAGILE  
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# Traceability Adoption Program

## PROGRAM GUIDE 2024/25



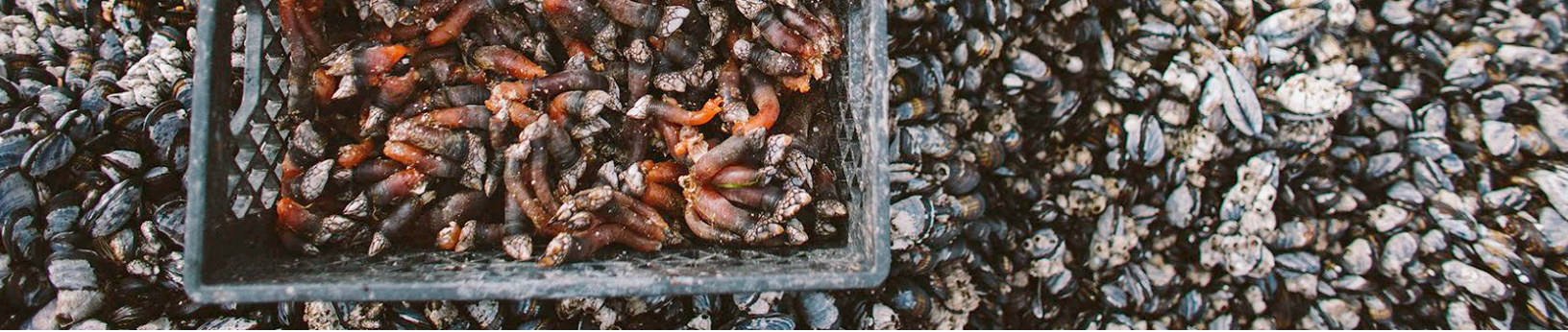
Traceability Adoption Program provides cost-shared funding towards the purchase and installation of traceability systems, practices, technologies, or infrastructure to help businesses meet new and existing regulatory requirements for the traceability of food, animals, and seafood products.

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Funding for this program has been provided by the Governments of Canada and British Columbia through the Sustainable Canadian Agricultural Partnership, a federal-provincial-territorial initiative. The program is delivered by the Investment Agriculture Foundation of BC (IAF).





## PROGRAM OVERVIEW

### Background

The Traceability Adoption Program (TAP) is funded by the Governments of Canada and British Columbia through the Sustainable Canadian Agricultural Partnership, a federal-provincial-territorial initiative. The program is delivered by the Investment Agriculture Foundation of BC (IAF).

TAP seeks to increase the implementation of traceability systems in production and processing to enable the BC agrifood sector to meet new and existing regulatory requirements for the traceability of food, animals, and seafood products.

### Program Objective

TAP seeks to increase the implementation of facility-based traceability systems across the agrifood and seafood chain in BC's primary and secondary production and processing sectors. The program's intent is to help to enable businesses to meet both existing, and new, regulatory requirements for traceability systems.

### Program Structure

Applicants can apply for On-Farm (e.g., growers, packers, and ranchers) or Post-Farm (e.g., processing, packaging, warehousing, transporting, distributing, and importing operations) activities.

**Note:** One application form is used for both On-Farm and Post-Farm. If you would like to apply to both, two unique applications are required.

### Livestock Tag Reader

The Livestock Tag Reader (LTR) activities offer cost-shared funding to BC livestock operators to purchase hand-held or panel livestock tag readers, reader installation, related software, and related training. These activities aim to help livestock operators meet federal livestock traceability requirements.

Applicants must be **registered in the [BC Premises Identification Program](#)** to be eligible to apply for the Livestock Tag Reader activities.



## APPROACH

TAP is a first-come, first-served program. Following the submission of an application and prior to funding decisions being made, project applications are screened and reviewed by IAF. This review involves:

- Ensuring application completeness.
- Organization/Applicant eligibility check.
- Project alignment and eligibility check.

Applications will be received, reviewed, and adjudicated on a first-come, first-served basis until available funds are fully committed. Applications may be assessed by a technical expert to ensure viability and reasonableness. Submitting an application is not a guarantee of funding, projects are funded on a first-come, first-served basis until funds are fully committed. IAF will provide notice of application closure via the TAP webpage and TAP newsletter.

Funding decisions will be sent by email within 8 weeks of the complete applications submission. Applicants will have three months to complete their projects from the date of project approval.

### Funding Limits

Each participant may receive up to \$20,000 per fiscal year (April 1 to March 31) for eligible activities, regardless of whether they are seeking funding for on-farm or post-farm activities, unless otherwise stated. Activities will be cost-shared at up to 70%, see the table below. Funding will not exceed \$40,000 over the four-year operation of the program (April 1, 2024, to March 31, 2028).

**Note:** In-Kind expenses and GST are not eligible for reimbursement.

| Eligible Activities Categories             | Cost-shared ratio | Activity Funding Limit (Maximum) | Fiscal Year Funding Limit (Maximum) | Program Funding Limit (Maximum)                       |
|--|-------------------|----------------------------------|-------------------------------------|---|
| Consultant Fees                            | Up to 70%         | \$20,000                         | \$20,000                            | \$40,000<br><i>(April 1, 2024, to March 31, 2028)</i> |
| Hardware purchase and installation         |                   |                                  |                                     |   |
| Software purchase/license and installation |                   |                                  |                                     |   |
| Staff Training                             | Up to 50%         |                                  |                                     |   |
| Electronic Devices (multi-use)             |                   |                                  |                                     |   |

[For funding details regarding Livestock Tag Readers \(LTR\) activities see the LTR section.](#)

**IMPORTANT:** High demand is expected for TAP. Submit completed application(s) as soon as possible to increase your funding chances. Submitting an application is not a guarantee of funding, projects are funded on a first-come, first-serve basis until funds are fully committed.



# ELIGIBILITY CRITERIA

## Eligible Applicants

Eligible participants for the Traceability Adoption program include agriculture, food, or seafood businesses such as:

- Producers
- Transporters
- Packagers
- Harvesters
- Warehouses
- Importers
- Processors
- Distributors
- Exporters

Applicants must:

- Have an active 9-digit CRA business number.
- Constitute a legal entity.
- Be based and operating in BC and file business or farm income taxes in BC.
- Be registered with the [BC Premises Identification Program](#) if animals are raised (as defined in the Premises Identification Regulation made under the Animal Health Act)

## Ineligible Applicants

Ineligible participants for the Traceability Adoption program include:

- Health and/or nutrition supplement processing/handling operations.
- Pet food processing/handling operations.
- Restaurants or other food service operations.

## Eligible Activities and Costs

Eligible activities for the Traceability Adoption Program include:

### Hire an Accredited Third-Party Consultant

- Consultant fees for assessing, planning and/or implementing the project.
- Consultant fees for developing or improving recall plans, specific to the newly implemented traceability system.
- Consultant fees for conducting recall exercises of the newly implemented traceability system.
  - **IMPORTANT:** Fees related to recall plans/exercises cannot be the sole activity in an application.

**Note:** Consultants must be accredited third-party individuals.

### Purchase/License and Install Hardware

- Purchases and installation of hardware for traceability systems, including:
  - Radio Frequency Identification (RFID) or barcode readers.
  - Label printers (including those with bag closure functionality).
  - On-site database and web servers.
  - Wireless or wired connectivity within the enterprise, as required for the traceability system.

### Purchase/License and Install Software

- Purchase or new annual licensing/subscription and installation of traceability software to gather, store, process, report, and track information.

### Train Staff

- Staff training by vendor (preferred) or approved accredited third-party consultant to implement traceability systems.

### Electronic Devices (multi-use)

- Incremental costs for the lease, rental, or purchase of a multi-use electronic device(s) to support traceability systems. (Examples: Computers, laptops, tablets, smart phones.)
  - **IMPORTANT:** Multi-use electronic device(s) cannot be the sole activity in an application.

# LIVESTOCK TAG READER ACTIVITIES

Livestock Tag Reader (LTR) activities are eligible under the Traceability Adoption Program (TAP). All program guidelines for TAP found in this document apply to LTR, except where noted.

To participate you **MUST be registered with the [BC Premises Identification Program](#)** and meet all other eligibility requirements for TAP.

## Funding Limits

LTR activities have a maximum funding amount of \$3,500 per fiscal year at a cost-shared ratio of 70%. This \$3,500 is inclusive in the \$20,000 fiscal year limit and \$40,000 program limit.

| Eligible Activities Categories | Cost-shared ratio | Activity Funding Limit (Maximum) | Fiscal Year Funding Limit (Maximum) | Program Funding Limit (Maximum) |
|--------------------------------|-------------------|----------------------------------|-------------------------------------|---------------------------------|
| LTR activities                 | Up to 70%         | \$3,500                          | \$20,000                            | \$40,000                        |

## Eligible LTR Activities & Costs

- Purchase and install livestock tag readers (hand-held or panel readers) from [Canadian Cattle Identification Agency's Approved Livestock Tag Reader List \(as of Nov 2021\)](#).
- Related software and installation.
  - Applicants must prove they already have a livestock tag reader in place (proof of purchase) and provide confirmation from either livestock tag reader or software supplier that the two are compatible.
- Vendor or third-party consultant fees to train staff on livestock tag reader or software.

## Retroactive Approval

Livestock Tag Reader activities are eligible for retroactive approval, pending available program funds. The purchase must have been completed in the same fiscal year as the application. For 2024/25, if an eligible purchase was completed on or after April 1, 2024, it is eligible for reimbursement.

## Apply

See page 8 to learn how to apply for LTR activity funding.

## Ineligible Activities and Costs

Ineligible activities and expenses include:

- Good and Services Tax (GST).
- In-kind expenses.
- Capital costs (such as vehicles, furnishings, land, and buildings).
- Equipment purchased and/or facility modifications intended to increase capacity.
- Projects consisting solely of multi-use electronic device purchase.
- Software development project plans.
- Software maintenance and updates.
- Taxes and duty or shipping costs.
- Costs inherent in the day-to-day operations of the business or for ongoing maintenance (e.g. ongoing expenses for employee salaries, existing software subscription costs, etc.).
- Consumables including livestock ear tags, labels, printer ink, load bars, livestock handling systems, etc.
- Purchase of multi-purpose/commonly used equipment such as computer hardware/software, digital cameras, GPS; and drainage activities for non-traceability use (e.g. for personal use or general office use).

**Note:** Purchases made before receiving the approval decision and funding approval letter will not be reimbursed unless participating in Livestock Tag Reader activities.



## APPLICATIONS

### Important Program Dates

Applications will be accepted starting on May 9, 2024, at 9 AM and will remain open until funding is fully committed.

Applications will be received, reviewed, and adjudicated on a first-come, first-served basis until available funds are fully committed. Applications may be reviewed by a technical expert for viability and reasonableness. Funding decisions will be sent by email within eight weeks of the complete application submission.

Approved projects may begin on or after May 9, 2024. Applicants will have three months to complete their projects from the date of project approval. All projects must be completed by February 28, 2025.

IAF will provide notice of application closure via the [TAP webpage](#) and TAP newsletter.

**Applications open:** May 9, 2024, at 9 AM

**Project start date:** May 9, 2024, or later\*

**Project close date:** Within 3 months of project start date\*\*

**Projects must be complete by:** February 28, 2025

\*Livestock Tag Reader Activities can take place retroactively from April 1, 2024, forward.

\*\*While IAF encourages participants to complete and report on their projects promptly, applications for projects requiring longer timelines will also be considered, provided the project is able to be completed prior to February 28, 2025.

**REMINDER:** High demand is expected for TAP. Submit completed application(s) as soon as possible to increase your funding chances. Submitting an application is not a guarantee of funding, projects are funded on a first-come, first-served basis until funds are fully committed.

### Application Process

Applications are accepted through the IAF Client Portal. The application process consists of:

#### Create an Account & Organization Registration

- [Go to IAF's Client Portal.](#)
- Create a personal profile (name and email).
- Provide your organization's information.

- IAF will validate your account, then you will receive an email granting you access to the portal.  
*Please note this can take up to two business days.*

### Applying for Project Funding (Including LTR activities)

Select the Traceability Adoption Program from Funding Opportunities, and provide:

- Additional Site Information (such as project location, farm status, etc.)
- BC Premises ID number (if applicable) – *mandatory for LTR activities*
- Demographic Information
- Traceability information
- Selection of activities and project costs per activity
- Copies of relevant documents
- Funding request/project budget

Applicants will be required to provide supplementary materials (such as quotes, document with links to relevant websites, etc.) in support of their application. These documents can be uploaded through the IAF Client Portal as attachments to the application.

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 their application. Applicants can contact [tap@iafbc.ca](mailto:tap@iafbc.ca) with any questions about the program.

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

### Review & Adjudication

The TAP is a first-come, first-served program. Prior to funding decisions being made, project applications are screened and reviewed by IAF and may be reviewed by a technical expert. This review involves:

- Ensuring application completeness.
- Organization/Applicant eligibility check.
- Project alignment and eligibility check.

IAF will email the applicant within eight weeks of submitting a complete application with a funding decision. Applications will be accepted on a first-come, first-served basis until funding is fully committed. All decisions regarding application status are final. All applicants will receive a funding decision email from IAF via the IAF Client Portal. The status of an application can be found in the [IAF Client Portal](#).



## 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 email. Notification will be provided within eight weeks of a completed application submission.

Funding is application and project-specific and must be used for the approved project and related expenses. Funds are non-transferable. Retroactive costs will not be considered, except for Livestock Tag Reader activities.

Approved projects may begin on or after May 9, 2024, and must be completed within three months of approval. Livestock Tag Reader participants are eligible for activities starting on or after April 1, 2024, and must be complete with three months of approval. If the project is not approved, the applicant will receive an email response from IAF.

### Funding Acknowledgements

This program is funded by the Governments of Canada and British Columbia through the Sustainable Canadian Agricultural Partnership. 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. Details on correctly acknowledging funding can be found on the [project resource hub](#). Materials must be submitted via the [IAF Client Portal](#).

### Reporting Requirements

Successful applicants must complete a project report prior to receiving funds from the program. This report must be filled out and submitted to IAF along with **all invoices** for the project to be considered for funding reimbursement. It is important that the final report is submitted on time and with all required information. Expenses will be reimbursed based on the submitted receipts, the approved project budget, and the corresponding cost-share ratio. All reporting will be completed via the [IAF Client Portal](#).