



On Farm Climate Action Fund (OFCAF) for Nova Scotia and Newfoundland and Labrador

Program Applicant Guide

May 2023

v.5.3

Purpose of this Guide

This guide will:

- Help you determine if you may be eligible for funding from Perennia Food and Agriculture Inc., a third-party regional delivery organization for the Agriculture and Agri-Food Canada **On-Farm Climate Action Fund** (OFCAF) in Nova Scotia and Newfoundland and Labrador.
- Provide instructions and explanations to assist you in completing an application for the program to Perennia Food and Agriculture Inc.

Note: Perennia reserves the right to change program delivery processes, eligibility requirements, funding levels, assessment criteria, and claiming and reporting requirements. Please ensure you are using the most current version of the Program Applicant Guide by visiting the program website at ofcaf.perennia.ca.

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About the On-Farm Climate Action Fund

First announced in Canada's Federal Budget 2021, the **On-Farm Climate Action Fund** (OFCAF) is an initiative to help farmers tackle climate change. The Fund is part of the Government of Canada's Agricultural Climate Solutions initiative, which falls under the \$4 billion Natural Climate Solutions Fund, a program managed by Natural Resources Canada, Environment and Climate Change Canada, and Agriculture and Agri-Food Canada.

Perennia Food and Agriculture Inc. is a delivery partner distributing OFCAF program funding to farmers, co-operatives, and associations in Nova Scotia and in Newfoundland and Labrador. (Applicants from other provinces and territories can visit <https://tinyurl.com/ofcafpartners> to find their OFCAF program delivery organization.)

Program Objectives and Priorities

The objective of OFCAF is to support farmers in adopting and implementing beneficial management practices (BMPs) that store carbon and reduce greenhouse gases, specifically in the areas of:

- nitrogen management
- cover cropping
- rotational grazing

These practices also provide environmental benefits such as improved biodiversity and soil health.

Importantly, this program will only fund **new** implementation of BMPs, including expansion of BMPs to additional acreage, and/or improvement of existing practices in order to significantly reduce greenhouse gas emissions and improve carbon sequestration. **The program will not fund ongoing practices on existing acreage.**

The expected result of the OFCAF program is a resilient food production system in Canada that:

- helps Canada meet national greenhouse gas reduction targets
- protects the environment and improves soil health
- improves farm resiliency in a changing climate
- builds the strength and competitiveness of our agricultural businesses and economy

Eligible Applicants

Eligible applicants under OFCAF are

- Farm or co-operative
- Not-for-profit agricultural association
- Regional or community pasture

Eligible applicants must

- Be actively farming
- Be capable of entering into a legally binding agreement and be 19 years of age or older

Successful applicants will be required to enter into a Contribution Agreement with Perennia Food and Agriculture Inc.

Eligible Activities

The OFCAF program will fund the new adoption and on-farm implementation of specific beneficial management practices (BMPs) that help farmers tackle climate change.

Improved Nitrogen Management

- Improving manure management to reduce volatilisation (i.e. using hoses or equipment for shallow incorporation)
- Assessments, creation of plans, and other agronomic supports or technical services
- Soil testing and soil mapping costs
- Increasing the use of fertilizer substitutes such as manure, compost, and digestates
- Increasing legumes in rotation
- Transitioning to banding, side dressing, or injection of fertilizer
- Switching to stabilized nitrogen fertilizers. Must be both urease and nitrification inhibitors (e.g. SuperU®).
- Switching to polymer coated urea (i.e. ESN® or PurYield™)

For more information on Stabilized nitrogen fertilizers or polymer coated urea please read Perennia's factsheet on Enhanced Efficiency Nitrogen Fertilizers: <https://ofcaf.perennia.ca/wp-content/uploads/sites/19/2022/11/Enhanced-Efficiency-Nitrogen-Fertilizers.pdf>

Cover Cropping

- Increasing the use of cover crops in rotation
- Increasing the use of intercropping
- Services provided by professional agrologist (P.Ag.), agronomist, or Certified Crop Adviser to further cover cropping on the farm

Rotational Grazing

- Adding rotational grazing infrastructure (e.g. cross fencing, wildlife friendly fencing, temporary fencing, and waterers, including remote watering systems when powered by renewable energy)
- Improving pasture composition, targeting high-quality forage
- Creation of grazing management plans, technical assessments, or engineered designs

Applicants may apply for funding for more than one BMP area (nitrogen management, cover cropping, rotational grazing), however it should be noted that remaining funds for the program are limited.

Eligible Costs

Eligible costs are the costs directly related to the project, which are recommended by a professional agronomist, agrologist, or Certified Crop Adviser.

Improved Nitrogen Management

- Difference between the cost of urea and the cost of either polymer coated urea (PCU) or a stabilized fertilizer which includes both urease and nitrification inhibitors
- Plan, assessment, design work and consultancy fees and cost of other agronomic support/technical training (including tissue testing and cornstalk nitrate testing)
- Soil testing and soil mapping costs
- Offsetting higher cost of adopting synthetic fertilizer substitutes (manure, compost, digestates)
- Seed and planting costs to increase legumes in rotation. Assistance is based on a flat rate of \$100/acre.
- Cost of fertilizer application equipment and equipment upgrades to allow for banding, side-dressing and injection
- If transitioning to manure, costs associated with spreading, using hoses or equipment for shallow incorporation (to avoid volatilization)

Cover Cropping

- Costs related to services provided by agronomists, Certified Crop Advisers, or agrologists
- Seed costs or per-acre payments for seeding costs with regionally- and commodity-appropriate seed

Rotational Grazing

- Rotational grazing infrastructure (e.g. cross fencing, wildlife friendly fencing, temporary fencing, and waterers, including remote watering systems when powered by renewable energy)
- Improved pasture composition targeting low methane species (seeding costs for alfalfa, birdsfoot trefoil, sainfoin)
- Grazing management plans, technical assessments or engineered designs

Equipment Purchases

Eligible project costs may include the purchase of new or used equipment when necessary to adopt and implement new farm practices related to improved nitrogen management, cover cropping, and rotational grazing. Equipment must be purchased from a recognized dealer. Up to 75% of the purchase price may be eligible for OFCAF funding.

Please refer to **Annex C: Ineligible Costs** for a list of ineligible project expenses.

Funding and Cost-sharing

Maximum Funding Amounts

For farms and co-operatives, the maximum funding available is based on gross farming income as reported on line 14099 of the 2021 or later Income Tax and Benefit Return.

The maximum funding amount is the most an applicant may receive for the sum of all projects over the course of the entire program, which ends March 31, 2024. Parent companies and subsidiaries are considered a single recipient.

The maximum funding available to non-profit agricultural industry associations and community pastures is \$75,000.

Gross farming income	Maximum funding
Under \$10,000	\$5,000
\$10,000 - \$49,999	\$10,000
\$50,000 - \$99,999	\$25,000
\$100,000 - \$249,999	\$45,000
\$250,000 or more	\$75,000

Funding Limits for Specific Project Activities

- Development of 3 year N-based Nutrient Management Plans will be funded at \$1,500 for first 100 acres plus \$10 per additional acre, funded at 75% of actual costs to a maximum of \$4,000 per recipient over the full program.

Farmer Sally has a 600-acre farm and wants an NMP for 400 acres of arable land.

- \$1,500 for the first 100 acres
- \$10 per additional acre (300 x \$10) = \$3,000
- Totaling \$4,500
- \$4,500 at 75% is \$3,375

Farmer Steve has a 1200-acre farm and wants an NMP for 800 acres of arable land.

- \$1,500 for the first 100 acres
- \$10 per additional acre (700 x \$10) = \$7,000
- Totaling \$8,500
- \$8,500 at 75% is \$6,375
- Funding is capped at the maximum \$4,000

- Development of 1 year N-based Fertility Plans will be funded at \$500 for first 100 acres plus \$5 per additional acre, funded at 75% of actual costs to a maximum of \$2,000 per recipient per year.
- Seeding costs will be funded based on a flat rate of \$100 per acre and paid out at 75%.

Cost Sharing

Eligible costs related to a project will be shared between the OFCAF program and the successful applicant at a ratio of 75:25 (program:applicant).

Applicants must clearly indicate all sources of funding for the project. Sources of funding can include cash contributions from:

- Applicant directly (your organization)

- Federal government programs
- Provincial/territorial government programs
- Municipal government programs
- Other sources of funding (loans, non-governmental grants, etc.)

The maximum level of government funding (federal, provincial/territorial, and municipal) that an applicant can receive will not exceed 85% of eligible project costs. Should your project be approved, you must provide evidence that all sources of funding are confirmed prior to a Contribution Agreement being signed.

OFCAF contributions are considered taxable income and are subject to income tax. An "AGR-1 Statement of Farm-Support Payments" will be provided to recipients.

Planning Your Project

Projects are the activities carried out at your farm or location to meet the program objectives. Projects have clear start dates and end dates with measurable outcomes.

Projects must be completed and claimed by March 15, 2024.

Examples of projects could include things like:

- "Interseed silage corn in Field 23"
- "Install cross fencing in west pasture to create paddocks"
- "Install cross fencing in south pasture to create paddocks and install solar panels for waterer"
- "Plant winter rye cover crop after carrot harvest on 30 acres"
- "Purchase manure injector"

The OFCAF program only funds projects that result in adoption and implementation of **NEW** practices. However, an expansion or significant enhancement of a BMP application on a farm, which furthers the farm's goals of sequestering more carbon or reducing more greenhouse gases, **may** be eligible.

Example: A farmer who has been planting fall rye on Field B in late October now wants to seed a multispecies mix in mid-September (a furtherment of the BMP resulting in more carbon being sequestered). This is an expansion of existing practices and would be eligible for OFCAF funding.

As you plan your project, you may have an existing N-based nutrient management plan, cover cropping plan, or rotational grazing plan that will help you with selecting project activities and purchases. (If you don't have a plan, it might be a good idea to include plan development as part of your project. The OFCAF program will assist with costs).

Need more help?

If you would like some help planning your project, visit the OFCAF program website at ofcaf.perennia.ca where you'll find videos, podcasts, fact sheets and information about upcoming in-person and virtual events.

Over the past year several OFCAF resources (webinars and demonstration videos) have been developed and are now located in one convenient location. Visit our Perennia YouTube Channel to find these resources made available as a playlist for your perusal;

https://www.youtube.com/playlist?list=PLWHYsBiZD_TIGTE8MoFa9ekEltx2WW98P

Contact your provincial Institute of Agrologists or visit the Certified Crop Advisers page and use their 'Find a Professional' search function to find a professional agrologist or certified crop adviser near you.

<https://nsagrologists.ca/>

<https://nlstituteofagrologists.ca/>

<https://www.certifiedcropadviser.org/certifications/professional-search/>

Questions related to the OFCAF program and project eligibility can be directed to programs@perennia.ca where they will be answered by the OFCAF team, or by phone to 902-678-7722 for redirection to the OFCAF team.

Project Planning Worksheets

Please use the project planning worksheets on the following pages to develop a project plan for the BMP that you are applying for. These worksheets are a mandatory part of the application.

Improved Nitrogen Management Project Planning Worksheet

Field location Provide the GPS coordinate, PID, or street address

Current practices What are your current nitrogen management practices (if any) on this field? (e.g. rotation, nitrogen sources and management practices, legume and manure credits)

Improved nitrogen management practices Please describe the new practices that will be adopted, and how they are intended to improve nitrogen use efficiency and reduce nitrogen loss in terms of the following applicable nutrient management themes. *Note: It is not necessary to complete every section. Please only enter information for activities that will be part of the project for which you are applying for funding.*

Source (e.g., controlled release, stabilized, legumes, manure management)

Rate

Timing (e.g., split application, foliar application)

Placement (e.g., precision placement, injection)

Environmental and social risk mitigation (e.g., leaching and GHG emissions reductions)

Develop an N-based nutrient management or fertility plan (agronomic services)

Service Provider	Type of plan	Total Area (ac.)	Cost

Controlled release or stabilized nitrogen fertilizer price difference

Field ID	Crop	Total Area (ha)	N Application Rate (kg N/ha)	Quantity in metric tons: N Rate /0.46 (Urea % N) X Area/1000	Enhanced Fertilizer Cost - Urea Cost (\$ per metric ton)	Cost Difference (quantity X cost)

Equipment upgrades to improve fertilizer placement (banding, side dressing, injection)

Crop(s)	Total Area	Describe present system and equipment and the planned upgrades	Cost

Equipment upgrades to enhance the adoption of synthetic fertilizer substitutes

Crop(s)	Total Area	Describe present system and equipment and the planned upgrades	Cost

Manure application and incorporation equipment

Crop(s)	Total Area	Describe equipment and improved method of manure incorporation	Cost

Cover Cropping Project Planning Worksheet

Field location Provide the GPS coordinate, PID, or street address

Current practices What are your current cover cropping practices (if any) on this field?

Choosing your cover crop species For assistance in choosing cover crop species you could try <https://peipotatoagronomy.com/wp-content/uploads/2020/12/Rotation-Crop-Table-Dec20.pdf>

Please describe why you have chosen the cover crop species or mix. What outcomes are you targeting? (e.g., fall erosion control, winter erosion control, nitrogen loss reduction, carbon sequestration)

Rotational fit How does this cover crop fit into the rotation and support the cash crop you intend to plant before or following the cover crop? (e.g. less tillage, more residue)

Planting timeframe When do you plan to establish the cover crops?

Species

Planting timeframe

Species	Planting timeframe
<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>

Planting method Outline seedbed preparation and number of passes (e.g. disc tillage and broadcast seeding; no-till drill; etc).

Develop a cover cropping rotation plan (agronomic services)

Cost

Service Provider

<input type="text"/>	<input type="text"/>
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Cover Crop Seeding Plan

Field ID	Area (ac.)	2022 Harvested Crop	2023 Main Crop	2023 Cover Crop Species/Mix	Cover Crop Seeding Rate (lbs./ac)	Cover Crop Seed Required (lbs)	Planned Date of Cover Crop Seeding	Estimated Date of Crop Termination



Rotational Grazing Project Planning Worksheet

Field location Provide the GPS coordinate, PID, or street address

Current practices What are your current grazing practices?

Improved rotational grazing practices How you will be implementing the new improved rotational grazing practices?

Stocking density

Estimate the target stocking density (number of animals per paddock area)?

Timing of grazing and forage recovery

How long are animals in a paddock, and what is the target forage recovery time?

Pasture composition and improvement

What are your plans for improvements in pasture composition, and rationale for species selection?

Improved Grazing Management Practices

Provide a summary of the intensive grazing management system you will be implementing, and the management plan actions (including stocking density, length of grazing, etc.)

Paddock Id	Acreage	Forage species (Tame/Native)	Pasture Condition	Water Source(s)	Projected Grazing Period	Projected Rest Period	# Grazing Passes



How to Apply

Applications will be accepted from May 10 to June 16, 2023.

- 1) **Complete and submit the *Pre-screening Checklist for Applicants On-Farm Climate Action Fund: Nova Scotia, Newfoundland and Labrador***
- 2) Perennia staff will review the pre-screening form and send a link for the online application to the email address on the pre-screening form if it appears as though the applicant may be eligible for funding.
- 3) **Complete the online application form.** Step-by-step instructions on how to complete the online application can be found in Annex A of this guide.
- 4) **Send all required attachments and supporting documents** listed in Annex B of this guide to programs@perennia.ca

Review the list of required attachments/supporting documents outlined in Annex B of this guide to ensure that you include all required documents with your application. **Your application must be complete before it can be assessed.**

If your submitted application is incomplete, you will be notified by Perennia program officials to provide the missing information. An invitation to submit a full application does not constitute an offer of funding.

The submission of an application creates no obligation on the part of the federal Minister, AAFC or Perennia to provide funding for the proposed project.

What Can You Expect After You Apply?

- 1) Once you submit your online application, you'll get a pop-up notification on the screen notifying you that your application has been submitted. If you don't get the pop-up try the submit button again.
- 2) Perennia will send an email within two business days of receiving supporting documents to acknowledge that the documents were received.
- 3) Perennia staff will review the application and supporting documents to make sure the application is complete within 15 business days following receipt of the supporting documents or online application (whichever is later) and will email to either request further information, or to let you know your application is complete.
- 4) A review committee made up of professional agrologists will meet regularly to review and approve applications.
- 5) If approved, you'll receive an email that outlines your funding amounts a few days after the review committee meeting. A letter and a contribution agreement will follow in a few weeks. Once you've reviewed the contribution agreement, sign and return the agreement by the deadline provided.
- 6) If your application is not approved, you will be notified by email within a few days of the review committee meeting.

Assessment Criteria

An application must be complete to be assessed by Perennia. If further information has been requested, this means that your application is **not** considered complete. Complete applications will be assessed against the following criteria:

- eligibility (of applicant, activities, costs, and project timelines)
- alignment against the program's objective and priorities
- how the project will contribute to the adoption of beneficial management practices that store carbon and reduce greenhouse gas emissions
- capability of the applicant to successfully complete the project.

Educational Requirement

All recipients of OFCAF project funding are **required** to complete an educational activity related to the practice(s) being adopted, which can be done online or in person. Eligible training opportunities will be posted on our program website at ofcaf.perennia.ca/training. Check the page frequently, as it will be updated as more training opportunities become available.

Monitoring

Perennia may monitor, evaluate, or audit projects to ensure compliance with approved project activities. This may include site visits to evaluate the practices that have been implemented. Recipients are obliged to keep all invoices and proofs of payment, as per the terms of their Contribution Agreement for seven (7) years after the completion of the project for the purpose of financial review by the Federal government.

Reporting

Recipients will be required to report on expenditures, performance and results.

Performance and results report

Recipients will be required to complete a survey which will include a short summary on the impact that the investment has had on the operations. **This is a mandatory requirement.**

Financial reports

Recipients must submit copies (and retain originals) of invoices and proof of payment for eligible project costs incurred. An expenditure claim is required with requests for reimbursement. Invoices must be provided with the expenditure claim; quotes, purchase orders, or packing slips will not be accepted as an invoice. Examples of acceptable proofs of payment include sales receipts, cancelled cheques, wire payments, EFTs, and e-transfer payment confirmations.

Other reports may be required at Perennia's discretion.

Submitting Claims

Only expenses directly related to the project activities stipulated in the Contribution Agreement are eligible. Expenses that do not follow the guidelines are not eligible. If you are unsure about a

particular expense, or if an expense is unusual, please check with program officials at Perennia before making a financial commitment.

All 2023-24 activities must be completed and claims submitted by March 15, 2024.

Note that claims on per acre amounts will need a Google Map or similar georeferenced diagram showing fields where the activity took place.

Contact information

For more information on the OFCAF program in Nova Scotia and in Newfoundland and Labrador:

ofcaf.perennia.ca

902-678-7722

programs@perennia.ca

Annex A: How to Complete the Online Application Form

This guide will help you complete the online application form step-by-step. If you need any assistance completing the form, please call 902-890-1659 or e-mail programs@perennia.ca.

Before you complete the application form, have all of your project planning information ready. You may find it helpful to complete the project planning worksheets in this guide before you start.

When you're ready to get started click the link emailed to you by the OFCAF team.

The screenshot shows a web browser window with the URL qa.forms.perennia.ca/form/ofcaf. The page title is "On-Farm Climate Action Fund (NS & NL)" and it is "Page 1 of 8". The OFCAF logo is prominently displayed. Below the logo, there is text explaining the application process: "Application form for the On-Farm Climate Action Fund for Nova Scotia and Newfoundland and Labrador." It states that answers are saved as the user moves through pages and that a weblink will be emailed to the user. It also provides contact information: "If you need any assistance completing this form, please call 1-877-710-5210 or e-mail programs@perennia.ca." There are two input fields: "Email Address" and "Verify Email Address", both with asterisks indicating they are required. A green "Next" button is located at the bottom right of the form.

- Enter your email address. The e-mail address you provide in your application will receive a weblink that you can use to continue your application if you decide to exit from the form and return to it later, so it is important that the email address is correct and is one you use regularly.
- Use the 'previous' and 'next' buttons at the bottom of each page to navigate through the application.
- As you move from page to page (using the 'next' button) in the application, your answers will be saved. You can save and exit your form at any time, but you will need the link emailed to you to set up your account to get back in.
- Applications will only be considered after all required information is provided and you have clicked 'Submit' at the end of the application. Clicking the submit button is important. We won't get your completed application if you don't click submit! Remember, email the required attachments and supporting documents listed in Annex B of this Applicant Guide separately.

APPLICANT DETAILS

Provide your contact information here. Some fields are required before you can continue to the next page. Telephone, email, and postal code are fields which require you to enter the response in a specific format. Select applicant type (Farms and Cooperatives or Industry Association) and click "Next" to proceed to the Organization Details page.

The email address you enter on this page will be the main way we communicate with you during the application period. Make sure you enter an email address that you check regularly!

ORGANIZATION DETAILS

Provide your farm or organization information along with details about any additional contact people. Some fields are required before you can continue to the next page. Telephone, email, and postal code are fields which require you to enter the response in a specific format.

PROJECT INFORMATION

You can enter several projects on the same application. To provide details about each project, select which BMP you plan to adopt, check off the eligible activities the project will include, and provide a description of what you plan to do. Please note that the start date is already entered, but an end date is required.

We also ask you for the general location (county or census division) where your project will take place. If your projects take place in more than one location, you can select all that apply.

Perennia Forms

qa.forms.perennia.ca/form/ofcaf

perennia

LOGGED IN AS RTAYLOR@PERENNIA.CA

25. Projects

Project #1

Project Title Cover crop carrot fields after harvest

Project Type

Beneficial Management Practice (BMP) On Farm Adoption Cover cropping

Cover Cropping

- Costs related to services provided by agronomists, Certified Crop Advisors, or agrologists
- Seed costs or per acre payments with regionally- and commodity-appropriate seed as recommended by a professional agronomist, agrologist, or Certified Crop Advisor
- Cost of planting
- Equipment purchases (drop tube seeder, broadcast seeder, flail mower, etc.)

PROJECT CONTACT

In most cases, the applicant will be the project contact. If your application will include different contacts for each project, you can enter their details here.

PROJECT COSTS

In this part of the application, you'll enter information about the costs involved with carrying out your projects. If you have several projects, you'll enter the costs here grouped under each BMP.

BMP #1: Improved Nitrogen Management

1) Difference between regular fertilizer cost and inhibitor cost

If you are switching from conventional fertilizer to controlled release nitrogen fertilizer, the OFCAF program will assist you with costs based on the difference in price.

- Enter the current price per tonne of urea and controlled release fertilizer*
- Enter the number of NEW tonnes of controlled release fertilizer* you will purchase
- The application form will automatically calculate the project costs for this activity

Only include amounts for fertilizer that will be applied to acreage that has not previously been fertilized with controlled release fertilizer.

*Controlled release fertilizer here refers to either polymer coated urea (PCU) or a stabilized fertilizer which includes both urease and nitrification inhibitors.

Price of fertilizer (per tonne)	
Conventional	\$ 1,300
Inhibitor coated	\$ 1,340

Fertilizer			
# of tonnes, Fiscal Year 2023-2024	Cost, Fiscal Year 2023-2024	-	Total Project Cost
25	\$1,000.00	0	\$1,000.00

2) Split application of fertilizer

If you plan to adopt a **new** practice of applying fertilizer through split application, the OFCAF program will assist you with costs based on a flat rate of \$10 per acre.

- Enter the number of NEW acres where you will be adopting a split application of fertilizer and the application form will automatically calculate the project costs for this activity.

3) Other nitrogen management project costs

These project costs could include things like fees for nitrogen management plans or nutrient management plans, fees for tissue testing, fees for soil mapping, or purchase of equipment.

- Provide a description of the item and enter the cost under the year you plan to make the purchase.
- If you plan to adopt a new practice of increasing legumes in rotation, the OFCAF program will assist with seeding costs based on a flat rate of \$100/acre.
- If you have more than two project costs, click the “Add row” button to create more lines.

Other nitrogen management project costs

Note: A 1 year Nitrogen-based fertility plan has a maximum funding of \$2,000 per program year. A 3 year Nitrogen-based nutrient management plan has a maximum funding of \$4,000 over the entire program.

Description of Cost	Cost, Fiscal Year 2023-2024	-	Total Cost
3 year N-based Nutrient Management Plan	\$ 2,000		\$2,000.00
vertical beater manure spreader with scales	\$ 45,000		\$45,000.00
			Total: \$47,000.00

BMP #2: Cover Cropping

The OFCAF program will assist you with seeding costs based on a flat rate of \$100 per acre.

- Enter the number of NEW acres that will be cover cropped
- The application form will automatically calculate the project costs for this activity

Only include amounts for cover cropping on acreage that has not previously been cover cropped.

The OFCAF program will also assist you with costs related to purchases of equipment required to adopt and implement cover cropping.

- Provide a description of the item and enter the cost under the year you plan to make the purchase.
- If you have more than two project costs, click the “Add row” button to create more lines.

Cover Cropping Costs

Seeding Costs

# of acres, Fiscal Year 2023-2024	Cost, Fiscal Year 2023-2024	-	Total Project Cost
48	\$4,800.00	0	\$4,800.00

Other cover cropping project costs

Description of Cost	Cost, Fiscal Year 2023-2024	-	Total Cost
drop seeder	\$ 67,000		\$67,000.00
			\$0.00
			Total: \$67,000.00

BMP #3: Rotational Grazing

The OFCAF program will assist you with overseeding costs for improved pasture composition based on a flat rate of \$100 per acre.

- Enter the number of NEW acres that will be overseeded with approved species
- The application form will automatically calculate the project costs for this activity

Only include amounts for overseeding on acreage that has not previously been improved.

The OFCAF program will also assist you with costs related to purchases of infrastructure required to adopt and implement rotational grazing, and for services related to the development of grazing management plans, technical assessments, or engineered designs.

- Provide a description of the item and enter the cost.
- If you have more than two project costs, click the “Add row” button to create more lines.

Rotational Grazing Costs			
Seeding Costs			
# of acres, Fiscal Year 2023-2024	Cost, Fiscal Year 2023-2024	-	Total Project Cost
23	\$2,300.00	0	\$2,300.00
Other rotational grazing project costs			
Description of Cost	Cost, Fiscal Year 2023-2024	-	Total Cost
cross fencing materials	\$ 3,500		\$3,500.00
solar watering system	\$ 4,500		\$4,500.00
			Total: \$8,000.00

When you have finished entering all project costs for all BMP areas, click “Next” to proceed to the Sources of Funding page in the application.

SOURCES OF FUNDING

The OFCAF program will assist with up to 75% of eligible project costs. On this page of the application, you will provide details about other sources of funding. This will support your application as it helps to demonstrate your financial ability to carry out the project.

Don't enter the applicant's own cash contribution here. That will be calculated on the next page.

Government funding

As a “stackable” program, you may use other sources of government funding to assist with project costs. However, the total of all government funding, including OFCAF funding, must not exceed 85% of the total eligible project costs. You must report all government funding sources that will be used to purchase goods or services included in your project.

Other sources of funds

Provide details for all other sources funding for this project, such as loans or non-governmental grants. When you have finished entering all sources of funding, click “Next” to proceed to the Budget Summary page in the application.

BUDGET SUMMARY

On this page, you will see total project costs as well as the total government funding and other sources of funding.

Enter the amount of OFCAF funding you are requesting. The OFCAF program may fund up to 75% of eligible project costs, to the maximum funding amount available to your farm or organization.

If you are applying as a farm or co-operative, be sure to refer to the Maximum Funding Amounts table on page 4 of this Applicant Guide.

If you are applying as a non-profit agricultural organization or community pasture, the maximum OFCAF funding you can request is \$75,000.

	Cost, Fiscal Year 2023-2024	-	Total Project Cost
	\$130,100.00	0	\$130,100.00

	Fiscal Year 2023-2024	-	Total Project Cost
OFCAF Funding requested (up to 75% of eligible project costs)	\$ 75,000	0	\$75,000.00
Total Other Government Funding	\$0.00	\$0.00	\$0.00
Total Other Non-Governmental Funds	\$0.00	\$0.00	\$0.00
Applicant Cash Contribution	\$55,100.00	\$0.00	\$55,100.00

Once you’ve entered the requested amount of OFCAF funding, the application will calculate the Applicant Cash Contribution. Submit the application only if you are certain that you will be able to contribute this amount.

When you have finished entering the requested amount of OFCAF funding, click “Next” to proceed to the Representative Declarations page in the application.

REPRESENTATIVE DECLARATIONS

- Read each of the declarations carefully and select the appropriate response for each one.
- Hold down your left mouse button and use your mouse to sign your name in the Signature box.
- Select the “Preview” button to review your application.

38. Sign in the box below:

Please review all of your input on the next page. Submissions will not be considered complete if you are missing information.

Once you click the submit button, on the next page, you will not be able to change your submission.


The submission of this Project Application Form by the Applicant creates no obligation on the part of Perennia to provide funding for the Applicant's Project proposed therein.

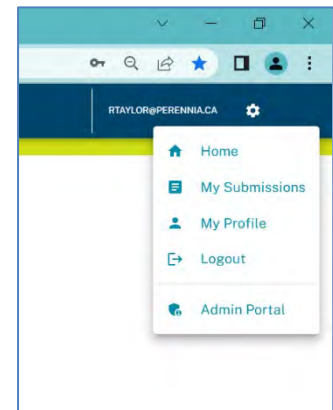
Previous Preview



SUBMIT APPLICATION

After you have submitted your application, click on the Save and Exit button at the upper right corner of your screen. If you are logged in (when you are logged in you can see your user name at the top right) you will be able to download a copy of your completed application as a .pdf.

Download a copy of your completed application

- Make sure you are logged in. You will see your email address at the top right corner of the page if you are logged in.
- Click the "Settings" icon  beside your email address in the top right corner of the page and select "My Submissions" from the drop-down menu. This brings up a list of your submitted applications and any drafts you may have started.
- Click on the .pdf icon in the "Actions" column to download your completed application to your computer.
- Save or print as you wish, but be aware that it may require quite a few pages if you decide to print!



Form	Status	Actions	Last Updated	Created
On-Farm Climate Action Fund	Draft	 	6/1/2022, 4:21:46 PM	6/1/2022, 8:27:33 AM

But wait... there's one more step!

In order for your application to be complete, remember to send the required attachments and supporting documents (as listed in Annex B of this Applicant Guide) to programs@perennia.ca

Annex B: Checklist of Required Attachments/Supporting Documents

In addition to the application form, the following documents are **REQUIRED** for all applications. Submit by email to programs@perennia.ca or by fax to 902-678-7266. They can also be mailed to 6-28 Aberdeen St., Kentville NS B4N 2N1, Attention: Helen Arenburg.

- Completed project worksheets found on pages 7-12 of this Guide.
- Quotes, estimates, and/or contracts for all purchases and services valued at more than \$3,000.
- Proof of being a registered farm in NS or NL.
- A georeferenced aerial photograph showing the field identification and location (see Annex E)
- Copy of most recent tax return page showing gross farming income (not required for associations)
 - for Income Tax and Benefits Return (line 9659 on T2042 - Statement of Farming Activities)
 - for T2 Corporation Income Tax Return (line 9659 on Schedule 125).
- 'Before' photos of lands where you plan to implement rotational grazing, if applicable.

Annex C: Ineligible Costs

Nitrogen Management

- Costs related to management of nutrients other than nitrogen
- Costs of transitioning to manure application are not eligible except those associated with improved placement of liquid manures
- Costs related to application of lime
- Variable rate fertilizer equipment is not eligible

Cover Cropping

- Costs related to mechanical or chemical termination of cover crops
- Fertilizer and crop protection costs
- Planting crops that will be harvested or grazed leaving less than 6 inches (15cm) of cover crop growth over winter
- Planting crops that will be harvested in the next growing season intended for market
- Volunteer cover from seed loss from the preceding harvest or regrowth of previous crops
- Costs related to rejuvenation of existing forages, pastures or hay land

Rotational Grazing

- Perimeter fences if construction is not aligned with grazing plan
- Removing or replacing old or existing fences
- Non-renewable power sources such as generators
- Used fencing materials
- Texas gates
- Portable livestock corral panels
- On-going maintenance of rotational grazing infrastructure
- Fertilizer
- Costs associated with construction of a new water source (digging a pond or drilling a well)

For All Projects

- Projects commenced and costs incurred prior to February 7, 2022
- BMPs applied to a specific farm area prior to the program (Note, however, that an expansion of a BMP application on a farm area where these BMPs have not been previously been employed is eligible)
- Invoices not issued in the applicant's name
- Any cost not specifically required for the execution of a project
- Normal operating costs associated with carrying out or expanding a business's current operations
- Materials from the applicant's inventory
- Tile drainage systems
- Crop storage facilities
- Global Positioning Systems (GPS) and associated components
- TMR mixers, feed pushers and automated feeding systems
- Fabricated items, equipment or materials not purchased from a recognized dealer. For the purposes of the program, a recognized dealer is typically defined as a business where manufacturing is a key service or the business is an authorized dealer for certain item(s)
- Expenses considered regular replacement, repair or maintenance

- Warranties for equipment or components used to modify equipment
- Any equipment or equipment customizations that do not support an increase in soil carbon or a decrease in nitrogen loss
- Costs of ongoing activities
- Normal commercial expansion costs
- Lease of land, buildings and facilities for the purpose of starting up a new business or as part of normal operation or costs for rental of facilities, equipment or machinery
- Costs of travel, hospitality, meals and accommodations
- Permits and approvals
- Purchase or sale of land, buildings or facilities or associated taxes or fees (e.g., land transfer tax)
- New building construction
- Typical farm equipment (e.g., tractors, skid steers, combines, livestock trailers) and related accessories or attachments (unless specified as an eligible cost under one of the BMP areas)
- Trade-in allowances
- Mentoring or coaching services
- Hand or power tools or attachments
- Multi-use items (e.g., items that can reach beyond the scope of the project such as computers, printers, etc.)
- Labour costs, other than as part of installation costs, including wage subsidies
- Administration costs such as office supplies, materials, space, telecommunications, audiovisual, postage and freight
- Capital items not specifically required for the execution of the project
- Costs for activities that are deemed to be part of normal business practice for any recipient
- Costs related to marketing activities and business promotion
- Land purchases
- In-kind contributions
- Goodwill
- Legal fees
- Any portion of any cost that, in Perennia's opinion, exceeds the fair market value for that cost item
- Any cost, such as amortization that would not result in a direct, out-of-pocket expense for the recipient
- Costs being reimbursed under an existing federal, provincial or territorial program
- Any other expenditure not specifically listed as eligible or otherwise approved as eligible
- Taxes, financing charges, loan interest payments, bank fees
- In-kind payment for third-party services
- Any cost, including a tax, that is eligible for a rebate, credit or refund (e.g., a refundable portion of the Harmonized Sales Tax)
- Gifts and incentives
- Annual service fees of any type
- Costs related to activities that directly influence or lobby any level of government
- Costs of basic research
- Costs of training and skills development that fulfill any academic requirements towards completion of a professional certificate, diploma or degree program

Pre-screening Checklist for Applicants

On-Farm Climate Action Fund: Nova Scotia, Newfoundland and Labrador

The On-Farm Climate Action Fund (OFCAF) provides financial support and education to farmers to implement Beneficial Management Practices (BMP) for three target areas: improved nitrogen management, cover cropping, and rotational grazing. For more information on the program please review the *Program Applicant Guide*.

Complete this pre-screening checklist to determine your eligibility to apply for funding.
Perennia staff will review your checklist and let you know within two business days whether you're eligible to apply. If so, they will send you a link to an online application form.

This pre-screening checklist is a mandatory part of the application process.

Section 1: Applicant Details

Is your organization capable of entering into a legally binding agreement and is the applicant 19 years of age or older? Yes No *If no, not eligible for OFCAF*

In which province are your operations located? Nova Scotia Newfoundland and Labrador
If neither, find your delivery organization at: <https://tinyurl.com/2p98ty48>

Are you a registered organic farm? Yes No
If yes, and your operation is in NS you may be able to apply to ECOCERT Canada for Cover Cropping and Nitrogen Management projects. If you are applying for Rotational Grazing projects, continue with this checklist.

Please select which category your organization falls under:

Farm or co-operative Non-profit agricultural association Community or regional pasture

Section 2: Project Details

What is the start date of your project?

What is the end date of your project?

All projects must be completed with claims submitted by March 15, 2024.

This is a cost-shared funding program and applicants will be expected to contribute to project costs.

Where will the remaining funds to cover your project expenses come from?

- Our organization
- A federal, provincial/territorial, or municipal government
- Other sources of funding (loans, non-governmental grants, etc.)

Section 3: General Information

What is your organization's legal name?

Is your organization a subsidiary of a larger company? Yes No

If yes, what is the name of your parent company?

What is your organization's CRA business number?

What is your organization's website/URL? (if applicable)

Who is the lead contact for this project?

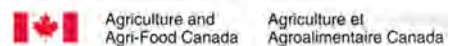
What is their email address?

What is their phone number?

Are you or your parent company applying for OFCAF funding support in another province?

Yes, we are applying in another province as well No, we are only planning to apply to Perennia

Please return completed form to programs@perennia.ca



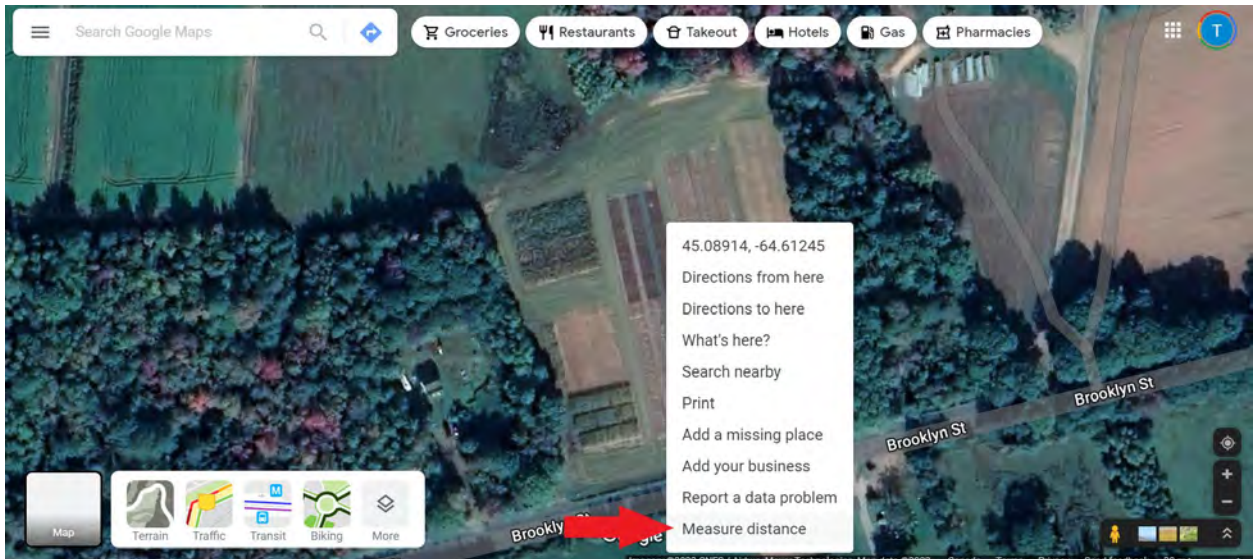
Annex E: Georeferenced Aerial Photos

OFCAF- How to Create a Georeferenced Photo Showing the Project Boundary

1. Go to Google Maps at www.google.com/maps
2. Change the view from “Streets” to “Satellite”



3. Navigate to your project field using the mouse to click and drag the screen and use the scroll wheel to zoom in and out.
4. Once you have found your project field, **right-click** on a corner of your field, then select “**Measure Distance**”.

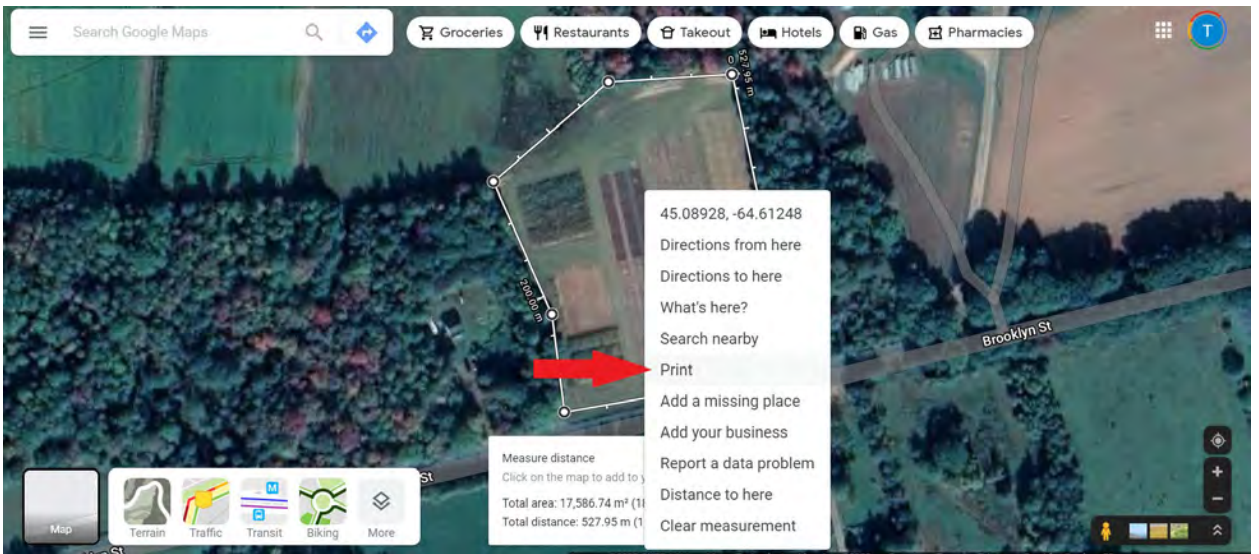


5. Then **left-click** using the mouse and click all the way around the perimeter of your project area. When you are finished, click again on the white dot that was your starting point to complete the boundary.





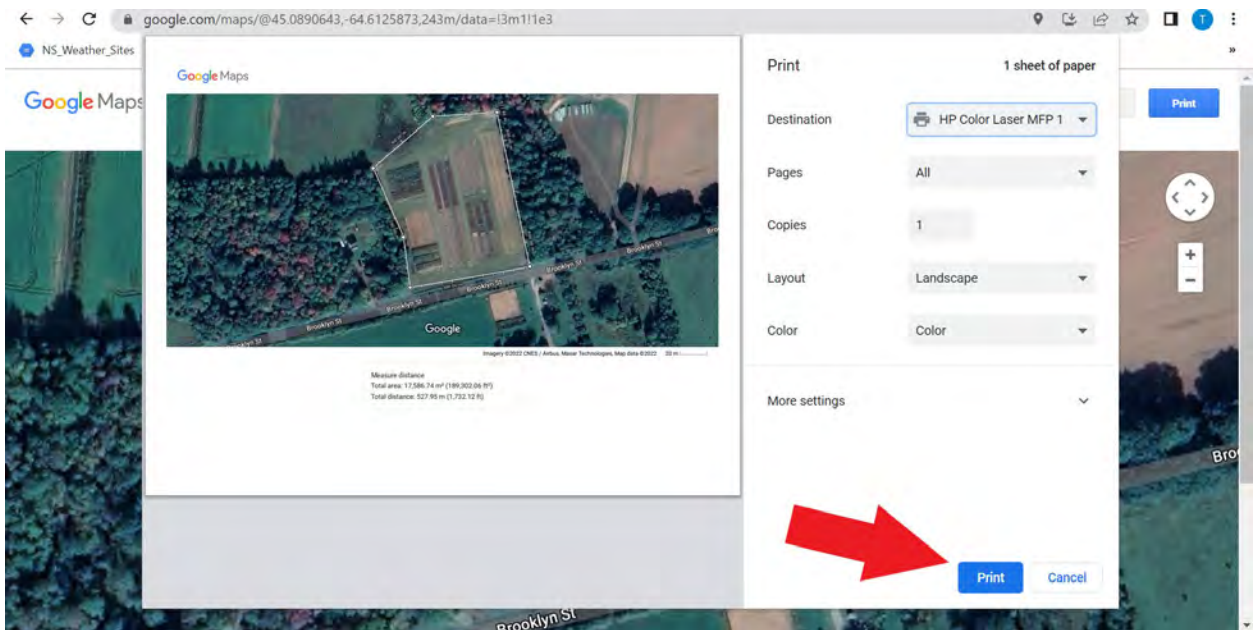
6. Right-click and select **“Print”**



7. Click the **“Print”** button in the top right corner of the screen.



8. Print a copy of the map showing the boundary of your project area and include it with your application.



Annex F: Tips for Submitting OFCAF Claims

TIPS FOR SUBMITTING OFCAF CLAIMS TO programs@perennia.ca

- 1) When you complete your educational activity let us know – we can mark that complete on your checklist at any time.
- 2) You do not need to wait until March to submit a claim if your project is already complete.
- 3) Send all claims related information to programs@perennia.ca. That way the information is available to all team members who need to have it to process your claim.
- 4) If you prefer to use fax, please fax information to the attention of Helen Arenburg at 902-678-7266.
- 5) **Remember to submit:**
 - Invoices – You must submit invoices. **The following are not acceptable:** Purchase Orders, Sale Acknowledgements, Bills of Sale, Quotes, Statements
 - Proof that you have paid those invoices. Acceptable forms of proof of payment include the digital image of cleared cheque (front and back), e-transfer, EFT, wire transfer details or credit card statement.
 - The claim form itself (remember to mark yes or no on the statement about other government funding).
 - A void cheque or banking information because payment will be made by electronic funds transfer.
- 6) These items should all be clear scans, pdfs or photos. The dates, invoice or receipt #, supplier name or description of costs on invoices should not be covered. Cash register receipts should be clear and complete with store name and date of purchase visible in the image. Note: for credit card receipts, we require both the store receipt and the Visa receipt for the purchase if they are two separate receipts.
- 7) Remember to **sign your claim form**.
- 8) Include your OFCAF application number on the claim form (find this on your funding decision email, or your contribution agreement). You may have more than one OFCAF application on the go, and there are a number of farms with similar names.
- 9) **Complete the online survey about your project**. The link for the survey is typically emailed to the project contact on the evening of the day the countersigned page 19 and claim information is emailed to you.
- 10) A reminder that HST is not an eligible project expense.
- 11) Claims will not be paid until all documentation is provided and complete.
- 12) A photo of your project is a welcome addition to your file.

The financial parts of your claim are reviewed by a contractor who works for us approximately one day a week. If you do not submit all the required items, she will email you and request them. It could be a week before she gets back to review what you have sent. This will increase the length of time you must wait for your payment.