

PRINCE EDWARD ISLAND FISHERIES AND AQUACULTURE RESEARCH, INNOVATION AND GROWTH PROGRAM

Program Policy: *Support the expansion of current knowledge and adoption of innovative solutions through industry-led applied research and development to responsibly grow the fisheries and aquaculture sectors in PEI.*

PROGRAM DESCRIPTION

The Prince Edward Island Fisheries and Aquaculture Research, Innovation and Growth Program (RIG) is designed to provide financial support to encourage the fisheries and aquaculture sectors in PEI to improve industry efficiency, quality and productivity by adopting innovative solutions through industry-led applied research and development (R&D). The Program is intended to be flexible, reactive to industry challenges and responsive to industry-led R&D needs. The Program aims to increase industry competitiveness, productivity and profitability by supporting industry-led innovative research, processes and products leading to an expansion of current knowledge and industry advancement within the fisheries and aquaculture sectors of PEI. Additionally, the RIG also anticipates to increase environmental sustainability and climate change mitigation by improving the efficiency, quality and productivity of the seafood sectors of PEI.

The expansion of current knowledge and adoption of innovative solutions is considered to have both economic and sustainability benefits. The Program will support industry-led applied R&D projects that aim to expand current knowledge and adopt innovative solutions. RIG participants can apply either as a **Fisher/Harvester, Grower, Processor** or as an **Association** representing a sector of the seafood industry. Applications will be assessed for a project's ability to have both economic and sustainability benefits.

ELIGIBLE APPLICANTS

- Must be one of the following:
 - Indigenous organization (group, association, or community);
 - Commercial enterprise (company or self-employed); or
 - Industry or professional association representing a sector of the seafood industry.
- Must also be currently active in, or support activities related to, the fish and seafood sectors including:
 - Commercial fisheries;
 - Aquaculture; and/or
 - Processing of seafood products.
- Must hold all necessary permits, licenses and leases that apply.

ELIGIBLE ACTIVITIES

- Eligible activities must be new, innovative and implemented or adopted in PEI;
- Eligible activities must be shown to increase efficiency, quality and/or productivity;
- Innovative activities must be related to the fish and seafood sectors such as, but not limited to:
 - Modifications,
 - Designs, engineering costs;
 - Rental or purchase of equipment, materials or supplies; and/or
 - Consultant's costs.

INELIGIBLE EXPENSES

- Major capital purchases (i.e., real estate, buildings, vehicles, etc.); and
- Salaries and wages.

FUNDING

Commercial Enterprises

- Up to 50% of eligible costs, to a maximum of \$20,000;
 - If funding from other public sources are identified and confirmed (i.e., letter of support), RIG will be reduced such that the combination of all such public sources does not exceed 75% of total project costs.
- The applicant is responsible to cover all other project costs (more if maximum of \$20,000 is reached and/or RIG is less than 50%);
- An applicant will normally be limited to one approved project per fiscal year.

Indigenous Organization or Industry / Professional Association

- Up to 75% of eligible costs, to a maximum of \$20,000;
 - If funding from other public sources are identified and confirmed (i.e., letter of support), RIG will be reduced such that the combination of all such public sources does not exceed 75% of total project costs.
- The applicant is responsible to cover all other project costs (more if maximum of \$20,000 is reached and/or RIG is less than 75%);
- A single approved project per fiscal year will normally be accepted under the sub-category of Industry or Professional Association.

Note: Applications will be processed subject to the availability of funds in the order of submission.

APPLICATION PROCESS

A completed Project Proposal Application is to be submitted via regular mail or e-mail to the Department of Fisheries and Communities (DFC). Once the completed Project Proposal Application has been received, the DFC will assess if the applicant meets the RIG objectives and eligibility criteria. If the project is approved for funding by the DFC, a funding agreement will be required, and only once the agreement is signed and returned to the DFC will the DFC allocate funding as described in the agreement.

ASSESSMENT CRITERIA

The Project Proposal Application will be assessed on the following criteria:

- Applicant and activities eligibility;
- Technical and financial feasibility;
- Alignment and support for provincial priorities (e.g., innovation, sustainability, etc.);
- Identification of specific economic and sustainability benefits (e.g., improved efficiency, increased production and/or earnings, improved environmental sustainability, etc.); and
- Clear details on how benefits will be measured (e.g., increased sales, hiring of new staff, etc.).

ADDITIONAL INFORMATION AND CLAIM PROCESS

- DFC officials may consult with the applicant to obtain clarification on details of the project and/or for additional information, where deemed necessary for the assessment.
- The completed Project Proposal Application will be assessed on a first come, first served basis.
- Information provided in the completed Project Proposal Application will be used to assess the project eligibility under provincial requirements, along with any additional information that may be requested by the DFC.
- The applicant must have in force during the term of the funding agreement liability insurance with limits of at least one millions dollars covering the operations of the applicant. It is the responsibility of the applicant to comply with the insurance requirements of the funding agreement.
- In addition to the applicant requiring all necessary permits, licenses and/or leases, other authorizations may be required depending upon the nature of the proposed project, and it is the responsibility of the applicant to ensure all required, updated, approvals are submitted with the completed Project Proposal Application.
- Once the completed Project Proposal Application assessment is complete, the applicant will be sent a funding agreement or denial letter. If the project is approved by the DFC for funding, the funding agreement will specify the level of funding awarded and outline any other conditions that may apply (i.e., holdback portion of total funding, performance monitoring and reporting plan, etc.).
- Funding will expire March 31, 2020, and all projects must be completed by that time.
- The claim must include original invoices supported by verification of payment (such as copies of cheques). Cash payments in excess of \$500 will require verification of payment. A payment verification form will be provided by the department and must be signed by both the vendor and the program applicant.
- Only incorporated non-profit organizations, charities and universities/colleges may be eligible to claim HST.
- The applicant must agree to allow access to the operation by the Minister or his representative for the purpose of monitoring the progress of the project.
- The applicant shall indemnify and hold harmless the Government of Prince Edward Island, its agents, representatives and employees from and against all claims, demands, losses, costs, damages, actions, suits or proceedings of every nature and kind whatsoever arising out of or resulting from the performance of the Work (herein called the "Claim"), provided that any such Claim is caused in whole or in part by any act, error or omission, including, but not limited to, those of negligence, of the applicant or anyone directly or indirectly employed by the applicant or anyone for whom the applicant may be liable arising out of this Program and the applicant's participation in it.

EVALUATION AND CONTROL

A complete evaluation of this program is planned to ensure that the objectives and results are achieved. Program metrics are collected and reported on an on-going basis.

HOW TO APPLY

Completed Project Proposal Applications may be submitted to the attention of the RIG Officer via regular mail or email.

E-Mail Project Proposal Applications:

Project Proposal Applications may be submitted via email at RIG@gov.pe.ca
Please include the program name in the subject line.

Regular Mail Project Proposal Applications:

Project Proposal Applications may be submitted via regular mail at:
PEI Department of Fisheries and Communities
548 Main Street
PO Box 1180
Montague, PE
C0A 1R0
(902) 838-0983 (telephone)
(902) 838-0972 (facsimile)

For information on the Research, Innovation and Growth Program or for general assistance to complete the application, please contact the PEI Department of Fisheries and Communities, E-Mail RIG@gov.pe.ca.