

Guide to Applicants for Completing the Application

General Information

Unless otherwise specifically agreed to between the Applicant and the Coordinator, all applications and supporting material will be used by the Program solely for the purpose of evaluating the application and may be disclosed, in the strictest of confidence, to the Steering Committee as part of the approval process.

The Guide to Applicants follows the order of the individual headings in the Application Form and provides general guidance for completing the application form including the Capital Cost Outline. It is recommended that it be at hand while completing the application form.

Legal Name of Facility

Name of existing or proposed facility. If the facility has no business name, please include the full name of the main owner. If there are multiple businesses involved please give the business name that you will be using to accept the payment.

Meat Plant Address

Include physical and mailing address of the existing or proposed facility.

Applicant Information

Identify the person fully accountable for the project including project management, reporting, and financial control. Include the applicant's title with the establishment, email address, telephone number, fax number, and business number if applicable.

Description of Facility

Provide this basic information, including Plant Type, Plant Number if the facility is already licensed, species slaughtered and marketing method. A docking station needs to state which mobile unit(s) that the station is linked with.

Business Structure

A sole proprietorship is an unincorporated business that is owned by one individual. For partnerships, please include the name, address, Social Insurance Number and percentage share for each partner. For corporations, please include the name, office, telephone and fax numbers for all authorized officers.

Previous Applications

Previous applications to the Meat Transition Assistance Program or applications to other funding programs (e.g. Ministry of Agriculture and Lands SRM Program) must be declared. Expenses which may be covered in any other available provincial or federal grant program are ineligible for MTAP 3 funding.

Capital Cost Outline

Identify the costs associated with construction and equipment to upgrade or build a provincially licensed slaughter facility. Use the categories provided to organize your Capital Cost Outline.

Capital Cost Item

Description of the specific types of costs expected to be spent on construction or equipment in order to obtain Class A or Class B licensing by the BC Centre for Disease Control. The costs of labour done by a third party (such as a consultant or pest control company) under contract may be included as long as these relate to the requirements of the new Meat Inspection Regulation.

In-kind Labour

This is labour done by the applicant that is directly related to the construction, installation and/or set-up of eligible capital costs. In-kind labour may be included for up to 20% of the eligible capital cost items listed in the proposal. In-kind labour will be assessed at the rate of \$20 per hour. For example, if a proposal is for the maximum eligible project cost of \$100,000, the maximum permitted in-kind labour component will be \$20,000 with 50% of that amount reimbursed. Applicants will need to maintain records of the actual contributions (hours, times, days) made over the life of the project, just as they will for cash contributions.

Estimated Cost

The anticipated cash cost for each individual capital cost item.

Estimated Completion Date

Target date for accomplishing the capital cost item required in order to obtain licensing. The Coordinator will monitor the progress of your project based on the dates you provide so be as accurate as possible. You must notify the MTAP Coordinator of any changes to the timelines you have provided.

Submitting Completed Application

The British Columbia Food Processors Association serves as the Administrator of the program. Please submit completed Applications to:

MTAP Coordinator
BC Food Processors Association
35707 Sunridge Place
Abbotsford, BC V3G EE5
Email: mtap@bcfpa.ca
Fax: (604) 504-4409