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**ISH Application Form**

**Innovative Shellfish Handling Program (ISH)**

**BC Salmon Restoration and Innovation Fund**

**Physical address: Postal address:**

Project Manager BCSGA
BCSGA Unit F, 2002 Comox Avenue
Unit F, 2002 Comox Avenue Comox, BC
Comox, BC V9M 3M6
V9M 3M6

Telephone: 250 890 7561

Email: project@bcsga.ca

**Innovative Shellfish Handling Program**

The Innovative Shellfish Handling Program is cost-shared by Canada, BC and industry to help BC’s shellfish aquaculture industry respond to the dual challenges of COVID impacts and climate change. Specifically, the program provides funding to assist BC shellfish aquaculture businesses to offset the costs of acquiring technology and infrastructure to increase productivity, competitiveness and profitability and so foster industry growth.

ISH is available to BC based individuals, registered companies, enterprises and establishments that are engaged in growing, harvesting and processing of cultured shellfish. The contribution is provided directly to approved applications for new, upgrading or expansion projects and examples of eligible projects, include, but are not limited to machinery, equipment, and tools, culture infrastructure, competitiveness improvement activities, as well as value added services.

In order to qualify for an ISH contribution the application must be financially and technically viable in terms of, but not limited to, production scale, technical skills, technology, species, access to markets, and authorisations.

A scoring of all factors will consider the context of applicant’s operation and the project cost as described by the applicant.

**Sections to complete for the ISH application**

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**Not sure about where to start?**

If you require assistance in completing this application form, please refer to our ISH guidelines document ([ISH Guidelines](https://bcsga.ca/wp-content/uploads/2021/09/ISH-Guidelines.pdf)) or feel free to contact the BCSGA for any queries relating to the program, your proposed project, or the application:

* Nico Prins (Project Manager: ISH) - nico@bcsga.ca 250-207-4117
* Malcolm Cowan (Assistant Project Manager: ISH) - malcolm@bcsga.ca 250-207-4110

**Submitting your application**

You have the option of completing this application form as a word document form on–screen and emailing us the saved version or printing it and sending us the completed paper form. If the space provided is insufficient please provide information as an appendix to this application.

You can send the completed, signed application to the Project Manager:

**By Email:** project@bcsga.ca

**By Fax:** 250-890-7563 Attn: Project Manager

**By Mail:** Attn: BCSGA, Innovative Shellfish Handling Program
 Unit F - 2002 Comox Avenue, Comox
 Vancouver, BC, V9M 3M6

For further information or if you require assistance on filling out the application form, please contact us at 250-890-7561 or project@bcsga.ca

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| **SECTION 1: BUSINESS INFORMATION** |

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| **CONTACT DETAILS** |
| Applicant Lead Name:(signing authority on behalf of applicant)  | Click or tap here to enter text. |
| Applicant Lead Title: | Click or tap here to enter text. |
| Email Address: | Click or tap here to enter text. |
| Phone Number: | Click or tap here to enter text. | Cell Number | Click or tap here to enter text. |

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| **BUSINESS INFORMATION** |
| Legal Name: | Click or tap here to enter text. |
| Postal Address: | Click or tap here to enter text. |
| City: | Click or tap here to enter text. | Postal Code: | Click or tap here to enter text. |
| Telephone Number: | Click or tap here to enter text. | Cell Number: | Click or tap here to enter text. |
| Project Location (if different from above) | Click or tap here to enter text. |
| Address: (if applicable) | Click or tap here to enter text. |
| City: (if applicable) | Click or tap here to enter text. | Postal Code: | Click or tap here to enter text. |
| BC Lands File Number (if applicable): | Click or tap here to enter text. |
| Make any BCSGA reimbursement Cheque Payable To:(if different from Legal Business Name) | Click or tap here to enter text. |
| Are you a BCSGA member? | Choose an item. |

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| **SECTION 2: AUTHORIZATION CHECK** |
| Depending on the scope and nature of your application and in particular if that application is on a Crown Land tenure, a Shellfish Management Plan amendment, or alteration of another government authorization may be required. Fisheries and Oceans Canada (DFO), Transport Canada (TC) and the British Columbia Ministry of Forests, Lands, Natural Resource Operations and Rural Development (FLNRORD) issue authorizations and work collaboratively to review applications to operate an aquaculture facility in BC. |
| If approved, would your project require amendment of the Shellfish Management Plan you hold? | Yes |[ ]  No |[ ]  Uncertain |[ ]
| If you answered “Yes” or “Uncertain” to the above question please contact the appropriate authority below to seek clarification.DFO: Shellfish.Aquaculture@dfo-mpo.gc.ca FLNRORD: Aquaculture.Program@gov.bc.ca TC: NPPPAC-PPNPAC@tc.gc.ca  |
| **SECTION 3: BUSINESS OVERVIEW** |
| List the activities of the value chain that this business is involved in: (production, processing, distribution, marketing, export / import, etc) | Click or tap here to enter text. |
| Species farmed: | Click or tap here to enter text. |
| Commodities produced / processed / handled: | Click or tap here to enter text. |
| How long has your business been operating? | Click or tap here to enter text. |
| Are your current markets BC, Canada, or international? | Click or tap here to enter text. |
| How would you describe your business (just getting established, expanding operations, other)? | Click or tap here to enter text. |
| Will you be making use of a mentor / collaborator to assist or guide you with your project? (new entrants or operations that lack the required skills to successfully complete the project are advised to consider making use of a mentor / collaborator) | Yes |[ ]  No |[ ]
| If you answered yes above, please indicate who the key mentor / collaborator(s) are that is relevant to the project / technology. Describe their roles and responsibilities and include a rationale as to why they are important to the project / technology. |
| Click or tap here to enter text. |
| How many employees (full time equivalents) do you have? | Peak | Click or tap here to enter text. | Off-season | Click or tap here to enter text. |
| What is your average annual revenue? | $0 - $50,000 |[ ]  $50,000 - $100,000 |[ ]
|  | 100,000 - $500,000 |[ ]  $500,000 - $1,000,000 |[ ]
|  |  | >$1,000,000 |[ ]
| What is your motivation to apply for this ISH contribution? (decrease operating costs, consumer demand, streamline operations, upgrade or replace existing system, expand market access, capital investment) | Click or tap here to enter text. |
| Have you previously made use of technology / mechanization / automation to improve your business productivity? If not, please indicate the reason (lack of funds, business too small, and lack of technology). | Click or tap here to enter text. |
| Have you previously made use of government funding for your business? If yes, please indicate what program. | Click or tap here to enter text. |
| Have you applied to any other program to fund this project / technology? | Click or tap here to enter text. |

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| **SECTION 4: PROPOSED INNOVATIVE SHELLFISH HANDLING PROJECT** |
| **DESCRIPTION OF PROJECT / TECHNOLOGY (please feel free to use as much space as required for each section and if additional documents or pages are included add them to the application form)** |
| Describe in detail the project for which you are seeking an ISH incentive. Include all available information on what it is, how it works, how and where it will be purchased, all associated costs, and how and who will manage and / or operate it. Please attach technical information, engineered drawings, and brochures etc. that describe the equipment |
| Click or tap here to enter text. |
| Describe the operational process(es) that would be replaced, improved or created through the development of the project / technology: |
| Click or tap here to enter text. |
| What is the total project cost (supply supporting documents) | Click or tap here to enter text. |
| What is the ISH incentive dollar amount you are applying for? Note that financial support of $100,000 or more requires the applicant to show that the technology provides industry wide benefits. | Click or tap here to enter text. |
| Will any of the purchasing / costs associated with the ISH incentive be sourced from outside of Canada?If so, describe below the efforts that have been taken to find equivalent products within Canada. |
| Click or tap here to enter text. |
| Is this or similar technology already in use in your operations? | Choose an item. |
| Is this or similar technology already in use within BC? | Choose an item. |
| Is this a labour / handling saving technology? Estimate how many full-time employees this technology will be equivalent to?(Example: if installing an automatic grader replaces approximately six workers in my operation fill in 6 in the space provided) | Click or tap here to enter text. |
| How will you measure / validate the labour / handling saving? (describe processes or checks that you will implement to measure this parameter) |
| Click or tap here to enter text. |
| How is the project / technology innovative within the context of your current operation and in the context of your vision for the long-term development and growth of your business? (Describe below)Example:Describe the problem you are trying to solve, including the expected results and long-term actions.Why the project / technology is important and how the results will impact your operations?Does the project respond to a documented / recognized shellfish industry challenge or opportunity? (address rising labour costs, address changing environmental and farming conditions, address changing market trends) |
| Click or tap here to enter text. |
| Describe how this project / technology will increase operational output. (will there be a reduction in operating expenditure, increased production of product, new sales realized, etc.)Example:Does the project / technology benefit / impact the sustainability of the shellfish sector?Does the project introduce critical technology or other adaptations to assist the shellfish sector respond to climate change? Describe howDoes this project / technology meet the goals and objectives of ISH and explain how they relate to the ISH objectives – increased productivity, increased profitability, increased efficiency and facilitation of fastest growth in the industry |
| Click or tap here to enter text. |
| Have you or someone you know previously tried this technology (or one with a similar function) in the past? (Describe below) |
| Click or tap here to enter text. |
| If total project funding requested is greater than $99,999.99, describe in detail how the project will have industry wide benefit (as defined in the ISH guidelines). How will you demonstrate that benefit (e.g. report out on increased productivity to other producers, tour other producers etc)? |
| Click or tap here to enter text. |

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| **SECTION 5: PROJECT PLANNING (please feel free to use as much space as required for each section and if additional documents or pages are included add them to the application form)** |
| Please describe what the implementation would look like. Include descriptions where applicable of contracting, purchasing, transporting, establishing, operating and maintaining of the project / technology, timelines (include start and end dates). Example:Work completed to date (if applicable)Project planningSteps taken and important milestonesMeasures that will be taken to ensure long term sustainability of the project / technologyIdentify any long term impacts the project / technology might have as well as follow up actions or monitoring that may be taken |
| Click or tap here to enter text. |
| Describe in detail the risks involved (technical, operational, financial, etc.), and mitigation strategies for addressing the risks identified. The extent to which higher risks are acceptable is dependent upon how well they are identified, defined, assessed, planned for, and managed once encountered.Example: A delay in completion of construction resulting in expenditure outside of project deadline and cost not deemed eligible  |
| Click or tap here to enter text. |
| If technical skills and experience are required to operate the technology, please describe the specialized skills required: |
| Click or tap here to enter text. |

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| **Additional Documents Attached** (please list any documents or attachments that should accompany this application) | Click or tap here to enter text. |

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| **SECTION 6: SUBMISSION** |

By submitting this application form to the BCSGA Innovative Shellfish Handling Program, I / We:

* Hereby declare that the information provided in this application is true and correct in every respect.
* Acknowledge that I / we are presently actively engaged with the applicant (i.e. participate in the day-to-day operations of the farm/business), have signing authority on behalf of the applicant, and am / are British Columbia resident(s) over 19 years of age.
* Understand that failing to comply with all other application requirements may delay the processing of the application, or may make me / us ineligible for receiving assistance under the program.
* Acknowledge that the completion and submission of this application form does not oblige the BCSGA, their agents, servants, and employees to provide funding for the services herein.
* Understand that expenses incurred prior to the submission of an approved application are not eligible for assistance under this program.
* Agree to participate in an evaluation and / or audit of the program.
* Understand that personal information on this form is collected under the Freedom of Information and Protection of Privacy Act, s.26(c).
* Understand that in the performance of the activities funded by this project, I / we must comply with all applicable laws.
* Understand and agree that any contribution applied for in a fiscal year will have to be paid for before the end of that fiscal year applied in. Failure to conclude purchase will result in a loss of the project contribution.
* Agree that disbursement of eligible grant funds will be in accordance to procedures outlined in section 13 of the ISH Guidelines document.
* Consent to the public release of my / our business name, the amount of funding received, and the general nature of the project.
* Consent to the public release of my / our completed application and adjudicated score of such application.

**Disclaimer**

The BCSGA, their employees, servants, and agents accept no responsibility nor will they be held liable for any claims, demands, losses, or actions which may be made or taken against them, rising out of the advice, operation or any other action related to the BCSGA Innovative Shellfish Handling Program.

**Note:** Purchases made prior to receiving approval notification will not be eligible for support under this program.

Dated (DD / MM / YYYY): Click or tap to enter a date.

Name of Applicant (please print): Click or tap here to enter text.

Signature of Applicant: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_