

## PURPOSE

This final report will be used for Projects funded under both ATIUNR - Agri-Tech Innovation under \$100,000 (Stream 1) and ATIOVR - Agri-Tech Innovation \$100,000 and over (Stream 2).

The purpose of this Final Report is to identify the results and impact of the completed Project, as well as client satisfaction, related to this Initiative under the Sustainable Canadian Agricultural Partnership (Sustainable CAP). In order to receive the final Initiative Payment under the Sustainable CAP, this final report must be complete. Please note, the specific responses to the questions about service experience will not impact such payment nor any future Applications submitted under Sustainable CAP.

## COMPLETING THIS FINAL REPORT FORM:

To complete this Final Report form, please follow the steps below:

1. Download a free version of Adobe Acrobat Reader if you do not already have it installed on your computer. To receive a free version of Adobe Acrobat Reader, click on [Adobe Acrobat Reader](#).
2. Save this Final Report form to your computer **before** you begin filling it out.
  - File > Save As > [give the file a name - SCAP-ATIUNR-##### or SCAP-ATIOVR-#####]  
> Save
  - Do **not** fill out this Final Report form in your Internet browser window.
3. Open the file from your computer.
4. Make sure the file is opened in Adobe Acrobat Reader.
  - You can work on completing this Final Report Form at any time. Remember to save your file along the way.
  - Complete required fields marked with an asterisk (\*)
  - Once the Final Report form is complete, save the file.
5. Review your answers and attach the completed Final Report with your claim submission in the AAC Portal.

## SECTION A: PROJECT DETAILS

Legal Name of Business/Organization as set out in the Approval Letter \*

Project Number \*

Enter the Project Number from your approval letter  
(i.e., SCAP-ATIUNR-000001 or SCAP-ATIOVR-000001)

## 1. How many jobs did/will you create as a result of this Project?

	# of jobs created at Project completion	# of jobs anticipated to be created within two years
	Full-Time <sup>1</sup>	
N/A	Part-Time <sup>2</sup>	
	Temporary <sup>3</sup>	

<sup>1</sup> Full-time job excludes all temporary jobs but includes jobs for which employees work 30 hours or more per week.

<sup>2</sup> Part-time job excludes all temporary jobs but includes jobs for which employees work less than 30 hours per week.

<sup>3</sup> Temporary job has a predetermined end date or will end as soon as a specified project is completed or a fixed term contract ends. These include seasonal, temporary, term, or contract work including work done through temporary help agency, casual job, and other temporary work.

## 2. What activities did you complete for this Project? (select all that apply)

Purchased new or modified existing equipment, technology, and machinery that is innovative or advanced manufacturing

Purchased new or modified existing equipment, technology, and machinery that is innovative or advances food safety and traceability (including food safety equipment, bar-coding and product identification systems, and testing equipment for monitoring and analysis)

One time purchase of software or upgrades

Facility changes, upgrades, or modifications

Cyber security changes, upgrades, or modifications

Third-party cyber security assessments or software development

Third-party expertise/services including engineering services, training, installation, and management

**3. Describe the impact of the completed Project on your operation.**

**SECTION B:**

**4. How many technologies, equipment or processes that improve capacity were adopted for this Project?**

**5a. Did this Project adopt environmentally beneficial technologies?**

Yes

No

**5b. If so, how many?**

**6. How many new products were developed through this Project?**

**7. How many new innovative technologies (products and/or processes) were shown or tested on-farm or in a processing facility for this Project?**

**8a. How will this Project impact the productivity of your processing facility, farm, or operation over the next five years?**

Major increase

Minor increase

No change

**8b. Provide details.**

## SECTION C:

If the focus of your Project was to improve food safety while increasing productivity or capacity, answer the following set of questions (skip to Question 10 if the Project did not include food safety and/or traceability activities).

### 9a. What type(s) of food safety improvement(s) resulted from the Project? (select all that apply)

Reduced the introduction or spread of food safety hazards

Improved detection of food safety hazards

Improved the accuracy or reliability of food safety process monitoring or process controls

Improved traceability

### 9b. Describe how the Project improved food safety (e.g., specify any new or improved equipment, procedures, and/or training) and describe how these improved the following:

- testing for food safety hazards
- accuracy in measurement or tracking (e.g., chemical concentrations, temperatures, product ID)
- food safety parameters (e.g., cooking, cooling, cleaning)
- automation of food safety interventions
- contamination prevention
- production and product flow

### 9c. Did this project help your business implement recognized food safety improvements (i.e., national, international or industry-recognized food safety certifications, standards, or programs)?

Yes

No

**9d. If so, specify the certification scheme, standard or program (e.g., BRC, SQF, FSSC 22000, IFS, CanadaGAP).**

**9e. Identify your certification status at the end of this Project.**

Already certified

Working towards certification

N/A

## SECTION D: SERVICE EXPERIENCE

10. Indicate the extent to which you agree or disagree with the following statements:

	Disagree	Neither Agree nor Disagree	Agree
a. I was satisfied with the Initiative timing (e.g., seasonality, intake of applications, length of Initiative).			
b. The availability of funding assistance influenced my decision to undertake this Project.			
c. It was easy to find information about this Initiative on the website.			
d. The Guidelines were clear and easy to understand.			
e. I was able to complete the Application Form in a reasonable amount of time.			
f. The length of time for the Application Form to be approved was reasonable.			
g. The Claims portal was easy to use.			
h. The time to receive Initiative payments was reasonable.			
i. The submission instructions for this Final Report are clear and easy to understand.			
j. AAC staff were knowledgeable.			

Any additional comments about processes, forms, materials or timing:

**11. Indicate the extent to which you agree or disagree with the following statements:**

	<b>Disagree</b>	<b>Neither Agree nor Disagree</b>	<b>Agree</b>
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a. I was able to reach appropriate AAC staff without difficulty in a timely manner.

b. I received consistent information from AAC staff.

c. AAC staff were courteous.

Any additional comments:

**12. Did you encounter any barriers to completing this Project? (select all that apply)**

Priority change (e.g., changes to business priorities impacted the project)

Financial constraints (e.g., lack of funds or cost increases)

Labour supply (e.g., worker shortage/ insufficient labour to complete project, lack of skilled workers available, wages)

Vendor/Supplier issues (e.g., supply chain shortages, vendor scheduling conflicts, challenges finding a vendor)

Technical difficulties (e.g., digital literacy, internet access, etc.)

Uncontrollable circumstances (e.g., weather, etc.)

**13. Provide any other comments you would like to share about your experience related to Sustainable CAP cost-share funding.**

## SECTION E: ATTESTATION

I, the undersigned, attest and certify the following:

I am:

- The Recipient; or
- A duly authorized agent of the Recipient with the full and unqualified legal authority to bind the Recipient

That:

1. The Project has been completed as described in the Approval Letter;
2. The Recipient is in compliance with all of the terms and conditions of the Initiative for the Project and the Project has been carried out in accordance with all Requirements of Law;
3. The Recipient has submitted all eligible Claims, and no further Claims will be submitted for the Project;
4. All information provided is, to the best of the Recipient's knowledge, belief and understanding, true and correct in all material aspects.

Name of Recipient or  
Authorized Agent of the Recipient:\*

Title\*

E-mail\*

Date (MM/DD/YYYY)\*

Review your answers and attach the completed Final Report with your claim submission in the [AAC Portal](#).



**Sustainable Canadian  
Agricultural Partnership**  
Competitive. Innovative. Resilient.

