

Guidelines

Quality Oyster Aquaculture Program (QOAP)

Purpose

The purpose of the Quality Oyster Aquaculture Program (QOAP) is to provide an incentive for oyster aquaculture operations to expand production and improve quality through the adoption of techniques or technologies used to produce cultivated oysters on their leases. The Program will support the improvement in the quality of cultured oysters and the further development and productivity of the oyster aquaculture industry in Prince Edward Island. The Program will also provide support for equipment to increase efficiencies on existing oyster leases.

Eligibility

An eligible applicant is any individual or legally incorporated company involved in oyster aquaculture in Prince Edward Island and holds the necessary permits, leases, and licences. Eligible applicants may apply for funding by the application deadline. Other authorizations may be required depending upon the nature of the project.

Only one application per applicant is eligible under this Program.

The intent of the Program is to ensure funds are directed to separate business entities and that each business entity receives no more than the maximum allowable funding under the QOAP. Situations such as leases with multiple owners, several leases in one family with different owners, or business entities whose shareholders also hold leases, require further review. To determine an applicant's eligibility, as a single business entity, for funding under the QOAP, the CBDC reserves the right to request additional information from an applicant. Examples of the type of information which the CBDC may request from an applicant includes, but is not limited to, the following:

1. Identification of lease(s) owned, or legal sublet agreement(s), by the applicant where the activity identified in the applicant's funding proposal will be conducted;
2. Information as to the nature of the applicant's involvement in the operation and the proposed activities, as described in the application, may be verified by the following:
 - a) Listing and description of the assets owned that will allow the lease holder to fulfill their oyster aquaculture expansion plans;
 - b) Information demonstrating sales of oysters in the applicant's name that demonstrates activity in the industry;
 - c) Financial statements related to their oyster aquaculture business and/or income tax returns associated with their oyster aquaculture business that show related income and expenses;
 - d) Information as to whether the applicant has a valid Revenue Tax Exemption Certificate;
 - e) Information as to whether the applicant has a valid HST registration number.

The space available on the lease or licence should coincide with the project description submitted in the project application.

Equipment must be incremental to existing equipment (not replacement equipment).

Assistance Provided

The QOAP is a one year Program which may provide, to successful applicants, a financial contribution of up to 50% of eligible expenditures. The financial contribution is for a minimum of \$5,000, and up to a maximum assistance of \$20,000, per project. The QOAP is jointly funded by the Atlantic Canada Opportunities Agency (ACOA) and the Department of Agriculture and Fisheries (DAF) and is administered by the Community Business Development Corporation (CBDC) West Prince Ventures Ltd.

Eligible expenditures may include:

- seed collection equipment,
- nursery equipment,
- growout equipment,
- harvesting equipment,
- modifications to existing equipment
- farm management tools,
- equipment to control predators, invasive species, or biofouling,
- on-water handling and grading platforms
- holding equipment
- handling equipment and/or technology for oyster grading.

Not eligible are:

- real estate,
- buildings,
- boats (including oyster dorys and barges),
- vehicles (including recreational vehicles such as ATVs and trailers),
- outboard motors,
- used equipment,
- seed stocks,
- consumables,
- salaries and wages.

Call for Applications

An applicant will normally be limited to one approved application over the life of the Program.

The following draw process will be utilized:

1. The deadline for application submission is December 8, 2017. Growers need to have a **fully completed application** in by December 8, 2017 at 4:00pm to be included in the draw. Any application after the date/time is not allowable. Those growers that require assistance completing the application need to request help prior to the deadline to ensure they can submit on time.
2. CBDC will manage the actual draw.
3. Any grower is welcome to attend the draw process. We encourage the Executive Director and the Board members of the Island Oyster Growers Group to attend to provide oversight.

4. Application names will be printed off on paper and cut out to be of equal size. The sheets will be laid out on a table and a picture of all of the applicant names to be taken. The names on the papers will be confirmed with the master list of applications received.

5. The papers will be folded in the same manner and entered into a box. The box will be shaken to randomize them within the box.

6. The CBDC will draw the names and the order in which they are drawn is the order in which the applications will be processed. The CBDC will record the order in which they are drawn as well as write the number in which they are drawn on the paper itself. The CBDC will lay out all of the papers again in the order they are drawn (now with a number on them) and take another picture for our records.

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1. The proposed project must demonstrate development of culture oyster production through the purchase of equipment or technologies that will assist the applicant to increase landings and reduce labour efforts. The project should also demonstrate increased production and/or improved quality of cultivated oysters or demonstrate an improved ability to handle product.
2. The proposal must show sufficient technical, operational, economical and biological detail to allow satisfactory assessment by the Program Administrator and the Program Management Committee (representatives from DAF and CBDC West Prince Ventures Ltd.).
3. The applicant must present their plan for improving the quality of oysters to market and any lease / licence development including their fouling/predator control plans or their plans for improved efficiencies. The proposal must fit the long-term plans for the expansion of their operation and increased production.
4. The applicant must agree to allow access to the operation by the Program Administrator as well as the Minister of DAF or his representative for the purpose of monitoring the progress of the project.
5. The proposal must be submitted in accordance with a prescribed application form complete with any required supporting documentation. Any assets purchased prior to the date of the receipt of the completed application will not be eligible for assistance. Purchases following the date of receipt and prior to the possible approval of the project are at the applicant's own risk.
6. If the proposal meets the satisfaction of the Program Management Committee, a letter of approval will be forwarded to the applicant. The Management Committee reserves the right to limit financial assistance.
7. A Project Contract will be forwarded with the approval letter outlining terms and conditions of the assistance. The applicant will have 14 days to accept the contract in writing or the contract will be rescinded.
8. The project must be carried out and completed prior to February 28, 2018. The applicant must submit paid original invoices verified by cancelled cheques, credit card receipts, or official company statement of account. Taxes paid on items assisted under this Program **are not** eligible for assistance.

9. In any matter of difference between the Program Management Committee and the applicant through the life of the project, the Program Management Committee's decision will be final.

Information

For information on the Program or for general assistance in working out the details of an application, please contact:

Maxine Rennie, Executive Director *or*
Lucille Brennan, Loans Administrator *or*
Michelle Penwarden

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