

Canadian Agricultural Adaptation Program (CAAP) Eligible Expenditures

1. Incremental costs of goods and supplies and related shipping or transportation costs
2. Incremental costs for rental or lease of facilities, equipment or machinery
3. Minor assets such as computers, equipment and supplies, valued each at less than \$10,000 if specifically required for the execution of the project
4. Production of materials required to fulfill obligations under the CAAP agreement, including translation and production of materials in the second official language, if required
5. Feasibility Study/Business Plan/Marketing Study Development – fees and expenses incurred in hiring an independent, third-party, arm's length consultant in the production thereof, and which is ineligible under the Saskatchewan Agri-Value Initiative (SAVI) <http://www.agriculture.gov.sk.ca/programs-services/>
6. Design of product promotional materials
7. Design and production of advertising and display materials for not-for-profit/industry associations
8. Purchase of advertising of an event for not-for-profit/industry associations (information dissemination as opposed to commercial advertising for profit)
9. Travel Expenses, as they relate to the approved project only, including meals, accommodation and transportation. The maximum allowable expenditures are as outlined under the Province of Saskatchewan government guidelines in effect at the time the expenses were incurred
10. Conferences, seminars, symposiums and other information dissemination-type events, provided they are components of a broader project and are intended to contribute to and/or disseminate project results. Approval is limited to speaker fees/honorariums and speaker expenses including meals, accommodation and transportation. The maximum allowable expenses are as outlined under the Province of Saskatchewan government guidelines in effect at the time the expenses were incurred
11. Attendance at domestic tradeshows, outside of Saskatchewan, which are *ineligible* under Food Beverage Canada <http://www.foodbeveragecanada.com/shows.php> for the purpose of new product, new process/technology or new market development activities.

12. Wages and Salaries – contract employee(s) or new employee(s) only. Existing employee(s) may be eligible only when their existing position, or portion related, is backfilled by a new employee. Wage/salary benefit expenditures in question must be incremental to, and a direct result of, the approved project
13. Purchase of direct supplies and other identified development costs for prototype manufacturing including, but not limited to, travel expenditures to meet with potential suppliers, materials and supplies for prototype manufacture, and possible other costs specifically identified and considered eligible at the time of CAAP approval. Note that prototype development costs do not include salary costs for existing employees. Food and beverage product/prototype development is eligible under the Saskatchewan Agri-Value Initiative (SAVI)
14. Capital* equipment, identified and considered eligible at the time of CAAP approval, that is required specifically for the *execution and performance of the project*, including transportation and installation costs. Approval will not normally exceed 25% of the total project or collective outcome project contribution.

*Capital is defined as any asset which has been acquired, constructed or developed with the intention of being used on a continuous basis and is not intended for sale in the ordinary course of business. Capital assets also include betterments that are expenditures relating to the alteration and/or modernization of an asset that appreciably prolong the item's period of usefulness or improve its functionality. Capital assets have a useful life in excess of one year and a per item cost of \$10,000 or greater.
15. Fish/Seafood and Aquaculture Projects – if the project is related to the processing of agricultural products (e.g., using agricultural products for the manufacture of, or for inclusion into, fish food)
16. Purchase of market research
17. Consumable materials and supplies, as specifically related to the project, and as identified and considered eligible at the time of CAAP approval
18. Laboratory analysis fees, as charged by an arm's length facility, as specifically related to the project and as identified and considered eligible at the time of CAAP approval, and which is ineligible under the Saskatchewan Agri-Value Initiative (SAVI) – see link above
19. Product and/or Process Certification expenses, including third-party consultant's fees and costs to assist in certification, certification and audit fees, employee training expenses as supported by the ACS Quality Management Standards written policy <http://www.agcouncil.ca/apply.htm>

20. In-Kind contributions (not-for-profit applicants only) eligible for reimbursement under CAAP are understood to be a portion of the applicant's (and applicant's project partners) contribution to the project, either in the form of labor, materials and supplies, existing equipment and/or facility use, etc. In-kind contributions are resources not purchased specifically for the project and not considered reimbursable or approved by CAAP. If the applicant did not have access to these resources, a cash outlay would have been required by the applicant to purchase and pay for them. In addition, cash costs incurred during the course of the project, which have not been specifically approved under CAAP, but which are incremental and related directly to the project may also be considered part of the applicant's in-kind contribution for reimbursement
NOTE: for-profit applicants are not eligible for in-kind