



BC Farmers' Market Expansion Program

Program Overview

The BC Farmers' Market Expansion Program is a one-time, cost-shared, reimbursement-based funding program that will be delivered in partnership between the Ministry of Agriculture, Food and Fisheries (AFF) and BC Association of Farmers' Markets (BCAFM) between January 2022 and March 2022 to strengthen the ability of farmers' markets to expand local food/beverage sales and operate during emergencies.

This program enables eligible BC farmers' markets to access funding to cover the costs of eligible signage, equipment, and infrastructure on a first-come, first-served basis.

Important: Before You Apply

Application deadline: January 28, 2022 at NOON PST.

Applications will not be accepted after this deadline.

Please ensure you have visited the [BC Farmers' Market Expansion Program](#) webpage on the BCAFM website for full eligibility and program guidelines.

- Please review the application form in full before starting your online application. Please note that this PDF form is for review only—the actual application must be submitted online.
- Only one single application per farmers' market governing organization is allowed, including those who run multiple market locations or seasonal markets.
- The application requires details about your market(s) along with details about the signage, equipment, and infrastructure you are seeking funding for.
- You will be asked to upload detailed quotes and supplier information (with all taxes included) for each type of item your organization intends on purchasing with this funding. Please have those documents handy before continuing.
- Applications will be accepted on a first-come, first-serve basis or until available funding has been fully committed or otherwise announced by the Program.
- The program is providing \$475,000 in funding, with up to \$15,000 (all taxes included) available for each eligible applicant governing organization.
- **Only completed applications will be considered and placed in the first-come, first-serve queue.**
- All applicants will be notified in early to mid-February about the status of their application.

Questions about the program or your application?

Please contact Stacey Santos, BCAFM Grant Administrator, at grants@bcfarmersmarket.org.





BC Farmers' Market Expansion Program

SECTION 1: ORGANIZATION OVERVIEW

Please provide the following details about you (the authorized person submitting the application) and your farmers' market governing organization.

* 1. Please confirm you are the person authorized to submit this application on behalf of your farmers' market governing organization.

Yes, I am authorized to submit this application on behalf of my farmers' market governing organization.

* 2. As the authorized person, please provide your name and direct contact information.

Name

What is your role at the farmers' market?

Primary email

Secondary email (if applicable)

Primary phone number

Secondary phone number (if applicable)

* 3. What is the name of your farmers' market governing organization?

* 4. In what year did your farmers' market first start operating?

* 5. How can we contact your farmers' market governing organization?

Primary phone number

Primary email address

Farmers' market website address

* 6. What is the **legal** address of your farmers' market governing organization?

Address

Address 2

City/Town

Province

Postal Code

* 7. What is the **mailing address** of your farmers' market governing organization?

Address

Address 2

City/Town

Province

Postal Code



BC Farmers' Market Expansion Program

SECTION 2: ELIGIBILITY

Your farmers' market governing organization must be a formally registered organization to apply for this funding. Organization means a registered non-profit society/association, cooperative or corporation in British Columbia.

Please note, if your farmers' market organization does not meet **ALL** eligibility criteria outlined in this section, it is NOT eligible for funding under this program.

* 1. Is your farmers' market organization a registered BC organization? Please confirm below.

Yes, my farmers' market organization is a registered BC organization.

* 2. Please specify your organization's entity type (please only choose one):

Registered BC Non-Profit Society

Registered BC Corporation

Registered BC Cooperative

* 3. Please fill in your organization's entity number, as indicated above.

Society #

Corporation #

Cooperative #

* 4. Please confirm your farmers' market organization does all of the following:

- Operates an in-person farmers' market in BC
- Operates four or more days per year
- Is comprised of four or more individual vendors
- Prioritizes primarily BC producers/farmers and food vendors
- Does not allow reselling (i.e. does not allow buying in bulk from elsewhere and selling at the local market)
- Includes vendors located within BC that only grow, make, bake, raise or wild harvest the products it sells at a farmers' market
- Has been in operation for at least 1 year (established prior to November 2020) **or** operated in the summer 2021 season

* 5. How many vendors does your farmers' market have in attendance on a typical day?

* 6. Of the vendors you indicated above, how many primarily sell food and beverage products on a typical day (vs. primarily selling non-food and beverage products)?



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SECTION 3: PROJECT DETAILS

Please list the eligible farmers' market signage, equipment and/or infrastructure you will purchase with this funding, if approved. Include only one item per section along with a detailed quote (or screenshot, photo, etc) that shows what you're buying, from where, and how much it costs.

If you have questions or concerns about the eligibility of the farmers' market signage, equipment and/or infrastructure you are seeking funding for, please get in touch with BCAFM Grant Administrator, Stacey Santos, at grants@bcfarmersmarket.org before completing your application.

EXAMPLE

Description	Outdoor directional signs (Flags - 10' straight and single sided)
Purpose	To give directions and point visitors to the entrance of the farmers' market.
Quantity	3
Total purchase price (all taxes included)	\$945.26

Choose File

Document upload instructions

- At the end of each section, you are required to upload a file that shows what you're buying, from where, and how much it costs
- Formal quotes are acceptable, as are screenshots, photos, etc.
- Only one document per section is allowed
- Supported file types: .doc, .docx, .pdf, .jpg, .jpeg, .pdf

Reminder: Eligible Activities

All items purchased must be eligible under the Canadian Agricultural Partnership and must not include any provincial branding (e.g., Buy BC, Feed BC). Approved items include:

- Signage & Merchandising
 - Includes promotional, directional or COVID-19 specific signage, merchandising racks & display stands for promo materials.
- Storage & Transportation
 - Includes secured storage, dry storage & cold storage facilities, shelving for storage units, as well as trailers & shipping containers required to move equipment, signage and infrastructure etc.
- Power & Operations
 - Includes items such as power supply systems, tents, tent weights, tables, chairs, barricades, walkie-talkies, PA system, temporary staging, lights, heaters, misters, generators etc.

Reminder: Ineligible Activities

Individual project eligibility will be determined by BCAFM and AFF based on the application submitted. The following project costs are not eligible:

- Core or ongoing administrative operating expenses of the farmers' market (e.g. staff wages, contractor costs etc.);
- IT/software or cloud service subscription fees or expenses;
- Lease or fees associated with rental of outdoor or indoor spaces for the farmers' market;
- Maintenance costs (e.g., costs associated with landscaping, cleaning, garbage disposal etc.); and,
- Retroactive expenses (e.g., costs that have been incurred prior to receiving approval from BCAFM).

* 1. Item

Description

Purpose

Quantity

Total purchase price (all taxes included)

* 2. Supporting document with price/supplier information

Choose File

No file
chosen

3. Item

Description

Purpose

Quantity

Total purchase price (all taxes included)

4. Supporting document with price/supplier information

Choose File

No file
chosen

5. Item

Description

Purpose

Quantity

Total purchase price (all taxes included)

6. Supporting document with price/supplier information

Choose File

No file
chosen

7. Item

Description

Purpose

Quantity

Total purchase price (all taxes included)

8. Supporting document with price/supplier information

Choose File

No file
chosen

9. Item

Description

Purpose

Quantity

Total purchase price (all taxes included)

10. Supporting document with price/supplier information

Choose File

No file
chosen

11. If more space is required, please list your additional products here. (Please include description/purpose/quantity/price as shown above.)

12. Additional supporting document with price/supplier information

Choose File

No file
chosen

13. Additional supporting document with price/supplier information

Choose File

No file
chosen

14. Additional supporting document with price/supplier information

Choose File

No file
chosen



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SECTION 4: PROJECT GOALS

Key goals of this program include supporting projects which increase local food and beverage sales and helping farmers' markets operate during emergencies.

* 1. Please describe how this project will help enable your farmers' market to expand the number of local food/beverage vendors and/or expand local food/beverage sales. In other words, how does this project benefit farmers' market operations, vendors, customers, etc?

* 2. As an essential service, please describe how this project will help your farmers' market better support access to food in your community and respond during emergencies, such as COVID, flooding, forest fires, etc.

* 3. Please describe how this project will enable your farmers' market to set a stronger foundation for future growth and long-term success.



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SECTION 5: FUNDING REQUEST

This is a one-time, cost-shared, reimbursement-based funding program which provides your farmers' market with funding to cover 90% of the total project costs, up to a maximum of \$15,000 (all taxes included). **The remaining 10% must be contributed by your organization as a cash contribution.**

For example, a project that costs \$1,000 can be funded with \$900 from the Program and \$100 from your farmers' market organization.

* 1. Total project cost (all taxes included)

* 2. Total program funding requested (all taxes included)

* 3. Total amount your organization will be contributing. Applicants are responsible for contributing at least 10% (in cash) of the total cost (including all taxes) of the eligible farmers' market signage, equipment and/or infrastructure.

* 4. Confirmation of cash contribution

I confirm my farmers' market governing organization will contribute the cash amount stated above in Question 3.



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SECTION 6: TERMS AND CONDITIONS, CONFIRMATION AND CONSENT

* 1. Please confirm and consent that you understand the Program terms & conditions:

- Funding is available on a first-come, first-serve basis, until all available funding has been expended.
- Funding is available, on a reimbursement basis, to pay 90% of the total purchase price of the eligible and approved farmers' market signage, equipment, and/or infrastructure.
- Applicants are responsible for contributing at least 10% (in cash) of the total cost of the eligible farmers' market signage, equipment and/or infrastructure.
- Any expenses incurred before an applicant receives a formal letter of approval from the BC Association of Farmers' Markets/Ministry of Agriculture, Food and Fisheries will NOT be eligible for reimbursement under this program.
- Your farmers' market agrees to complete ALL purchases in full related to this project on or before the following program deadline date (March 31, 2022). An expense form template will be provided with your approval letter.
- Your farmers' market agrees to submit all invoices or expense receipts related to this project on or before March 31, 2022.
- Your farmers' market agrees to submit all proof of payment related to this project (e.g., bank statement, cleared cheque statement, credit card statement) by April 30, 2022.
- Your organization may be required to share information on actual sales from food/beverage vendors post project with BCAFM by September 30, 2022.
- Your organization agrees to provide success stories and vendor feedback about how these investments helped increase the number of food/beverage vendors and/or increase sales from food/beverage vendors post project with BCAFM by September 30, 2022.