

Ag Action Manitoba Program for Farmers

One Program. Built With You in Mind.



A Program Guide to the Terms and Conditions

2018-2023

Version 1



Ag Action Manitoba

One Program. Built With You in Mind.

Effective April 1, 2018, the Canadian Agricultural Partnership will consolidate its Manitoba funding into one program - **Ag Action Manitoba** - a five-year, \$176 million, all-encompassing program offered to farmers, agri-processors, industry organizations, researchers and industry service providers.

Ag Action Manitoba supports a wide variety of activities and strategic investments. This guide focuses on program activities directed towards **Farmers**.

Farmers can apply for funding aimed at:

- developing new skills, technologies and products
- increasing production and adding value to products
- finding new markets

Ag Action Manitoba is administered by Manitoba Agriculture. Manitoba Agriculture staff are available to advise, support and work with applicants to help them reach their goals and to help the agricultural sector become more profitable, competitive and innovative.

Canadian Agricultural Partnership

The Canadian Agricultural Partnership (Partnership) is a \$3 billion, five-year investment by federal, provincial and territorial governments to help Canada's agriculture and agri-food sectors innovate, grow and prosper.

This investment is cost shared, with 60 per cent of funding provided by the federal government and 40 per cent by the provinces and territories. The provinces and territories deliver the partnership's programs to ensure they meet regional needs.

About This Guide

This guide provides applicants with further details related to Ag Action Manitoba's cost-share funding assistance.

Manitoba Agriculture will update the guide regularly, and it is subject to change without notice. New opportunities may be made available during the term of the Ag Action Manitoba program.

For more information, contact Manitoba Agriculture at:

- **1-844-769-6224**
- **agaction@gov.mb.ca**
- **manitoba.ca/agriculture**

Table of Contents

Section 1	Program Description	2
Section 2	Program Eligibility.....	2
Section 3	Program Activities	3
Section 4	Cost-Share Funding.....	3
Section 5	Training and Consulting.....	4
	Application Assessment	5
Section 6	Distribution and Marketing Alliances	6
	Application Assessment	7
Section 7	Assurance	7
	Productivity for Sheep.....	8
	Animal Health and Biosecurity for Bees.....	10
	Biosecurity for Horticulture.....	12
	Animal Health and Welfare for Dairy.....	13
	Application Assessment	13
Section 8	Research and Innovation.....	14
	Application Assessment	17
Section 9	How to Apply for Funding.....	18
	For Research and Innovation.....	18
Section 10	Funding Decisions	19
Section 11	Appeals	19
Section 12	Payments	20
	For Research and Innovation.....	20
Section 13	Overpayments.....	21
Section 14	Reporting and Project Communication	21
Section 15	Collection, Use and Disclosure of Personal Information/Protection of Privacy	22
Section 16	False or Misleading Information	23
Section 17	Right of Set-off	23
Section 18	Ownership of Intellectual Property.....	23
Section 19	Changes to the Program Terms and Conditions.....	24
Section 20	No Liability of Governments, Indemnification by Applicant	24
Section 21	Liability Insurance.....	25
Section 22	Conflict of Interest	25
Section 23	Representations, Warranties, Obligations, Joint and Several Liability	26
Section 24	Ministerial Discretion.....	27
Section 25	Termination of the Program	27
Section 26	Definitions.....	28
Appendix A	Ag Action Manitoba Program for Farmers: Cost-Share Overview	31
Appendix B	Eligible Training List	33
Appendix C	Research and Innovation: Examples of Eligible Costs	37

SECTION 1

Program Description

The Ag Action Manitoba Program for Farmers supports the growth and sustainability of primary agriculture in Manitoba.

Whether you are new to farming or have been in the business for a long time, Ag Action Manitoba offers practical and flexible activities to help farmers reach their farm business goals. In addition to program activities, farmers can participate in collaborative strategic investments along the entire value chain to help enhance sustainability and growth of the sector.

With this program, farmers can:

- learn new skills
- harness new technologies
- develop new products
- find new markets
- add value to a product
- increase production
- continue to farm sustainably
- maintain public trust

Program activities work to improve plant and animal health, environmental sustainability, skill development and support for basic and applied research and development.

SECTION 2

Program Eligibility

Ag Action Manitoba supports a wide variety of activities and strategic investments. This guide focuses on program activities directed towards farmers.

Eligible farmers include:

- existing, young and beginning producers, growers and ranchers
- individuals, partnerships, or registered corporations, co-operatives, or any other associations of persons actively engaged in farming

Farmers:

- must be farming in the Province of Manitoba
- can be from inside or outside of Manitoba, as long as the activities related to the application occur in Manitoba or have a positive outcome for Manitoba
- must ensure that they meet all eligibility requirements, as detailed for each activity

Additional factors may be considered in determining the eligibility of the applicant, including:

- the provision of false or misleading information by the applicant under other Canadian Agricultural Partnership (Partnership) programs
- amounts due and owing by the applicant under other Partnership programs

Government employees, who are the majority shareholder in a farm business or operation, are not eligible to apply for funding. A farm business or operation, which includes a government employee as a minority shareholder, is eligible to apply for funding.

Be sure to refer each Ag Action Manitoba program activity for specific requirements for eligibility.

SECTION 3

Program Activities

Eligible farmers can apply to four activities under Ag Action Manitoba program:

- **Training and Consulting**
- **Distribution and Marketing Alliances**

- **Assurance**
- **Research and Innovation**

See sections 5 through 9 for more details of each activity.

SECTION 4

Cost-Share Funding

Activities are cost shared between government (the program) and the applicant. Cost share ratios and funding caps vary for each activity. Applicants may be able to include in-kind contributions as part of their cost share for Research and Innovation. See Section 9 of this guide.

Eligible costs

Eligible costs are expenses directly related to the execution of an approved project and incurred and paid by the applicant, after the project has been approved in writing through a funding decision letter for each application.

The applicant must provide detailed costs for each activity and focus area in the application.

The applicant is solely responsible for all costs and expenses of the project, including all ineligible costs and any project deficits or cost over-runs.

Provincial Sales Tax (PST) and the **non-recoverable** portion of Goods and Services Tax (GST) are eligible costs.

Other funding from government

When including funds from other government sources to meet the applicant's share, a stacking limit will apply and must be adhered to.

A stacking limit refers to the maximum level of total Canadian government funding (federal, provincial/territorial and municipal) that a successful applicant can receive towards the total eligible costs of a project.

The maximum level of total government funding must not exceed:

- 75 per cent of total approved project costs for non-profit organizations
- 50 per cent of total approved project costs for all other applicants

Ineligible costs

The recoverable portion of Goods and Services is ineligible.

Any expenses incurred before the project's approval is received in writing, are ineligible, unless and except where otherwise expressly authorized in writing by the program administrator.

Even where a project is approved, no eligible expenses will be reimbursed unless a funding decision letter or contribution agreement is signed.

Refer to each activity for a complete list of eligible and ineligible costs under Ag Action Manitoba.

SECTION 5

Training and Consulting

This activity provides funding to farmers for developing management skills and farm business plans. The activity will help individual farmers improve their understanding of how to start, operate and grow a profitable farming operation.

Training includes the following focus areas:

- farm transition
- farm risk management
- financial management
- human resource management

Young and beginning farmers are eligible for unique training that helps to build farm business management knowledge and leadership capacity.

An identified list of skill development courses and training events eligible for cost share is provided in Appendix B. The list of courses and events will be updated in July and December every year. New requests may be considered three months prior to update.

The **consulting** activity helps farmers develop and tailor targeted plans to fit individual farm needs. The focus areas include:

- **initial** professional consulting services for farm transition, human resource and risk management awareness

- **in-depth** professional consulting services for financial planning and analysis if expanding or diversifying a livestock operation in Manitoba.

Professional consulting services must be rendered by a consultant who holds a professional designation, such as P. Ag or CGA in their associated area of consultation.

Young and beginning farmers are eligible for consultation activities if planning to establish or buy into a commercial farm business. Farmers have 90 days from the date of written approval to complete their consultation or skills training. Exceptions will be made for training activities that require a longer period of time to be completed.

Any training or consulting done before approval **may not** receive funding. To guarantee funding, the application and project must be approved in writing through a funding decision letter.

Cost share ratio and funding caps

There is a cost share ratio of 50:50 for this activity.

Training has a funding cap of \$2,500.

Initial professional consulting is capped at \$500.

In-depth consulting is capped at \$2,500.

Funding caps are applied to the farm business unit, which includes all shareholders.

Eligible costs

For the Training activity

- registration fees for workshops and training events
- books and supplies required for completing a workshop or training event
- specialized software and decision-making tools, such as the FCC Ag Expert software

Additional support for young and beginning farmers include:

- registration fees, books, supplies and specialized decision software, or tools that develop individual farm business management capacity and leadership skills

For the Consulting activity

Initial professional consulting services for:

- human resource management planning on farms
- transition planning on farms
- risk management awareness

In-depth professional financial planning and analysis consultation if diversifying into livestock or expanding an existing livestock operation

Additional support for young and beginning farmers include:

- in-depth professional financial planning and analysis consulting services to complete a financial plan for establishing a commercial farm business or purchasing a commercial interest in an existing farm business

Refer to Appendix B for other identified eligible costs specific to the type of training.

Ineligible costs

- in-kind contributions
- professional fees for the actual planning and development of business structures like corporations

Application Assessment

Applications are reviewed and assessed on a first come first serve basis until funds are fully allocated.

SECTION 6

Distribution and Marketing Alliances

Financial assistance is provided to proposed projects that develop and enhance distribution networks and collaborative marketing of primary agricultural products.

The goal of this activity is to open new markets and opportunities to supply live, raw, and minimally processed crops and livestock required by buyers, order desks, processors and exporters.

Successful proposed projects will benefit multiple farmers and reduce farmer dependence on commodity markets. While the proposed projects may assist in developing the supply chain for on or off-farm processing, direct assistance for developing a processed product will not be eligible.

Proposed projects should be new or incremental projects, rather than part of the normal business of a company or projects that are already well developed within a sector. Projects should actively involve or engage multiple primary producers.

Distributors, processors, industry associations and other members of the value chain can be collaborators on a project, but only farmers or groups of farmers can be the applicants.

This activity has two specific focus areas for funding: project development and project implementation.

Support for **project development** includes feasibility studies, business planning and market assessment.

Project implementation includes:

- project design and management
- organizational development and formation
- enlisting and promoting participation in the supply chain
- development and implementation of production and quality control protocols
- product promotion, branding and test marketing
- piloting start up operations of a distribution network or marketing alliance

Cost share ratio and funding caps

There is a cost share ratio of 50:50 and a total funding cap of \$50,000 for this activity.

Project development has a \$5,000 limit as part of this cap.

Eligible costs

For project development

- feasibility studies
- business planning
- market research

For project implementation

- consulting, professional service, project management, technical services and facilitation services
- audit and certification costs
- legal fees and organization registration and formation costs
- sample testing and test interpretation
- market and economic research and analysis
- travel, meeting and accommodation
- incremental wages for project delivery
- communications and promotion, including incremental costs for developing and implementing online and social media platforms

Ineligible costs

- in-kind contributions, such as wages, salaries or equipment use
- normal, current, or ongoing operation or maintenance costs
- capital costs for buildings, equipment and related infrastructure

Application Assessment

A competitive application process will fund projects, which will create and build opportunities for:

- aggregating products to supply the needs of buyers, processors and export markets
- developing supplies of crops and livestock for niche and identity preserved markets
- building producer participation in marketing alliances and distribution networks
- introducing or expanding capacity for minimal processing of raw product to meet the product specifications of buyers, processors, and exporters, e.g., sizing, sorting, cleaning and grading of harvested crops, live animals, and animal products such as milk, eggs, honey and bulk, custom processed meat

Applications will be assessed and rated by technical reviewers based on:

- capacity of proponents, soundness of the project, and likelihood of success
- potential economic value
- degree to which the project allows producers new and enhanced opportunities to move away from commodity markets and participate in distribution and marketing alliances

Farmers may be required to provide subsequent reporting on the project as prescribed by Manitoba Agriculture and described in a funding decision letter.

SECTION 7

Assurance

Ag Action Manitoba provides funding for equipment, services and other resources that increase the adoption of production, food safety, biosecurity, traceability, plant and animal health, animal welfare, farm safety and risk management practices that lead to growth and sustainability in agriculture. Each year, funding will be targeted to specific sectors and focus areas.

For the first year of Ag Action Manitoba, the focus areas are:

- **Productivity for sheep**
- **Animal health and biosecurity for bees**
- **Biosecurity for horticulture**
- **Animal health and welfare for dairy**

New sectors and focus areas will be offered annually. Farmers must meet all requirements for eligibility outlined in each activity.

Productivity for Sheep

Moving to a higher level of technology and improved genetics are two strategies for increasing flock size and lamb numbers. This focus area targets increasing flock productivity and animal care, while increasing the number of ewes that a producer can manage.

The Assurance activity will fund the following items under Ag Action Manitoba:

- **equipment for low stress handling**
- **automated milk replacer equipment:** management of orphan lambs and lambs produced by ewes producing triplet and quad lambs
- **ewe pregnancy and fetal number diagnosis equipment and training:** allows producers to identify ewes on their farm carrying multiple lambs to allow for more precise feeding and management
- **flock health, breeding and production software:** increases a producer's ability to identify superior individuals within a contemporary group or flock thus providing improvement of flock management and productivity
- **breeding stock and flock testing and screening:** for the production limiting disease Maedi Visna Virus (MVV) and genetic Scrapie screening to identify pedigree and disease resistance to improve the breeding stock

Some of the items are targeted to sheep and lambs from genetic stock that produce multiple (triplets or quads) lambs. These items will assist new and seasoned producers in producing the lambs needed to meet growing demand from processors and consumers.

Note that only licensed animal health professionals can conduct fee for service pregnancy testing.

Requirements for eligibility

- a **Manitoba Premises Identification Number**
- webinar training related to the use of the items must be completed before applying

A series of four webinars are being offered by Manitoba Agriculture. Producers must participate in applicable webinars **before applying**:

ITEMS	REQUIRED WEBINAR TRAINING
Equipment for low stress handling	<ul style="list-style-type: none"> • Sheep handling equipment • Flock health, production records and biosecurity
Automated milk replacer equipment	<ul style="list-style-type: none"> • Milk replacer feeding and management • Flock health, production records and biosecurity
Ewe pregnancy and fetal number diagnosis equipment and training	<ul style="list-style-type: none"> • Pregnancy management (nutrition and disease) • Flock health, production records and biosecurity
Flock health, breeding and production software Breeding stock and flock testing and screening	<ul style="list-style-type: none"> • Flock health, production records and biosecurity

Webinar times and locations are available on the Manitoba Agriculture website or by calling Manitoba Agriculture at 1-844-769-6224.

Successful applicants agree to participate in follow-up surveys on the impact of this Assurance activity in increasing flock productivity and size.

Cost share ratio and funding caps

There is a cost share ratio of 50:50 for this focus area and a funding cap of \$3,500 per farm.

There are limits on select items as follows:

- equipment for efficient, low stress handling: \$2,000 cap
- automated milk replacer feeding equipment: \$2,000 cap
- flock health, breeding and production software: \$2,000 cap

Eligible costs

For equipment for efficient, low stress handling

- grafting head gate, guillotine gate, sort gate, trim chute, working chute, crowding tub, loading chute (adjustable height), chute panel with gate, stop gate, tilt table and up to six chute alley panels

For flock health, breeding and production software

- software approved by Manitoba Agriculture and compatible with the Canadian national animal traceability program
- Shearwell Farm Works software and
- other eligible programs added by the program administrator

For breeding stock and flock testing and screening

- Scrapie Genotyping: This test identifies an individual animal's genotype and genetic resistance to Scrapie. Once the genotypes of the ram and/or ewe are known, the probability that they will pass on their genetics to their offspring can be calculated.
- MVV: This screening test identifies MVV-positive animals in a flock so that they can be removed to stop the transmission cycle. For farms that sell breeding stock, having a MVV-free status can increase the value of replacement animals. A veterinarian should be consulted if testing is going to be done on a ewe that has just lambed.

Ineligible costs

- In-kind contributions, such as wages, salaries, or equipment use

Animal Health and Biosecurity for Bees

American Foulbrood (AFB) disease is a highly contagious bacterial disease spread through the reuse of contaminated beekeeping equipment and feeding on contaminated feed in the hive or in neighbouring hives. Early detection and antibiotic treatment have been an important part of the control strategy for this disease in North America.

This focus area encourages hive health management practices that will keep bees healthy, combined with responsible use of antibiotics.

The Assurance activity will fund the following items under Ag Action Manitoba:

- **early disease screening**
- **veterinarian-client relationship**
- **replacing old brood comb**
- **broad spectrum disease analysis**
- **on-farm disease monitoring**

Requirements for eligibility

- commercial beekeepers must be registered with Manitoba Agriculture and have 50 hives or more
- a **Manitoba Premises Identification Number**
- participate in a biosecurity workshop from Manitoba Agriculture
- proof of a veterinary farm visit must be provided before claims are processed (including a receipt and submission of an Ag Action Manitoba veterinary visit form)

Biosecurity training dates and locations can be found on the Manitoba Agriculture website, or by contacting the Provincial Apiarist at 204-945-4825.

Beekeepers who have already completed the training will be mailed a letter, providing them with the training registration number that is needed on their application. You can contact the Provincial Apiarist if you are unsure if you have previously completed the training.

The veterinary-client relationship item is mandatory for all applicants and must be part of any claims submitted.

Successful applicants agree to participate in follow-up surveys on the impact of this Assurance activity on bee health and antibiotic practices.

Cost share ratio and funding caps

There is a cost share ratio of 50:50 for this focus area and a funding cap of \$3,500 per farm.

There are limits on select items as follows:

- early disease screening: \$1,000 cap
- veterinarian-client relationship: \$500 cap
- replacing old brood comb: \$2,000 cap
- broad spectrum disease analysis: \$1,000 cap
- on-farm disease monitoring: \$750 cap

Eligible costs

- early disease screening - Screening hives through the analysis of honey and adult bees for the presence of AFB spores. The analysis will also screen for the presence of antibiotic resistant AFB.
- veterinarian-client relationship - A veterinarian to make a farm visit to discuss and develop an antibiotic use protocol. This item is mandatory for all applications.
- replacing old brood comb - Replacing old brood comb with new disease free comb. Removal of old comb from the hive is intended not only to remove disease spores from the hive but also remove residues of antibiotics and other treatments that can put long-term selection pressure for the development of treatment resistance.

- broad spectrum disease analysis - Although AFB is the most important disease in beekeeping, monitoring the general health of the bees in relation to other disease is also very important. Tests for Nosema, European Foulbrood and virus detection are eligible.
- on-farm disease monitoring - Purchasing a microscope, and training to identify various bee diseases on-farm.

Ineligible costs

- in-kind contributions, such as wages, salaries, or equipment use

Biosecurity for Horticulture

Soil-borne diseases such as clubroot has increased in the past number of years. Horticulture producers need to be proactive and know if their fields have disease, pest or pathogen issues, instead of having a significant yield loss from growing a crop in that field.

With costs of production for some horticulture crops being over \$10,000 per acre, the losses from not managing a disease or pest can be significant. This focus area supports testing for soil diseases, pests and pathogens. Producers can implement practices to avoid or minimize the movement of these diseases from infected fields to other fields on their farms or neighboring farms.

Requirements for eligibility

- horticulture producers with a CanadaGAP accredited food safety certification in good standing
- proof of CanadaGAP accreditation

Successful applicants agree to participate in follow-up surveys on the impact of this Assurance activity on awareness of soil borne diseases and implementation of biosecurity practices.

Cost share ratio and funding caps

There is a cost share ratio of 50:50 for this focus area and a funding cap of \$3,000 per farm.

There are limits on select items as follows:

- PCR Verticillium testing: \$2,000 cap
- PCR clubroot testing: \$2,000 cap

Eligible costs

- PCR (polymerase chain reaction) testing for Verticillium dahlia and Verticillium albo-atrum
- PCR (polymerase chain reaction) testing for clubroot

Ineligible costs

- in-kind contributions such as wages, salaries, or equipment use

Animal Health and Welfare for Dairy

The dedication of Manitoba's dairy farmers to animal care is a key element in their role as responsible, local producers of a quality product. All commercial dairy farmers in the province participate in the third-party dairy herd animal care assessments instituted by Dairy Farmers of Manitoba (DFM). This focus area is targeted to continuous improvement of animal care.

Requirements for eligibility

- dairy farmers in good standing in the ProAction program
- a **Manitoba Premises Identification Number**
- participate in Dairy Farmers of Manitoba (DFM) third-party animal care assessments
- provide permission for DFM to provide Manitoba Agriculture with the results of the most recent Cattle Assessment Summary Sheet for the animal care component of ProAction and any assessments completed over the next three years

Successful applicants agree to participate in follow-up surveys on the impact of this Assurance activity on their farm operations.

Cost share ratio and funding caps

There is a cost share ratio of 50:50 for this focus area and a funding cap of \$5,000 per farm.

Eligible costs

- equipment targeted to cow gait scores: rubberized flooring, stall improvements (mats, dividers, brisket boards) and moveable foot baths
- equipment targeted to cow cleanliness: cow brushes and robotic manure vacuums

Ineligible costs

- in-kind contributions, such as wages, salaries or equipment use

Application Assessment

Applications received for Productivity for Sheep, Animal Health and Biosecurity for Bees, Biosecurity for Horticulture, and Animal Health and Welfare for Dairy will be reviewed and assessed on a first come first serve basis until funds are fully allocated.

Farmers **will not** receive funding for the same or similar Assurance activity items received under Growing Forward 2. Priority for funding is given to farmers who have not previously participated in a **focus area**.

SECTION 8

Research and Innovation

The objective of this activity is to advance the growth and sustainability of the agriculture industry by fast-tracking the pace of innovation through industry-led discovery and applied research, development and knowledge transfer projects.

This can include the development of new technologies and practices, new products, and the advancement of knowledge and understanding of things like risk, market intelligence, industry benchmarking, economic impact and consumer behaviour.

Financial assistance is available across two funding streams:

- **basic and applied research and development**
- **investment related to capacity building**

Within each of the two streams, proposed projects must focus on one or more of the following focus areas:

- **grain innovation:** innovation in Manitoba's grain sector (cereals, oilseeds, pulses and special crops), including:
 - crop breeding, production and handling technologies and practices to increase productivity and reduce production risk
 - grain utilization innovations that increase the value and expand demand for Manitoba grain
- **livestock production:** improved productivity, containment and solutions to emerging threats and new and improved product attributes in livestock industries

- **agri-resource management:** climate change resilience through investments in new technologies and practices
- **processing and value added:** primary research projects that contribute to the advancement of the food and agri-product processing sector through the development of new products, co-stream utilization and improved productivity
- **economic and market analysis:** research that mitigates risk for the agriculture, agri-food and agri-product sector and aids in market development by advancing knowledge in risk mitigation, market intelligence, industry benchmarking, economic impact, labour markets and consumer behaviour
- **other:** research and development projects that enhance the growth, competitiveness and sustainability of the agriculture sector

Cost share ratio and funding caps

There is a cost share ratio of 50:50 and there is no funding cap for this activity.

Applications that align with program criteria, that do not have a check-off or cannot meet the matching funding requirement, may contact the program administrator to discuss alternative funding options.

In-kind contributions

In-kind contributions are non-monetary goods and services considered as part of the total project valuation. In-kind contributions are not reimbursable by the program, but may be considered by the program administrator as part of the applicant contribution requirement to Research and Innovation. Applicants will be required to maintain documentation that verifies financial expenses for all in-kind contributions.

They are subject to the following conditions:

- In-kind contributions are subject to the same financial review procedures as other eligible expenses and must be adequately documented.
 - The program administrator reserves the right to reduce or reject any in-kind contribution, if not satisfied that the contribution is reasonable and properly verified.
- The applicant's contribution towards approved costs may be in the form of cash, in-kind contribution or a combination of both.
- The total value of in-kind contributions must not exceed 50 per cent of applicant's contribution.
 - Hours of labour invested by the applicant, co-applicants and research teams may be claimed as in-kind.
 - Lead researcher labour hours will be deemed an ineligible expense and are not eligible as an in-kind contribution.
- The maximum allowable labour rate is \$25 per hour. The program administrator will determine a rate for the number of hours claimed, based on the best management practices being used and the nature of the work performed.
 - The maximum allowable in-kind heavy field equipment (e.g., tractors, combines, sprayers, seeders and excavators) rate will be determined by the **Farm Machinery Custom and Rental Rate Guide**.
 - In-kind operator charges may be claimed as in-kind labour, along with the in-kind equipment rate.
 - The maximum allowable in-kind lab equipment rate will be determined on a case-by-case basis by the program administrator, based on the justification supplied by the applicant.
 - Equipment must be owned by the applicant, and must be required for the successful completion of the project. The program administrator will make a final determination on what a reasonable rate is for the number of hours claimed, based on the type of equipment used.
 - Inventory items are considered eligible expenses, and cannot be claimed as an in-kind contribution.
 - The program administrator reserves the right to reduce or reject any in-kind contribution, if not satisfied that the contribution is reasonable and properly verified. See reimbursement requirements in the table below.

TYPE OF IN-KIND CONTRIBUTION	DEFINITION	REQUIRED DOCUMENTS FOR REIMBURSEMENT
Salaries, wages and benefits	<p>This may include the actual salary expense for employing highly qualified personnel to contribute directly to the project, and a portion of the salary of a project manager or support staff person assigned to fulfill duties specifically related to the project.</p> <p>Wages and benefits associated with the lead researcher (applicant) will be considered ineligible.</p>	<ul style="list-style-type: none"> • signed timesheets with supervisory approval • payroll register • personnel file with salary and wage information • employment contract • cancelled cheques and direct deposit schedule
Use of land, equipment and facilities	<p>This includes land, equipment and facilities (including meeting room and other spaces), for which a fee is usually charged.</p> <p>Equipment related to normal manufacturing processes and the opportunity cost associated with that equipment will be considered not eligible as In-Kind Contribution.</p> <p>Land, equipment and facilities must be owned by a direct partner.</p>	<ul style="list-style-type: none"> • estimate of the fair market value for use of the land, equipment or facility

Eligible costs

The following costs are **eligible** for funding:

- salaries, wages and benefits
- subcontracted services
- professional fees
- overhead costs up to eight per cent of total eligible costs
- capital assets and equipment*
- communications and promotions
- facility and equipment rental

- materials and supplies
 - seminar, conferences and workshop registration fees
 - travel expenses
 - in-kind contributions will be subject to the same financial review procedures as costs, and must be adequately documented
 - eligible in-kind contributions must be reasonably contributed by the applicant
- * For basic and applied research and development, capital purchases are ineligible, but the incremental laboratory equipment costs of owned equipment will be considered.

See Appendix C for types of eligible costs.

Ineligible costs

The following costs are **ineligible** for funding:

- lead researcher salaries, wages and benefits
- any expenses incurred and paid after the project completion date
- any expenses not set out as an eligible cost and expenditure
- any expenses not specifically required for the execution of the project
- normal operating expenses associated with carrying out business operations
- extended warranties
- spare parts not used as part of the project
- expenses associated with lobbying
- any cost, including a tax, which is eligible for a rebate, credit or refund (e.g., the recoverable portion of the Goods and Services Tax)
- financing charges, loan interest payments, bank fees and charges
- any expenses incurred for the adoption of the Manitoba Premises Identification Number (PID)
- any compensation to any government employee for organizing or delivering parts of the project
- purchase of land, buildings and facilities, and associated taxes and fees (e.g., land transfer tax)
- any additions to new or existing buildings and facilities, and associated taxes and fees (e.g., land transfer tax)
- purchase of typical farm equipment (e.g., tractors, skid steers, combines) and related accessories and attachments
- normal, current or ongoing maintenance expenses
- cost of establishing a commercial operation
- cost of office space, office rental and office renovations
- cost of sponsorship of conferences and learning events or initiatives
- multi-use items (e.g., items that are not directly related to the project activities, such as computers, printers and pressure washers)
- any project-related activity that generates profit
- expenses incurred for other Canadian Agricultural Partnership projects
- expenses related to Manitoba government promotional campaigns and branding
- any other expenses deemed ineligible by the program administrator

Application Assessment

Applications will be reviewed and assessed by the Manitoba Agriculture Research and Innovation Committee (MARIC), according to the following criteria (as applicable):

- scientific merit and originality
- research approach and methodology
- communication plan and knowledge transfer
- potential impact of project on sector
- capability on research team
- financial and delivery risk

Preference will be given to applications for basic and applied research.

Following its review and assessment, MARIC will make funding recommendations to the minister. The minister has absolute discretion to decline MARIC's recommendations and approve different projects for program funding.

The minister has absolute discretion to determine the manner in which program funding will be distributed, where the total dollars requested during a single application deadline exceed available funds.

SECTION 9

How to Apply for Funding

Applications are available on the Manitoba Agriculture website by downloading the fillable PDF application. Go to www.manitoba.ca/agriculture and click on the Canadian Agricultural Partnership, Ag Action Manitoba for Farmers.

Manitoba Agriculture will publish deadline dates through our [newsletter](#), website and social media channels.

Applications must be submitted to the program administrator no later than the application deadline.

Applications and required documentation can be submitted to your local **Manitoba Agriculture office** or emailed to **Manitoba Agriculture**.

One application must be submitted for each activity.

Applicants must acknowledge and agree to any terms and conditions contained in the application.

No one other than the applicant may sign the program application or other program documents.

Applicants must comply with all Manitoba and federal government laws and regulations applicable to their project and to their business or organization's operations accept and agree to all the terms and conditions of the program.

In the case of corporations, partnerships and other business organizations, a designated person with legal authorization must sign the application and other program documents. The program administrator may require proof of authorization.

The project duration may be single or multi-year, as detailed in the funding decision letter or contribution agreement. However, if project activities will not be completed on or before December 31, 2022, no payment will be issued.

Funding for multi-year projects will be subject to the appropriation of funds by the Government of Canada and the Manitoba government.

Funding amounts received from all sources must be declared on the application. Failure to disclose all financial sources for a project may nullify the application form.

For Research and Innovation

The Research and Innovation activity will require applicants to submit a letter of intent (LOI) when there is a call for applications, to Manitoba Agriculture for review.

Once the document has been assessed for technical merit and program requirements, eligible applicants will be invited to submit a full application.

Manitoba Agriculture will advise the industry on calls for LOI through our [newsletter](#), website and social media channels, and through limited advertising.

The LOI must be submitted to the program administrator no later than the deadline and can be emailed to **Manitoba Agriculture**.

Co-applicant information will be required for all projects where more than one individual or business is partnering to submit a joint application. If the applicant is a farmer, the co-applicant must be either:

- a research industry service provider
- an agri-processor
- an industry organization
- a non-research industry service provider

The value of the financial contribution by the co-applicant must be provided. The applicant must include a letter of support from every co-applicant with its application.

The applicant must include a letter of confirmation for each funding source indicating the value of the financial contribution, in-kind contribution and any donated equipment. The letter must be from the person who is supplying the funding and not from the applicant.

The applicant must provide a communications plan addressing knowledge transfer (meaning the transfer of expertise, learning and skills between parties) at the time of application. The funding decision letter or contribution agreement will specify communication activities that are approved to proceed and also, the applicant's obligations with respect to those communication activities.

SECTION 10

Funding Decisions

The applicant will receive a funding decision letter from the program administrator. The funding decision letter may state that only part of the applicant's proposed project or activity is approved for program funding, or that only specific eligible costs are approved for program funding.

Successful applicants may be required to further enter into a contribution agreement with the Manitoba government, as deemed appropriate by the program administrator.

NOTE: You must receive a funding decision letter or a contribution agreement before you start any work on your project. Applications for projects that were started before you received notification will not be accepted. Exceptions will be outlined in the funding decision letter or contribution agreement.

SECTION 11

Appeals

The minister may establish an appeal body and a program appeal process.

SECTION 12

Payments

Payments are issued in accordance with the funding decision letter or the terms of the contribution agreement.

When your project is complete, submit a final report, including itemized receipts or other acceptable proof of payments to:

Manitoba Agriculture
Ag Action Manitoba Program Administrator
810 Phillips Street, Portage la Prairie MB R1N 3JN

If the funds for any particular reporting period are not spent, the program administrator will adjust future payments, based on unexpended funds. This will not include the Training activity.

The applicant must incur all expenses associated with the project. The applicant will receive funding for approved and paid eligible project costs, provided the applicant is in compliance with program requirements.

The calculation of eligible costs will be based on the actual out-of-pocket cost to the applicant, less any rebates, discounts, incentives and credits, whether provided at the time of purchase or a later date.

Any payment to be made under this program is subject:

- to an appropriation of funds by the Parliament of Canada and Legislature of Manitoba in the fiscal year in which the payment is due

- to cancelled or reduced payments if departmental funding levels are changed by the Parliament of Canada or the Legislature of Manitoba

The program administrator does not assume any responsibility for the tax implications of financial support under the program. Any payments made under this program may have income tax implications for the applicant. The applicant is advised to consult their tax advisor as to the income tax consequences of participation in this program.

The funding decision letter or contribution agreement will detail program funding requirements, including the payment process, the budget, performance and financial reporting requirements.

For Research and Innovation

For single-year projects, upon contract signing, the program may advance up to 33 per cent of the project's funding. The program will pay the remainder upon receipt of acceptable financial and progress reports.

For multi-year projects, upon the signing of a contribution agreement, the program administrator may advance up to 50 per cent of the project's funding in each year, based on a schedule included in the contribution agreement.

SECTION 13

Overpayments

The program administrator shall be entitled to demand immediate repayment from the applicant of the amount of any overpayment, and the applicant shall pay the amount demanded within 30 days of such demand. Any overpayment that is not paid in full, when due, shall be deemed to be a debt due and owing by the applicant to the Manitoba government.

The term overpayment means any one or more of the following:

- any amount of program funding provided to the applicant that exceeds the amount the applicant was entitled to receive
- any program funds used or applied for by the applicant on account of costs or expenses that are not eligible costs under the program
- any program funds advanced to the applicant that are not actually expended on account of eligible costs within the fiscal year for which such program funds were appropriated
- any program funds received contrary to these program terms and conditions, or that are otherwise returnable or repayable to the Manitoba government under these program terms and conditions, or the terms of a contribution agreement

SECTION 14

Reporting and Project Communication

Any communication plans, products and activities developed by the applicant for the program must be submitted for approval by the program administrator.

Communications products and activities may include, but are not limited to, news releases, pamphlets, papers, posters, bulletins, newsletters and social media.

The program administrator will ensure that the Canadian Agricultural Partnership graphic standard is applied, and that Manitoba and Canada are identified equally.

The contribution agreement will detail the applicant's obligations with respect to communications, publications, advertising and news releases that refer to the project.

The Government of Canada and the Manitoba government may make public announcements or otherwise publicly release the applicant's name, the amount of funding received under the program, and the general nature of the project or activity.

SECTION 15

Collection, Use and Disclosure of Personal Information/Protection of Privacy

The applicant's personal information is being collected under the authority of section 36(1) (b) of The Freedom of Information and Protection of Privacy Act (FIPPA), as it is directly related to and necessary for the purpose of determining eligibility for the program.

The applicant's information will be disclosed to Agriculture and Agri-Food Canada (AAFC), and the program administrator for program administration.

The applicant's personal information is protected under the privacy provisions of FIPPA. If you have questions concerning the collection, use or disclosure of applicant information, please contact Manitoba Agriculture at 204-945-3439.

The collection of personal information is limited to only as much personal information as is reasonably necessary to accomplish the purpose for which it is collected. Only those employees and agents who need to know the information to carry out the purpose for which it was collected, can use personal information.

The applicant's personal information will be used to verify eligibility for Canadian Agricultural Partnership programs, to contact you for further information or clarification, or to communicate any future programs that may be of interest.

By submitting an application under the program, the applicant has consented:

- to supply any other relevant and required documentation to confirm eligibility
- to disclose information to the Manitoba Agriculture Research and Innovation Committee (MARIC) for review and assessment under the Research and Innovation program activity
- to participate in any surveys, focus groups, interviews or other methods of program evaluation
- to on-site requests to verify program eligibility and monitor the applicant's progress under the program
- to the public release by the Government of Canada or the Manitoba government of the applicant's name, the amount of funding received under the program, and the general nature of the project or activity that is receiving funding
- to authorize indirect collection of personal information from someone other than the applicant to verify program eligibility, or for verification or audit purposes
- to the applicant's information being used and disclosed for the purpose of analyzing program effectiveness

SECTION 16

False or Misleading Information

An applicant who provides false or misleading information under the program:

- foregoes all rights to program payments and any other benefits under the program for which they would be otherwise eligible
- is liable to repay all program payments received
- may be subject to prosecution

The provision of false or misleading information under the program may be taken into account in determining eligibility for other Canadian Agricultural Partnership programs.

SECTION 17

Right of Set-off

In addition to any rights of set-off the Manitoba government may have at law, the minister may set-off any amount payable to the applicant under the program against:

- any amount due and owing by the applicant under the program
- any amount due and owing by the applicant under any other Canadian Agricultural Partnership program

- any other amount due and owing by the applicant to the Government of Canada, the Manitoba government or a government agency

Amounts due and owing by the applicant under the program, may be taken into account in determining eligibility under other Canadian Agricultural Partnership programs.

SECTION 18

Ownership of Intellectual Property

Ownership of intellectual property created by the applicant under the program shall vest in the applicant.

The contribution agreement may include additional terms regarding intellectual property.

SECTION 19

Changes to the Program Terms and Conditions

The minister may revise, alter or amend these program terms and conditions at any time by posting the revised program terms and conditions on the Manitoba Agriculture website. The applicant is responsible to monitor the Manitoba Agriculture website for any such revisions, alterations or amendments.

Applications shall be administered and governed by the program terms and conditions posted on the Manitoba Agriculture website on the date the application is received.

SECTION 20

No Liability of Governments, Indemnification by Applicant

The Government of Canada, the Manitoba government, and their respective ministers, officers, employees and agents shall not be liable for any injury to or loss or damage suffered by the applicant, the directors, officers, employees or agents of the applicant, or any other party, including, without limitation, any injury to persons (including death), damage to or loss or destruction of property, economic loss, consequential damages or infringement of rights caused by or related, either directly or indirectly, to the activities of the applicant under the program or the applicant's participation in the program.

The applicant shall, at all times during and following the applicant's participation in the program, be solely responsible for, and shall save harmless and indemnify the Government of Canada, the Manitoba government, and their respective ministers, officers, employees and agents from and against all claims, liabilities and demands with respect to any injury to persons (including, without limitation, death), damage to or loss or destruction of property, economic loss, consequential damages or infringement of rights caused by, or related, either directly or indirectly, to the activities of the applicant under the program or the applicant's participation in the program.

SECTION 21

Liability Insurance

Applicants are encouraged to discuss insurance requirements that relate to their participation in this program, with a licensed insurance broker.

SECTION 22

Conflict of Interest

No member of the House of Commons or of the Senate shall be allowed to derive any financial advantage under the program that would not be permitted under the Parliament of Canada Act.

No current or former federal public office holder or federal public servant to whom the Conflict of Interest Act, the Conflict of Interest Code for Members of the House of Commons, or the Values and Ethics Code for the Public Sector and the Policy on Conflict of Interest and Post-Employment applies shall derive any advantage or benefit from the program, unless the provision or receipt of such advantage or benefit is in compliance with such legislation, codes and policies.

No civil service employee shall be allowed to derive any financial advantage or benefit under the program, unless the provision or receipt of such advantage or benefit is in compliance with these program terms and conditions and all applicable conflict of interest policies.

No current or former member of the Legislative Assembly of Manitoba, current or former member of the Executive Council, or current or former senior public servant to whom The Legislative Assembly and Executive Council Conflict of Interest Act applies, shall derive any advantage or benefit from the program, unless the provision or receipt of such advantage or benefit is in compliance with such legislation.

SECTION 23

Representations, Warranties, Obligations, Joint and Several Liability

The applicant's participation in the program does not create a partnership, agency, joint venture or similar relationship between the governments of Canada or Manitoba and the applicant, and the applicant will not represent itself as such, including in any agreement with a third party.

The individual(s) signing the application must indicate his/her/their official position with the applicant, or their relationship to the applicant. By signing and submitting an application, the individual(s) signing the application represent and warrant that:

- The execution and delivery of the application and such other agreements and documents required in connection with the applicant's participation in the program, are within the proper powers and capacities of the applicant. Also, they have been duly and validly authorized by the applicant, and constitute binding legal obligations of the applicant.
- The applicant has granted them all necessary authority to commit the applicant to the obligations and undertakings in the application, as well as such other agreements and documents that are required in connection with the applicant's participation in the program.

The applicant is solely responsible to ensure that:

- the applicant's activities under the program are completed and performed in compliance with all applicable laws
- the applicant obtains all required environmental and other approvals, licences and permits (whether federal, provincial or municipal), with respect to the applicant's activities under the program

If the applicant is an unincorporated business or a partnership, all owners of the business and all partners of the partnership, as the case may be, will be jointly and severally liable for all the undertakings and obligations of the applicant, under the application and all other agreements and documents related to the program. If the applicant consists of more than one person, each person will be jointly and severally liable for all the undertakings and obligations of the applicant, under the application and all other agreements and documents related to the program.

SECTION 24

Ministerial Discretion

Notwithstanding these program terms and conditions, the minister has the absolute discretion to determine any matter related to the program, including, without limitation, the amount of payments under the program.

SECTION 25

Termination of the Program

The minister has the absolute discretion to terminate the program at any time.

SECTION 26

Definitions

Academic institution: an educational institution dedicated to education and research, which grants academic degrees or diplomas (e.g., the University of Manitoba and Assiniboine Community College).

Acre-feet: a unit of volume indicating one acre worth of water that is one foot in-depth. 1 acre foot = 271,328 imperial gallons = 1.23 dam³ = 43,560 cubic feet

Agri-business: a person or entity involved in for-profit commercial activity in the agricultural sector, other than an agri-processor or a farmer.

Agricultural Crown Land: as identified under the Manitoba Crown Lands Act, lands owned and managed by the Manitoba government.

Agricultural Land: private land, leased agriculture Crown land, First Nation land or Prairie Farm Rehabilitation Administration (PFRA) land that is transitioning to the Association of Manitoba Community Pastures and is used for agricultural crop production or pasture and which is located in Manitoba.

Agri-processor: a person or entity actively engaged in agri-food and agri-product processing.

Applicant: a person or entity who satisfies all the eligibility requirements set out in the terms and conditions and who submits an application under this program.

Basic and applied research: one or both of the following:

- (a) applied research, meaning the methodology used to solve a specific, practical problem of an individual or group
- (b) basic research, meaning experimental or theoretical work, undertaken primarily to acquire new knowledge, without a specific or recognized need

Beneficial Management Practice (BMP): a recognized agricultural management practice that mitigates or minimizes negative impacts and risk to the environment, by maintaining or improving soil, water and air quality and biodiversity; or improves adaptability and ensures the long-term health and sustainability of land-related resources used for agricultural production.

Canadian Agricultural Partnership (Partnership): is a five-year agricultural policy framework by Canada's federal, provincial and territorial governments to encourage market development, innovation and research, environmental sustainability, value added processing, improved public trust and risk management across Canada's agriculture, agri-food and agri-product sectors.

Capacity building: the process where farmers, agri-processors, industry organizations and industry service providers obtain, improve and retain skills and knowledge through research and innovation.

Co-applicant: is a member of a project research group applying for a team grant. If the applicant is a researcher, the co-applicant must be an agri-processor, farmer, industry organization or a non-research industry service provider.

Contribution agreement: the articles of agreement and annexes, as well as their amendments and the general terms and conditions applicable on the effective date of agreement.

Farmer: an individual grower, producer or rancher, partnership, corporation, co-operative or any other association of people who is actively engaged in farming.

Funding decision letter: a letter issued to applicants indicating an application decision and the next steps required for project implementation.

Government employee: any full time, regular, part-time or term individual employed by the federal or provincial government, including any special operating agency or Crown corporation. Examples include any members of the House of Commons or the Senate; current or former federal public office holders; federal public servants; members of the Legislative Assembly of Manitoba; members of the Executive Council and senior public servants; and civil service employees.

Government funding: any financial assistance in the form of provincial or federal grants, loans or other assistance.

Industry organization: a non-profit organization (e.g., a commodity organization) that is actively engaged in representing farmers, agri-processors, or agri-business members interests working to further the competitiveness of Manitoba's agriculture sector. Industry organizations must be a legally recognized entity, duly registered with the Manitoba Companies Office to carry on business in the province of Manitoba (where required by law).

Industry service provider: an individual, agri-business, organization that provide services to support the agricultural industry.

In-kind contributions: non-monetary goods and services that are not reimbursable by the program, but may be considered by the program administrator as part of the applicant's contribution requirement.

Intellectual property: all materials, concepts, know-hows, formulae, inventions, improvements, industrial designs, processes, patterns, machines, manufactures, compositions of matter, compilations of information, patents and patent applications, copyrights, trade secrets, technology, technical information, software, prototypes and specifications, including any right to apply for protections under statutory proceedings available for those purposes, provided they are capable of protection at law.

Knowledge transfer: the transfer of expertise, learning and skills between parties.

Manitoba Agriculture Research and Innovation Committee (MARIC): a minister-appointed committee that will review and assess program applications and make funding recommendations to the minister.

Minister: the Minister of Agriculture for the Manitoba government, including any person authorized to act on the minister's behalf.

New and beginning farmer: A primary crop or livestock producer(s) who are looking to establish a farm business or purchasing a business interest in an existing farm operation.

Non-profit: a type of organization that does not earn profits for its owners. All money earned by, or donated to, a non-profit organization is used to pursue the organization's objectives and support its operations.

Person: includes an individual, partnership, association or corporate body (entity).

Program: refers to the Ag Action Manitoba program.

Program activity: a specific action under the Ag Action Manitoba program where applicants can apply for funding. Activities may have one or several focus areas.

Pre-commercialization and pre-adoption: Pre-commercial innovations are those in the phases of research and development before commercialization and adoption. Pre-commercial innovations are developed, but have not been produced in quantity. They may have been sold on a limited basis for the purpose of testing and demonstration, but they are not readily available in the marketplace. Pre-commercialization or pre-adoption activities may include solution exploration, design and prototyping, up to the original development of a limited volume of goods or services in the form of a test series.

Program administrator: the Manitoba Agriculture, or where applicable, any person engaged by the Manitoba government, to carry out administrative activities in connection with the program.

Project proponent: can be any one or more of the individuals or groups described under eligibility below. Where several of the eligible groups are involved in a single proposal, one individual shall be assigned as project contact for the group.

Research institution: any institution conducting basic and applied research related to agriculture, agri-food and agri-products.

Research team: is a person or persons whose role in the proposed activity is to provide a specific service or financial assistance (e.g., access to equipment or expertise, provision of specific reagents, training in a specialized technique, statistical analysis, and access to a specific population) to complete a common research goal.

Researcher: an academic institution, research institution or any person who conducts research or provides research services to support the agricultural, agri-food and agri-products industries.

Terms and conditions: the Ag Action Manitoba program rules that applicants accept and agree to follow as conditions under the funding. Terms and conditions can be revised, altered or amended from time to time.

Young farmer: an individual who is under 46 years of age, with demonstrated ownership in a business that is actively engaged in farming and under The Income Tax Act (Manitoba), and is liable to pay Manitoba income tax; or is a permanent resident of Manitoba and specifically exempted from paying income tax.

APPENDIX A

Ag Action Manitoba Program for Farmers: Cost-Share Overview

ACTIVITY	FOCUS AREA	ELIGIBLE APPLICANT	COST SHARE RATIO (GOVERNMENT: APPLICANT)	FUNDING CAP
Assurance	Productivity for Sheep	Sheep farmer with a Manitoba PID number and have completed sheep management training developed and delivered by MB Ag	50:50	\$3,500
Assurance	Animal Health and Biosecurity for Bees	Commercial beekeeper with 50 hives or more, a Manitoba PID number, biosecurity workshop developed and delivered by MB Ag	50:50	\$3,500
Assurance	Biosecurity for Horticulture	Horticulture farmer with a CanadaGAP accredited food safety certification in good standing	50:50	\$3,000
Assurance	Animal Health and Welfare for Dairy	Dairy farmer with a Manitoba PID number and participate in DFM's third-party animal care assessment	50:50	\$5,000
Distribution and Marketing Alliances	Project Development Project Implementation	Farmers	50:50	\$50,000 Project Development cap of \$5,000

APPENDIX A

Ag Action Manitoba Program for Farmers: Cost-Share Overview (continued)

ACTIVITY	FOCUS AREA	ELIGIBLE APPLICANT	COST SHARE RATIO (GOVERNMENT: APPLICANT)	FUNDING CAP
Training and Consulting	Professional Consulting - Initial	Farmer	50:50	\$500
Training and Consulting	Professional Consulting - In-Depth	Farmer	50:50	\$2,500
Training and Consulting	Skills training	Farmer	50:50	\$2,500
Research and Innovation	Grain Innovation	Farmer	50:50	No Cap
Research and Innovation	Livestock Production	Farmer	50:50	No Cap
Research and Innovation	Agri-Resource Management	Farmer	50:50	No Cap
Research and Innovation	Processing and Value Added	Farmer	50:50	No Cap
Research and Innovation	Economic and Market Analysis	Farmer	50:50	No Cap

APPENDIX B

Eligible Training List

Transition Training

NAME OF TRAINING	TRAINING PROVIDER	ELIGIBLE COSTS
Get Farm Transition Unstuck: Tools to move your farm forward.	Elaine Froese and Dr. Megan McKenzie	Registration and course materials
Managing Farm Business Transition DAGR 0550 (web based delivery)	University of Manitoba	Registration and course materials
Farm Succession and Estate Planning	University of Manitoba	Registration and course materials
Module 4: Succession Planning online	Canadian Farm Learning Center in partnership with The Retiring Farmer group	Registration and course materials
Bridging the Gap: Succession and Transition Planning Workshop for Farm Families	Farm Management Canada	Registration and course materials

Risk Management Training

NAME OF TRAINING	TRAINING PROVIDER	ELIGIBLE COSTS
Holistic Management - whole farm/ ranch planning	Holistic management institute (HMI)	Registration and course materials
Managing Agricultural Safety DAGR 0520	University of Manitoba	Registration and course materials
Farm Safe Plan for Producers	University of Manitoba	Registration and course materials
Advanced Managing Risk Course	FLC On-line workshops Farm Learning Center	Registration and course materials

APPENDIX B

Eligible Training List (continued)

Human Resource Management Training

NAME OF TRAINING	TRAINING PROVIDER	ELIGIBLE COSTS
Payroll Administration	Assiniboine Community College	Registration and course materials
Agricultural Human Resource Management DAGR 0530 (web based delivery)	University of Manitoba	Registration and course materials

Financial Management Training

NAME OF TRAINING	TRAINING PROVIDER	ELIGIBLE COSTS
Ag. Expert Analyst Introductory Course	Various	Registration and course materials including software
Ag. Expert Analyst Advanced level: management tools, budgets, operational benchmarking and cash flows	Various	Registration and course materials including software
Understanding Farm Financial Management	Agri-Trend	Registration and course materials
Field Manager Pro	Various	Software
Field Manager Pro 360	Various	Software
How Much Can You Afford to Pay for Land?	Backswath Management Inc.	Registration and course materials
Module 2: Farm Financial Planning online	Canadian Farm Learning Center in partnership with The Retiring Farmer group	Registration and course materials
Module 3: Farm Financial Analysis Workbook online	Canadian Farm Learning Center in partnership with The Retiring Farmer group	Registration and course materials

APPENDIX B

Eligible Training List (continued)

Financial Management Training (continued)

NAME OF TRAINING	TRAINING PROVIDER	ELIGIBLE COSTS
Investing in Machinery and Equipment	Agri-Food Management Excellence	Registration and course materials
Advanced Management Accounting	CGA Association of Manitoba	Registration and course materials
Profitable Urban Farming	Curtis Stone and Luke Callahan Profitable Urban Farming	Registration and course materials
Cost Accounting ACC 3040	University of Manitoba	Registration and course materials
QuickBooks Level 1	Various	Registration and course materials including software
QuickBooks Level 2	Various	Registration and course materials including software
Taxation Accounting ACC 3050	University of Manitoba	Registration and course materials
TAXX I 301	Athabasca University	Registration and course materials
TAXX II 304	Athabasca University	Registration and course materials
TAXX II 401	Athabasca University	Registration and course materials
Ranching for Profit	Ranch Management Consultants	Registration and course materials
Eagle Farm Financial Analysis package	Backswath Management	One year license and analysis fees
Management Information Systems	CGA association of Manitoba	Registration and course materials

APPENDIX B

Eligible Training List (continued)

Leadership Training for Young and Beginning Farmers

NAME OF TRAINING	TRAINING PROVIDER	ELIGIBLE COSTS
Canadian Total Excellence in Agricultural Management (CTeam)	Agri-food Management Excellence (AME)	Registration and course materials
The Executive Program for Agricultural Producers (TEPAP)	Texas A&M University - Department of Agricultural Economics	Units 1 and 2 * claim payment in Canadian funds based on exchange rate at that time
Holistic Management - whole farm/ ranch planning	Holistic Management Institute	Registration and course materials
Western Canadian Holistic Management Conference	Holistic Management Canada	Registration and course materials
Advancing Women in Agriculture	Iris Meck Communications	Registration and course materials
Agriculture Excellence Conference	Farm Management Canada (FMC)	Registration and course materials
Crop Connect	Industry/Manitoba Agriculture	Registration and course materials
Precision Agriculture BIOE 0222 - decision making technology and techniques	University of Manitoba	Registration and course materials including software

APPENDIX C

Research and Innovation: Examples of Eligible Costs

ELIGIBLE COSTS	TYPES OF ELIGIBLE COSTS
Salaries, wages and benefits	<ul style="list-style-type: none">• graduate students wages• fellowships• technician wages and benefits• summer student wages• incremental time for specific activities related to the project, prorated at usual annual salary rates, only for investigators not employed by the institution or collaborating institution conducting the project• incremental salaries of scientific and technical personnel required for the specific research project
Subcontracted services	<ul style="list-style-type: none">• custom work• casual labour
Professional fees	<ul style="list-style-type: none">• outside consultants justified as essential to the project, but must be hired specifically to ensure the project is delivered (e.g., project manager, accountant, legal firm, engineering fees)
Overhead costs* (up to 8 per cent of total eligible costs)	<ul style="list-style-type: none">• accounting and legal expenses• administrative wages and benefits• depreciation• insurance• licence fees• property taxes• office space rental• utilities• brokerage fees• computer and software rental <p>* those expenses required to run a business, which cannot be directly attributed to any specific business activity, product or service</p>
Capital assets/equipment	<ul style="list-style-type: none">• medium and large scale equipment and installation expenses• incremental lab equipment expenses

APPENDIX C

Research and Innovation: Examples of Eligible Costs (continued)

ELIGIBLE COSTS	TYPES OF ELIGIBLE COSTS
Communications and promotions	<ul style="list-style-type: none">• communication materials• advertising• postage and envelopes• printing• website development• extension events (e.g., facility rental, audio and video equipment rentals)
Facility and equipment rental	<ul style="list-style-type: none">• facility rental• land rental• small equipment rental
Materials and supplies	<ul style="list-style-type: none">• office supplies• lab supplies• chemicals• consumables• small equipment (less than \$10,000 in total)
Seminar, conferences and workshop registration fees	<ul style="list-style-type: none">• registration fees to attend seminars, conferences and workshops related to science, research and innovation
Travel expenses	<ul style="list-style-type: none">• accommodation• airfare• meals• transportation (non-airfare)• mileage (for own vehicle)



Contact us

- Go to manitoba.ca/agriculture
- Toll free at 1-844-769-6224
- Email us at agaction@gov.mb.ca
- Follow us on Twitter @MBGovAg
- Join the #AgActionMB conversation on social media
- Visit your local Manitoba Agriculture office