



# Ag Action Manitoba Program Research and Innovation Activity Letter of Intent

Program applicant information will be collected under the authority of Section 36(1)(b) of The Freedom of Information and Protection of Privacy Act (FIPPA) as the information relates directly to, and is necessary for the Canadian Agricultural Partnership (CAP). As a program applicant, your personal information will be used and disclosed to assess and review your eligibility for the CAP program, to contact for further information, or to communicate future programming. Personal information is safeguarded by the protection of privacy provisions of FIPPA. If you have any questions about the collection, use, or disclosure of personal information, contact Access and Privacy Co-ordinator, Manitoba Agriculture at (204) 945-3439.

PROJECT TITLE - Provide a clear, descriptive title for the proposed project			
SECTION 1. APPLICANT INFORMATION			
Last Name	First Name	Initial	
Name of Business or Organization		Role or Position with Organization	
Mailing Address (Street and/or Postal Box Address)	Village/Town/City	Postal Code	
Rural Municipality		Province	
Email Address	Phone Number	Cell Number	
CO-APPLICANT INFORMATION (If applicable)			
CO-APPLICANT 1			
Last Name	First Name	Initial	
Name of Business or Organization		Role or Position with Organization	
Mailing Address (Street and/or Postal Box Address)	Village/Town/City	Postal Code	Province
Email Address	Phone Number	Cell Number	

Describe the role and responsibility of the co-applicant as it pertains to this project			
<b>CO-APPLICANT 2</b>			
Last Name	First Name	Initial	
Name of Business or Organization		Role or Position with Organization	
Mailing Address (Street and/or Postal Box Address)	Village/Town/City	Postal Code	Province
Email Address	Phone Number	Cell Number	
Describe the role and responsibility of the co-applicant as it pertains to this project			
<b>RESEARCH TEAM INFORMATION</b>			
<b>PRINCIPAL INVESTIGATOR</b>			
Last Name	First Name	Initial	
Name of Business or Organization		Role or Position with Organization	
Mailing Address (Street and/or Postal Box Address)	Village/Town/City	Postal Code	Province
Describe the role and responsibility of the principal investigator as it pertains to this project			
<b>CO-INVESTIGATOR(S)</b>			
If applicable, please provide the full names and organizations of up to five co-investigators and their roles pertaining to this project.			
Full Name	Organization	Role & Responsibility	

**SECTION 2. PROPOSED PROJECT INFORMATION**

1. If project confidentiality is required, indicate and describe

For proposal: YES NO

For results and reports: YES NO

If you have selected **YES** to any of the above, indicate why project confidentiality is required

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2. Funding Stream – Select One

- Basic and Applied Research and Development
- Capacity Building

3. Project Focus Area – Select One

- Grain Innovation
- Livestock Production
- Economic and Market Analysis
- Processing and Value-Added
- Agri-resource
- Other: describe below

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4. Expected Project Outcomes – Indicate up to three expected project outcomes.

A.	
B.	
C.	

5. Project Description - Provide a general overview of your project. (max 1,000 characters)

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6. Methods - Outline, at a high level, the activities and scientific approaches that will be used to achieve each of the outcomes listed above. (max 3,500 characters)

7. Benefits of the Proposed Research - Clearly articulate how the proposed project will advance the growth and sustainability of the agriculture industry. *(max 1,000 characters)*

8. Knowledge Transfer Plan - Provide a knowledge transfer plan that includes the tools and activities that will result in changes to production practices, development of new products, policy and program development, and/or advancements in research. *(max 1,000 characters)*

<b>SECTION 3. PROPOSED TIMELINE AND BUDGET</b>						
<b>Timeline</b>						
<b>Estimated Start date</b> (not earlier than April 1, 2019)		<b>Estimated End Date</b> (not later than March 31, 2022)		<b>Duration</b> (in months)		
<b>Budget: Description</b>						
<b>Cash Expenditures:</b>	<b>Description</b>				<b>Total</b>	
Salaries & Wages						
Subcontracted Services						
Professional Fees						
Capital Assets & Equipment (> \$10,000)						
Travel – Project Related:						
Materials & Supplies						
Facility & Equipment Rentals						
Communications & Promotions						
Seminar, Conferences and Workshops						
Overhead (8% Cap)						
<b>Total Cash Expenditures</b>						
<b>In-Kind Expenditures:</b>	<b>Description</b>				<b>Total</b>	
Salaries & Wages						
Machinery & Equipment						
Materials & Supplies						
<b>Total In-Kind Expenditures</b>						
<b>TOTAL PROJECT COST</b>						

<b>Budget: Three Year Break Down</b> (can be modified at proposal stage)					
<b>Cash Expenditures:</b>	<b>Year 1</b>	<b>Year 2</b>	<b>Year 3</b>	<b>Total Expenditures</b>	<b>Total Requested</b>
Salaries & Wages					
Subcontracted Services					
Professional Fees					
Capital Assets & Equipment (> \$10,000)					
Travel – Project Related					

Materials & Supplies					
Facility & Equipment Rentals					
Communications & Promotions					
Seminar, Conferences and Workshops					
Overhead (8% Cap)					
<b>Total</b>					

<b>In-Kind Expenditures:</b>					
Salaries & Wages					
Machinery & Equipment					
Materials & Supplies					
<b>Total In-Kind Expenditures</b>					
<b>TOTAL PROJECT COST</b>					

**Maximum CAP Contribution:** 50% of Total Project Cost

**Maximum In-Kind Allowance:** 50% of the Applicant's contribution

**Overhead:** Expenses required to run a business, which cannot be directly attributed to any specific business activity, product or service but are necessary for the completion of the proposed project

*For more information on eligible and ineligible expenses, please refer to the program Guidebook*

**Budget: Other confirmed or potential sources of funding (if applicable)**

<b>Project Funding Summary</b>	<b>Amount of Funding (\$)</b>	<b>Status Date Applied/Confirmed</b>
Industry		
Federal Government		
Provincial Government		
Other		
<b>Total</b>		

#### **SECTION 4. DECLARATION AND SIGNATURE**

**I confirm that I have read and understood the objectives, principles and criteria set out in the terms and conditions of the CAP Ag Action Manitoba Program, and understand the applicant must meet the following conditions in order to be eligible for funding:**

The applicant consents to the information contained in this information (including personal information) being disclosed to the Program Administrator.

I understand that my personal information will otherwise only be used or disclosed with my consent or with other legal authority.

The information provided in this document is, to the best of our knowledge, complete, true and correct.

I represent that the above consents are made on behalf of the applicant (if applicable) and any other person named in this application.

By checking the box below, you are agreeing with the information contained in Section 4, an ink signature is not required.

Date application completed and submitted

I acknowledge that the applicant is not a farm business or operation in which a government employee (as defined by the Program Guidebook) is a majority shareholder

I acknowledge that the applicant's application and the applicant's participation in the Program does not contravene the Conflict of Interest section of the Program Guidebook

I have read and agree with the Terms and Conditions contained within the Guidebook associated with this CAP activity

Please note that when you submit to Manitoba Agriculture, and you use webmail (e.g. Yahoo or Gmail, etc.) the document may go to the draft folder in your email account. You have to manually open your draft folder and send this application to Manitoba Agriculture. Communication encryption may restrict your application from getting to your email account, if so; you need to manually email the saved application and other attachments to [agaction@gov.mb.ca](mailto:agaction@gov.mb.ca).

**FOR OFFICE USE ONLY**

Letter of Intent has been reviewed and deemed complete.

Program Officer Assigned:

Date Application Received:

AccessManitoba Client ID:

AccessManitoba Task ID:

Version 1.3

August 16, 2018