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# Ag Action Manitoba Program

## Research and Innovation

One program. Built with you in mind.



**A Program Guide to the Terms and Conditions**

2018-2023

Version 3

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# Ag Action Manitoba

## One program. Built with you in mind.

**Ag Action Manitoba** is 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 researchers.

Researchers can apply for funding aimed at advancing the pace of innovation through industry-led discovery and applied research.

The Ag Action Manitoba program, funded under the Canadian Agricultural Partnership, is administered by Manitoba Agriculture and Resource Development. Manitoba Agriculture and Resource Development 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 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 Canadian Agricultural Partnership's programs to ensure they meet regional needs.

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## **About This Guide**

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

Manitoba Agriculture and Resource Development 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 and Resource Development at:**

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

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## SECTION 1

# Program Description

The objective of the Research and Innovation activity is to advance the growth and sustainability of the agriculture industry by fast tracking the pace of innovation through basic and applied research, capacity development and knowledge transfer projects.

This can include the development of new technologies and practices, new products, and the advancement of knowledge.

Financial assistance is available across two funding streams:

- **basic and applied research and development**
- **capacity building (equipment investments greater than \$10,000)**

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

### Climate Change Adaptation

Developing disruptive innovation technologies and practices that help producers adapt to climate change. Priorities include:

- research to support economic valuation of benefits from Ecological Goods and Services including wetlands, biodiversity, shelterbelts, flood protection, etc., to assist in future policy decision making processes
- investigation of farming systems that sequester carbon and fix nitrogen including:
  - enabling an increased prevalence of annual legume crops (e.g. peas, faba beans, lentils, soybeans) and perennial forages in crop rotations
  - identification of best management strategies for livestock/crop integration that improve farm productivity and environmental performance
- efficient water use to improve resilience to climate change (e.g. drought, excess water) through identification of cost effective, best management strategies for water conservation technologies and energy efficiency
- crop diversity to improve cropping system resiliency, including:
  - improvement of crop adaptation to abiotic and biotic stresses utilizing biotechnology (e.g. genetic manipulation of plants, CRISPR, molecular markers)

- development of crop varieties (e.g. forages, sunflowers, buckwheat, flax, perennial grains) that are adapted to Manitoba's changing climatic conditions

### Environmental Sustainability

Identifying and utilizing food production and processing technologies and practices to improve environmental sustainability including:

- co-product utilization; recycling of nutrients (e.g. potato by-products being fed to cattle, phosphorus recycling)
- water utilization and efficiency
- greenhouse gas (GHG) mitigation strategies
- precision agriculture for sustainable food production
- strategies to reduce the environmental footprint of livestock production systems

### Food, Diet and Health

Identifying pathways of resource utilization that improve environmental sustainability, human nutrition, policy development and public trust of protein-based food production. Priorities include:

- identification and utilization of high quality sustainable protein sources including:
  - sustainable increase of protein sources
  - identification of efficient and sustainable protein extraction technologies
  - linking sustainable protein for improved health outcomes
- identification of personalized nutrition strategies for optimal health and disease prevention utilizing nutrigenetics, nutrigenomics, and other technologies

### Sustainable Feed Grains Supply and Utilization

Increasing sustainability of livestock feed production and use. Priorities include:

- reduction of the impact of mycotoxins and other anti-nutritional compounds through breeding and production and post-harvest management
- variety development of barley, corn and forage to enhance feed quality
- co-product utilization for livestock feed

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## SECTION 2

# Program Eligibility

Ag Action Manitoba supports research and innovation activities proposed by farmers, agri-processors, industry organizations, researchers and industry service providers.

Applicants do not need to reside in Manitoba, as long as the activities related to the application occur in Manitoba or have a positive outcome for Manitoba.

The chart below outlines who can apply to the specific program activities:

## Eligible Applicants

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<b>Farmers</b>	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
<b>Agri-processors</b>	Agri-food processors Agri-product processors Abattoirs
<b>Industry Organizations</b>	Associations Commissions Non-profit organizations Boards Indigenous government and communities
<b>Researchers</b>	Academic and research institution Diversification Centre National research institution Research station
<b>Industry Service Providers</b>	Auction mart* Assembly yard Association of Manitoba Community Pastures Business consultant Conservation districts Direct food contact packaging manufacturer Farrier Feed mill First Nation Community Band Councils

## Eligible Applicants (continued)

### Industry Service Providers (continued)

Food distributor  
Human resource consultant  
Licensed commercial kitchen  
Licensed commercial manure applicator  
Livestock transporter  
Northern Association of Community Councils  
Sheep shearer  
Rural municipality  
Veterinarian or animal health technician

\*In order to be eligible for the activity, an assembly yard or auction mart must possess a valid Livestock Dealer or Agents License issued by Manitoba Agriculture and Resource Development.

An organization with multiple divisions, operation names or units, will count as one organization.

Current and former Government of Canada employees are ineligible to apply for funding.

Government of Canada departments and agencies are only eligible to apply under the Grain Innovation and Crop Production focus area.

Current Manitoba government employees, who are the majority shareholder (50 per cent or higher) in a business or operation, are not eligible to apply for funding.

A business or operation, which includes a provincial government employee as a minority shareholder, will be eligible to apply for funding.

Current or former members of the Legislative Assembly of Manitoba, current or former members of the Executive council, or current or former Manitoba government senior public servants are not eligible. Current or former federal public office holders are eligible as long as they follow conflict of interest policies and procedures.

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 programs
- amounts due and owing by the applicant under other Canadian Agricultural Partnership and Manitoba programs

Co-applicant information will be required for all projects where two or more parties are partnering to submit a joint application.

All applicants who identify as a researcher (including academic institutions) or a Government of Canada department or agency will be required to identify a non-researcher co-applicant to be eligible for funding. The co-applicant must be either:

- a farmer
- an agri-processor
- an industry organization
- an industry service provider (non-research)

## SECTION 3

# Cost Share Funding

Activities are cost shared between government (the program) and the applicant. There is a cost share ratio of up to 50:50, government to applicant, with no funding cap for this activity. In-kind contributions cannot exceed 50 per cent of the applicant's contribution.

Applicants who align with program criteria, but do not have a check-off or cannot meet the matching funding requirement, may contact the program administrator at **Manitoba Agriculture and Resource Development** with a formal written request to discuss options.

### Funding from government

When including funds from 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

### Eligible costs

Eligible costs are expenses directly related to the execution of an approved project. The applicant must provide detailed costs for each activity and focus area as part of 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 the Goods and Services Tax (GST) are eligible costs.

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

- incremental salaries, wages and benefits
- subcontracted services
- professional fees
- overhead costs up to eight per cent of total approved cash costs.
- capital assets and equipment\*
- communications and promotions
- facility and equipment rental
- materials and supplies
- seminar, conference and workshop registration fees
- travel expenses (related to project activities and knowledge transfer)

\*For basic and applied research and development projects, capital investments exceeding \$10,000 will not be considered as an eligible expense. Incremental laboratory equipment costs related to owned equipment will be considered as eligible.

See Appendix A for types of eligible costs.

### Ineligible costs

The recoverable portion of GST is ineligible.

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

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

- principal investigator, applicant and co-applicant salaries, wages and benefits
- any expenses incurred before or after the date noted in the funding decision letter or contribution letter
- any expenses not 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**
- 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

### **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 for the Research and Innovation activity. Applicants will be required to maintain documentation that verifies financial expenses for all in-kind contributions.

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 subject to the following:

- The total value of in-kind contributions must not exceed 50 per cent of the applicant's contribution.
- Incremental hours of labour directly related to the project invested by a third party may be claimed as in-kind.

- Principal investigator (lead researcher), applicant and co-applicant labour hours are not eligible as an in-kind contribution.
- Hours of labour invested by a research team may be claimed as in-kind.
- The maximum allowable labour rate is \$25 per hour. Required documents for reimbursement include: signed timesheets with supervisory approval, payroll registers, personnel files with salary and wage information, employment contracts, cancelled cheques and direct deposit schedules.
- Use of land, equipment and facilities (including meeting rooms and other spaces) for which a fee is usually charged can be claimed as in-kind given that a reasonable fair market estimation has been provided. 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 ([www.manitoba.ca/agriculture/farm-management/production-economics/pubs/calculator-farm-machinery-custom-and-rental-guide.pdf](http://www.manitoba.ca/agriculture/farm-management/production-economics/pubs/calculator-farm-machinery-custom-and-rental-guide.pdf))**.
- 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 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.
- Equipment related to normal manufacturing processes and the opportunity cost associated with that equipment will not be considered as an in-kind contribution.
- Materials, supplies and inventory items which are required to successfully complete the project can be claimed as in-kind given that a reasonable fair market estimation has been provided.
- 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 the reimbursement requirements in Section 8.

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## SECTION 4

# Application Assessment

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

- scientific merit and originality
- research approach and methodology
- communication plan and knowledge transfer
- principles and policy assessment
- capability of the research team
- financial and delivery risk

Preference will be given to applications for capacity building projects.

Following review and assessment, MARIC will make funding recommendations to the Minister.

The minister has absolute discretion to determine the manner in which program funding will be distributed.

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## SECTION 5

# How to Apply for Funding

Announcements, deadlines and application forms are available on the Manitoba Agriculture and Resource Development website. Go to [www.manitoba.ca/agriculture](http://www.manitoba.ca/agriculture) and click on Ag Action Manitoba. Manitoba Agriculture and Resource Development will publish deadline dates through **newsletter**, website and social media channels.

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

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

### Full Applications

Manitoba Agriculture and Resource Development will announce a call for full applications to be submitted to Manitoba Agriculture and Resource Development for review.

Full applications must be submitted to the program administrator no later than the application deadline and can be emailed to **Manitoba Agriculture and Resource Development**.

Applicants must acknowledge on the full application that they agree to any terms and conditions contained in this guidebook.

The full application must include the following attachments:

- a letter from the co-applicant acknowledging and defining their role in the project. If the co-applicant is providing financial support, this should also be included in the letter.
- a letter from each funding source indicating their financial contribution and in-kind contribution.

All information related to the project must be included within the application form. No additional attachments, with exception of the documents listed above, will be accepted (e.g., cover letters, previous project applications, appendices, etc.)

The application must include a knowledge transfer plan that outlines the applicant's intention to share and/or disseminate knowledge results gained from their research project. The contribution agreement will specify knowledge transfer activities that are approved and the applicant's obligations with respect to those activities.

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

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. Applicants must also accept and agree to all of 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 for program activities may be single or multi-year. Multi-year projects can be up to three consecutive years.

Project activities must be completed and all reports submitted on or before December 31, 2022 or no payment will be issued.

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.

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## SECTION 6

# 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.

If work is started on a project before formal written approval of program funding is received, the applicant does so at their own risk. A project may not be approved for funding and/or may not be approved to receive all of the funding applied for. Even where a project is approved for funding, no approved eligible costs will be funded unless and until all agreements and documents required in connection with the applicant's participation in the program are received by the program administrator.

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## SECTION 7

# Appeals

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

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## SECTION 8

# 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 [agaction@gov.mb.ca](mailto:agaction@gov.mb.ca).

If the funds for any particular reporting period are not spent, the program administrator may adjust future payments.

The applicant must incur, and have paid, all expenses associated with the project before they can be reimbursed.

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 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.

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## SECTION 9

# 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 which is not paid in full when due shall be deemed to be a debt due and owing by the applicant to the Government of Manitoba.

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 eligible costs within the fiscal year for which such program funds were appropriated
- any program funds received that are 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

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## SECTION 10

# 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.

Communication products and activities may include 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 interim and final reports,

communications, publications, advertising and news releases that refer to the project. Interim and final report templates can be found on the website at: [www.manitoba.ca/agriculture/research-and-innovation/funding-opportunities/index.html](http://www.manitoba.ca/agriculture/research-and-innovation/funding-opportunities/index.html).

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.

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## SECTION 11

# Collection, Use and Disclosure of Personal Information and 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 and Resource Development at 204-945-0913.

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

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## SECTION 12

# 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.

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## SECTION 13

# 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.

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## SECTION 14

# Ownership of Intellectual Property

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

The contribution agreement may include additional terms regarding intellectual property.

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## SECTION 15

# 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 and Resource Development website. The applicant is responsible to monitor the Manitoba Agriculture and Resource Development 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 and Resource Development website on the date the application is received.

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## SECTION 16

# 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.

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## SECTION 17

# Liability Insurance

Applicants are encouraged to discuss insurance requirements that relate to their participation in this program, with a licensed insurance broker. Please note contribution agreements require specific levels of liability insurance.

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## SECTION 18

# 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 to whom the Conflict of Interest Act, the Conflict of Interest Code for Members of the House of Commons 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 current or former Manitoba government 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.

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## SECTION 19

# 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 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 for:

- ensuring that activities under the program are completed and performed in compliance with all applicable laws
- obtaining 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.

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## SECTION 20

# 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.

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## SECTION 21

# Termination of the Program

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

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## SECTION 22

# 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).

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

**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.

**Assembly yard:** any area of land used solely for the purpose of assembling livestock for shipment.

**Association of Manitoba Community Pastures:** an association operating 20 community pastures throughout Manitoba and along the Saskatchewan border.

**Auction mart:** a licensed facility at or on which livestock is sold by public auction, including any buildings, pens, fences, gates, chutes, weigh scales and other equipment situated on the land and used in connection with it, but does not include:

- (a) any area of land used solely by the owner or lessee thereof for the purpose of holding a sale of livestock that have been owned by him or her for a period of not less than 30 days immediately preceding the date of the sale,
- (b) any area of land used solely for the purpose of assembling livestock for shipment,
- (c) any area of land used solely for the purpose of a sale
  - (i) of livestock held by a livestock association recognized by the director,
  - (ii) of livestock on behalf of members of a 4-H club, or

- (iii) of livestock in an event sponsored by an agricultural society formed under The Agricultural Societies Act.

**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

**Canadian Agricultural 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:** projects that include an equipment investment over \$10,000.

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

**Commercial manure applicator:** a person that transports or applies manure to a land for a fee, charge, or other valuable consideration.

**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.

**Feed mill:** a mill in which animal feed is prepared.

**First Nation:** an Indigenous community officially recognized as an administrative unit by the federal government.

**Food distributor:** a company that stocks food products in a warehouse and delivers these products when they are ordered to retail grocery stores and to food service outlets such as restaurants.

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

**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 provides 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.

**Licensed commercial kitchen:** a facility that has been inspected by either Manitoba Health, Seniors and Active Living or Manitoba Agriculture and Resource Development and has been issued a Permit to Operate a Food Handling Establishment. It can be a private for-profit entity or a not-for-profit entity.

**Manitoba Agriculture Research and Innovation Committee (MARIC):** a minister-appointed committee that reviews and assesses research and innovation activity applications and makes funding recommendations to the minister.

**Manitoba government employee:** any full time, regular, part-time or term individual employed by the provincial government, including any special operating agency or Crown corporation.

**Manitoba senior public servant:** the clerk of the executive council; a deputy minister or equivalent or an assistant deputy minister; a chairperson, president, vice-president, chief executive officer or deputy chief executive officer of a Crown agency; a person who is designated or who occupies a position that is designated under section 31.1 of The Legislative Assembly and Executive Council Conflict of Interest Act; and includes a person who, on a temporary basis, occupies a position described here.

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

**Northern Association of Community Councils:**

- (a) Any community within the Area of Jurisdiction that qualifies under Part III of the Northern Affairs Act, entitled "Local Committees and Community Councils," as set forth in The Northern Affairs Act and those areas as defined in Section 1(k) of The Northern Affairs Act entitles that community to become a member of NACC.
- (b) Any community within the Area of Jurisdiction that qualifies as an incorporated community, pursuant to Section 21 (1) of The Northern Affairs Act, having duly established an incorporated community, entitles that community to become a member or remain in the NACC.

**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.

**Principal Investigator:** the person who directs a research project or program. The principal investigator usually writes and submits the research application, oversees the scientific and technical aspects of the application, and has responsibility for management of the research.

**Program administrator:** Manitoba Agriculture and Resource Development, 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 program eligibility. 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.

**Return on Investment (ROI):** a performance measure for financial and non-financial benefits obtained from investment in research and development activities. In the short term some examples include the number of patents, publications/citations, funds leveraged from industry, and number of highly qualified personnel. Long-term examples of ROI include potential gains in productivity and/or sustainability for the industry or sector, including benefits that represent a public good.

**Rural municipality:** an incorporated municipality with a minimum population of 1,000 and a density of less than 400 people per square kilometre.

**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.

**Watershed district** (formerly Conservation district): a group of rural municipalities incorporated under the authority of The Watershed Districts Act.

## APPENDIX A

# Examples of Eligible Costs

ELIGIBLE COSTS	TYPES OF ELIGIBLE COSTS
<b>Salaries, wages and benefits</b>	<ul style="list-style-type: none"><li>• graduate students wages</li><li>• fellowships</li><li>• technician wages and benefits</li><li>• summer student wages</li><li>• 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</li><li>• incremental salaries of scientific and technical personnel required for the specific research project</li></ul>
<b>Subcontracted services</b>	<ul style="list-style-type: none"><li>• custom work</li><li>• casual labour</li></ul>
<b>Professional fees</b>	<ul style="list-style-type: none"><li>• 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)</li></ul>
<b>Overhead costs* (up to eight per cent of total approved cash costs)</b>	<ul style="list-style-type: none"><li>• accounting and legal expenses</li><li>• administrative wages and benefits</li><li>• depreciation</li><li>• insurance</li><li>• licence fees</li><li>• property taxes</li><li>• office space rental</li><li>• office supplies</li><li>• utilities</li><li>• computer and software rental</li></ul> <p>* those expenses required to run a business, which cannot be directly attributed to any specific business activity, product or service</p>
<b>Capital assets and equipment</b>	<ul style="list-style-type: none"><li>• medium and large scale equipment and installation expenses</li><li>• incremental lab equipment expenses</li></ul>

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APPENDIX A

## Examples of Eligible Costs (continued)

ELIGIBLE COSTS	TYPES OF ELIGIBLE COSTS
<b>Knowledge transfer</b>	<ul style="list-style-type: none"><li>• communication materials (e.g., manuscripts and extension materials)</li><li>• advertising</li><li>• postage and envelopes</li><li>• printing</li><li>• extension events (e.g., facility rental, audio and video equipment rentals)</li></ul>
<b>Facility and equipment rental</b>	<ul style="list-style-type: none"><li>• facility rental</li><li>• land rental</li><li>• small equipment rental</li></ul>
<b>Materials and supplies</b>	<ul style="list-style-type: none"><li>• lab supplies</li><li>• chemicals</li><li>• consumables</li><li>• small equipment (less than \$10,000 in total)</li></ul>
<b>Travel expenses - related to seminar, conference and workshop</b>	<ul style="list-style-type: none"><li>• registration fees to attend seminars, conferences and workshops related to the project</li><li>• accommodation</li><li>• airfare</li><li>• meals</li><li>• transportation (non-airfare)</li><li>• mileage (for own vehicle)</li></ul>
<b>Travel expenses - related to research project activities</b>	<ul style="list-style-type: none"><li>• accommodation</li><li>• airfare</li><li>• meals</li><li>• transportation (non-airfare)</li><li>• mileage (for own vehicle)</li></ul>



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## Contact us

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- Follow us on Twitter @MBGovAg
- Join the #AgActionMB conversation on social media
- Visit your local Manitoba Agriculture and Resource Development office