



Wednesday, September 19, 2018
Winnipeg, MB

TERMS AND CONDITIONS

1. Winners must consult with their assigned contact at Manitoba Agriculture to develop a project plan within one month from competition day. Any changes to this plan must be approved by the designated representative from Manitoba Agriculture.
2. Winners are required to spend prize money in Manitoba. If specialty services are not available within Manitoba, pre-approval must be given by Manitoba Agriculture.
3. Winners are encouraged to access other available government financial assistance programs to maximize the use of their winnings and for help with further commercialization of their product.
4. Winners must have expense items pre-approved through the designated contact.
5. Eligible expenses:
 - research and product development expenses at the Food Development Centre, research at Richardson Centre for Functional Foods and Nutraceuticals, the University of Manitoba or other Manitoba research facilities
 - training activities with direct application to commercializing the food product (ex: workshops/conferences related to food safety, business management, marketing and food processing)
 - membership and/or registration fees for food product development or further commercialization (ex: Food and Beverage Manitoba membership, Canadian Culinary Federation, trade show fees)
 - marketing research and intelligence purchased from an outside party
 - marketing expenses such as labeling, graphic design, UPC, bar code, packaging, trade shows/festivals, social media campaigns, promotional materials, etc.
6. Ineligible expenses:
 - capital costs
 - existing debts
 - travel expenses (includes airfare, hotel, meals, per diems)
 - labour costs (as part of the basic operating costs)
 - general operating costs (hydro, rent, lease, water)
 - costs for eligible activities that were incurred before winning the GMFF on September 19, 2018.
 - GST

The GMFF organizing committee reserves the right to identify additional ineligible expenses.

7. Important time frames:

- Winners will prepare a project work plan and budget within one month of winning their awards.
- Winners will have one year from the date of the competition to use their awards before the awards will expire.

8. Expense claim process:

- Winners will submit copies of receipts for eligible expenses to their designated staff contact. All receipts must be accompanied by proof of payment (canceled cheque, credit card receipt, etc)
- GMFF award money will be provided as reimbursement, after submission of receipts for eligible expenses.
- Winners are advised to keep copies of their receipts for their own records.
- Claims can be reimbursed in increments, as long as no more than three separate payments are made and each claim is not less than \$500.

For any questions please contact:

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