

Ag Action Manitoba Program for Industry Organizations

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 **Industry Organizations**.

Industry Organizations can apply to develop business and risk management tools, leadership skills and communication strategies. The program activities can help create strategic plans and improve board governance. It encourages the development of innovative collaborative projects that serve the needs of the industry. It supports the development of new resource materials, like manuals, transition planning guides and instructional videos. It supports the sharing of information and expertise through conferences, workshops and training opportunities. It supports activities that can fast-track the pace of innovation through basic and applied research.

Ag Action Manitoba is administered by Manitoba Agriculture. Manitoba Agriculture staff are available to advise, support and work with applicants to help 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**

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SECTION 1

Program Description

Thriving organizations support the industry, create jobs and grow the economy.

The Ag Action Manitoba Program helps industry organizations develop and implement strategic planning and business management activities for long-term growth. Organizations are encouraged to propose and collaborate on industry-led projects along the entire value chain. Funding will support:

- organizational development and vision
- entering new markets or expanding market share

- developing innovative tools
- accessing research
- attracting investment
- training opportunities and events
- developing resource materials

The goal of the program activities is to expand and enhance the competitiveness and sustainability of the Manitoba agriculture, agri-food and agri-product sector.

SECTION 2

Program Eligibility

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

Eligible industry organizations include:

- associations
- commissions
- non-profit organizations
- boards
- Indigenous government and communities

Industry organizations:

- must be actively engaged in representing farmers, agri-food and agri-product processors, or agri-business members interests

- must be working to further the competitiveness of Manitoba's agricultural sectors
- must be registered with the Manitoba Companies Office or any other legally recognized entity
- have 90 days following the project start to become incorporated or registered with the Manitoba Companies Office or any other legally recognized entity
- must be operating a minimum of one year to be eligible
- 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 complete an **organization assessment** to be eligible for the Organizational Development activity

SECTION 3

Program Activities

Eligible industry organizations can apply to five activities under the Ag Action Manitoba program:

- **Organizational Development**
- **Industry Development**
- **Resource Development**

- **Training**
- **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, with cost-share ratios and funding caps, as noted below. Government will contribute a maximum of 50 per cent of the

eligible project costs, with funding caps as indicated. Applicants may be able to include in-kind contributions as part of their cost share. See Section 11 of this guide.

ACTIVITIES	COST SHARE RATIO (GOVERNMENT:APPLICANT)	FUNDING CAP
Organizational Development	50:50	\$50,000
Industry Development	50:50	No Cap
Resource Development	50:50	\$30,000
Training	50:50	\$15,000
Research and Innovation	50:50	No Cap

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

Goods and Services Tax is an ineligible cost.

Any expenses incurred before project 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 contribution agreement is signed.

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

SECTION 5

Organizational Development

Thriving organizations require a clear strategic plan and strong leadership skills to facilitate membership advancement in a competitive marketplace, while increasing the sustainability and profitability of the sector.

This activity helps enable core planning and governance activities, related to developing an effective organizational structure, advancing governance and leadership skills of the board and its members, and other capacity building work.

There are six focus areas in Organizational Development available for funding:

- **strategic planning:** defining future direction, meeting goals and objectives
- **business planning:** developing and planning business goals

- **communications planning:** use of tools to help reach audiences
- **succession planning:** transitioning leadership
- **board governance:** capacity building and board member roles
- **leadership development:** skills training and developing leaders

Cost share ratio and funding caps

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

The applicant is responsible for at least 50 per cent of the total approved cost. In-kind contributions cannot exceed 50 per cent of the applicant's contribution.

Eligible costs

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

- professional consulting fees
- salaries, wages and benefits for staff that are hired to deliver the project
- travel and accommodation for consultants and representatives of the applicant who are involved in the delivery of the project
- venue and equipment rental
- incremental supplies and materials
- communications costs
- up to eight per cent of eligible overhead costs
- in-kind contributions in the form of staff time, and use of land equipment and facilities

Ineligible costs

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

- any expenses incurred and paid after the project's completion date
- any expenses incurred before receiving the funding decision letter or contribution agreement
- any expenses not set out as an eligible cost and expenditure
- any expenses not specifically required for the execution of a project
- normal operating expenses associated with 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 a 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)
- 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
- purchase of office space and office renovations
- cost of sponsorship of conferences and learning events or initiatives
- multi-use items
- 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

SECTION 6

Industry Development

Industry Development is focused on non-research projects that improve the competitiveness of the agriculture and agri-processing industry. This can include the development of business and risk management tools, advancing science-based expertise and diagnostic excellence, developing industry partnerships and attracting large agri-processors to increase investment and jobs. The focus areas for this activity are broad and have potential for industry wide impacts.

Funding is available to individual organizations and to collaborations that include multiple commodity groups, farmers, processors and other agricultural businesses in the following focus areas:

- **primary agriculture development:** supporting informed decisions and resiliency in high-risk situations
- **agri-processing:** retaining and attracting large processors for increased investment, trade and jobs
- **healthy people, animals, plants and landscapes:** science-based expertise and diagnostic excellence
- **marketing strategies:** enter new markets and expand distribution and marketing channels
- **tool development:** enhances capacity and competitiveness in a local and global marketplace
- **partnerships:** business efficiency and adding value to members and industry stakeholders

Cost share ratio and funding caps

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

The applicant is responsible for at least 50 per cent of the total approved cost. In-kind contributions cannot exceed 50 per cent of the applicant's contribution.

Eligible costs

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

- professional consulting fees
- salaries, wages and benefits for staff hired to deliver the project
- travel and accommodation for consultants, speakers and representatives of the applicant, who are involved in the delivery of the project
- subcontracting services
- accounting and legal fees
- licensing fees
- computer and software rental
- equipment and venue rental
- registration fees to attend seminars and conferences related to the delivery of the project
- incremental supplies and materials
- communications costs
- up to eight per cent of total eligible overhead costs
- in-kind contributions, such as staff time, use of land, and equipment and facilities

Ineligible costs

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

- any expenses incurred and paid after the project completion date
- any expenses incurred before receiving the funding decision letter or contribution agreement
- 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 that 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 a 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)
- 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
- purchase of office space and office renovations
- cost of sponsorship of conferences and learning events or initiatives
- multi-use items
- 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

SECTION 7

Resource Development

This activity helps industry organizations produce resource materials that are focused on farm operations, business management, risk awareness, market expansion and business solutions.

Three main focus areas have been identified in Resource Development and you can apply for funding to develop the following materials:

- manuals
- transition planning guides
- instructional videos

Cost share ratio and funding caps

There is a cost share ratio of 50:50 and a funding cap of \$30,000 for this activity.

The applicant is responsible for at least 50 per cent of the total approved cost. In-kind contributions cannot exceed 50 per cent of the applicant's contribution.

Eligible costs

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

- professional consulting fees
- salaries, wages and benefits for staff hired to deliver the project
- travel and accommodation for consultants or representatives of the applicant, who are involved in the delivery of the project
- incremental supplies and materials
- communications costs, such as printing and postage
- up to eight per cent of eligible overhead costs
- in-kind contributions, including staff time, use of land, equipment and facilities

Ineligible costs

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

- any expenses incurred and paid after the project completion date
- any expenses incurred before receiving the funding decision letter or contribution agreement
- 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 a 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)
- 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
- purchase of office space and office renovations
- cost of sponsorship of conferences and learning events or initiatives
- multi-use items
- 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

SECTION 8

Training

This activity focuses on sharing skills, research and information through group learning and knowledge transfer events, such as conferences and workshops. The goal of this activity is to improve the capacity and competitiveness of farmers and processors by ensuring they have the latest information at their fingertips.

Applicants can apply for funding for:

- annual conferences
- meetings and workshops
- group training events

Cost share ratio and funding caps

There is a cost share ratio of 50:50 and a funding cap of \$15,000 for this activity.

The applicant is responsible for at least 50 per cent of the total approved cost. In-kind contributions cannot exceed 50 per cent of the applicant's contribution.

Eligible costs

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

- speaker fees
- salaries, wages and benefits for staff hired to deliver the project
- subcontracted services (e.g. hiring project coordinator), this expense will be capped at 10 per cent of the total approved project costs
- travel and accommodation for speakers or representatives of the applicant, who are involved in the delivery of the project
- venue and audio visual equipment rental
- incremental supplies and materials
- communications costs, including printing and postage, and radio, newspaper and online advertising
- overhead costs - up to eight per cent of total eligible costs
- in-kind contributions, including staff time, and use of land, equipment and facilities

Ineligible costs

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

- any expenses incurred and paid after the project completion date
- any expenses incurred before receiving the funding decision letter or contribution agreement
- any expenses not set out as an eligible cost or expenditure
- any expenses not specifically required for the execution of a 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, that is eligible for a rebate, credit or refund (e.g., the recoverable portion of the Goods and Services Tax)
- financing charges, loan interest payments, and bank fees and charges
- any expenses incurred for the adoption of a 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., tractors, skid steers, combines) and related accessories and attachments
- normal, current or ongoing maintenance expenses
- cost of establishing a commercial operation
- purchase of office space and office renovations
- cost of sponsorship of conferences and learning events or initiatives
- multi-use items
- 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

SECTION 9

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.

The applicant's contribution towards approved costs may be in the form of cash, in-kind contribution or a combination of both. In-kind contributions may not exceed 50 per cent of the applicant's share. See Section 11 of this guide for more information.

Industry organizations with 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.

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 B 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 a 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 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

SECTION 10

How to Apply for Funding

For Organizational Development, Industry Development, Resource Development and Training

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 Industry Organizations.

Manitoba Agriculture will publish application 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 documents can be emailed to [Manitoba Agriculture](#).

For Organizational Development applications, an **organization assessment** is required. For more information, please contact Manitoba Agriculture at 1-844-769-6224.

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. See Section 12 for more information on application assessment.

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 individuals or businesses are partnering to submit a joint application. If the applicant is a researcher, the co-applicant must be either:

- a farmer
- 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 contribution agreement will specify communication activities that are approved to proceed and also, the applicant's obligations with respect to those communication activities.

General

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, except for training projects, which must be implemented within the year of request. However, if project activities will not be completed on or before December 31, 2022, no payment will be issued.

Multi-year projects are to be three consecutive years in duration.

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.

SECTION 11

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. Applicants will be required to maintain documentation that verifies financial expenses for all in-kind contributions.

Eligible in-kind contribution expenses include use of services and facilities, professional services or expertise in the form of staff time, provision of or access to equipment, and special materials.

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.
- In-kind contributions cannot exceed 50 per cent of the applicant's contribution.

For Organizational Development, Industry Development, Resource Development and Training

- Hours of labour invested by the applicant may be claimed as in-kind.

For Research and Innovation

- 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

SECTION 12

Application Assessment

For Organizational Development, Industry Development, Resource Development and Training

Applications will be assessed on a competitive basis, based on each quarterly submission, until the program is fully subscribed. Applications will be assessed against all other applications received quarterly.

Applications will be assessed according to the following criteria:

- the project description
- alignment with strategic goals and objectives of Manitoba Agriculture and the Canadian Agricultural Partnership
- intended project outcomes
- a financial risk assessment
- a delivery risk assessment
- client experience and project management
- performance deliverables

For Research and Innovation

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 13

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. Only costs paid out after the date on the funding decision letter will be reimbursed.

SECTION 14

Appeals

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

SECTION 15

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 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 16

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 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 17

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 18

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 19

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 20

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:

- (a) any amount due and owing by the applicant under the program
- (b) any amount due and owing by the applicant under any other Canadian Agricultural Partnership program and

- (c) 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 programming.

SECTION 21

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 22

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 23

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 24

Liability Insurance

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

SECTION 25

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 26

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 the 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 27

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.

The decision of the minister is final.

SECTION 28

Termination of the Program

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

SECTION 29

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.

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; and
- (b) basic research, meaning experimental or theoretical work, undertaken primarily to acquire new knowledge, without a specific or recognized need.

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 mention 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; 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.

Incremental expenses: expenditures, including cash, labour, and in-kind contributions that can be directly attributed to the project outlined in the application and are over and above normal business operational expenses.

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, and includes any person authorized to act on the minister's behalf.

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.

Organization assessment: a process used to determine the applicant's capacity to successfully manage and execute the proposed project.

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.

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

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 (i.e., 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 where applicants accept and agree to follow as conditions under the funding. Terms and conditions can be revised, altered or amended from time to time.

APPENDIX A

Ag Action Manitoba Program for Industry Organizations: Cost-Share Overview

ACTIVITY	FOCUS AREA	COST SHARE RATIO (GOVERNMENT: APPLICANT)	FUNDING CAP
Industry Development	Primary Agriculture	50:50	No Cap
	Agri-Processing		
	Healthy People, Animals, Plants and Landscapes		
	Marketing Strategies		
	Tools		
Organizational Development	Partnerships	50:50	\$50,000
	Strategic Planning		
	Business Planning		
	Communications Planning		
	Succession Planning		
	Board Governance		
Resource Development	Leadership Development	50:50	\$30,000
	Manuals		
	Transition Planning		
Training	Instructional Videos	50:50	\$15,000
	Annual Conferences		
	Meetings and Workshops		
Research and Innovation	Group Training Events	50:50	No Cap
	Grain Innovation		
	Livestock Production		
	Agri-Resource Management		
	Processing and Value Added		
	Economic and Market Analysis		

APPENDIX B

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• license 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 B

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 (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