

SECTION 1. BACKGROUND INFORMATION		
Legal Name of Business or Organization:		
Contact Information:		
Last Name	First Name	Initial
Project Title:		
Project Task Number: (from Contribution Agreement)		
Milestone Number/ Description	Period Covered	
	Start Date	End Date

**SECTION 2. PROJECT INFORMATION**

**Executive Summary:** Provide an overview of the project activities and results achieved.  
(maximum 3,000 characters)

**Background and Objectives:** Provide a brief summary of the initiative and the primary issue, which is being addresses and the intended deliverables that the project will produce. (maximum 3,000 characters)

**Methodology and Project Activities:** Provide an outline of completed activities and a concise description of methodologies used in completion of the Project, including:

- Personnel - list of all persons involved in the Project and, for each of them, the amount of time spent on Project work, and salaries, wages or fees paid.
- Equipment - a list of any equipment purchased, leased or rented, including make, model, specifications and, if applicable, serial numbers.

(maximum of 2,750 characters)

**Results and Discussion:** provide a description of the main results of the project. Explain or describe how the results of the project affect the economic benefits of the agriculture sector in the Province of Manitoba.

(maximum 2,750 characters)

**Conclusions:** provide an analysis of the data or results and the derived conclusion(s), examples may include:

- Increases market share/sales/production/profits/exports
- Introduction of new technologies, processes, etc.
- Increased knowledge transfer for new information
- Any other results/conclusions that have been achieved

(maximum 2,750 characters)

**Future Related Opportunities:** Describe potential future opportunities related to the completed project (i.e. what would phase 2 look like for the project that was completed)  
(maximum 1,500 characters)

**Acknowledgements:** Include a statement that this Project was made possible due to funding from the Governments of Manitoba and Canada through the Canadian Agricultural Partnership as well as funding received form other sources.  
(maximum 1,000 characters)

**Knowledge Transfer:** If applicable, include:

- a list, in point form, of where and in what format the results were discussed or reported, including publications, conferences and extension presentations;
- a list of the numbers of people reached by the Project Recipient through journal circulation, press release circulation, registered conference attendance, distribution of videos and manuals (including the numbers distributed), magazine circulation, and other means of communication; and copies of any labels, posters, brochures, publications, and any such other written materials developed during the Project.
- document communications strategy involved with this project. Be sure to include what audiences were targeted (i.e. producers, industry, public, etc.).

(maximum 2,000 characters)

**References:** If applicable, provide a list, in point form, of where and in what format the results were discussed or reported, including publications, conferences and extension presentations; a list of the numbers of people reached by the Project Recipient through journal circulation, press release circulation, registered conference attendance, distribution of videos and manuals (including the numbers distributed), magazine circulation, and other means of communication; and copies of any labels, posters, brochures, publications, and any such other written materials developed during the Project.

(maximum 2,500 characters)

**SECTION 3. FINANCIAL INFORMATION**

In a separate document, please attach all necessary financial information, which may include a detailed general ledger, invoices and proof of purchase. Financial information must pertain to the funded project and be easily understood by the Program Officer. Please refer to the Agreement for information on budget line items and eligible expense categories.

**SECTION 4. PERFORMANCE INDICATORS AND RESULTS**

Using the attached Performance Measurement Insert, please indicate the performance activities, which have been completed for this current milestone. Additional information can be found in the Agreement, under Schedule A.

**ADDITIONAL PROJECT INFORMATION**

Additional Project Information can be attached as a schedule to the Final Report, this may include any scientific details, discussion documents, background information and published papers.

**FOR OFFICE USE ONLY**

Report has been received and is under review

Program Officer Assigned:		Date Claim Received:	
AccessManitoba Client ID:		AccessManitoba Task ID:	
Version 2.0		October 28, 2021	