

Export Support Program - Terms and Conditions

The following Terms and Conditions apply to both streams of the Export Support Program:

1. Export Development Program Stream
2. Incoming Buyer Program Stream

General Terms and Conditions

Submission of this application does not constitute a binding agreement. A formal **Contribution Agreement** will be issued upon approval by Manitoba Business, Mining, Trade and Job Creation (BMTJC). The agreement must be signed by both parties before any funding is confirmed or disbursed.

Misrepresentation of any information provided in the application or supporting documentation may result in the Applicant being required to repay program funds and may disqualify the Applicant from future BMTJC funding opportunities.

Program Discretion

BMTJC reserves the right to:

- Decline applications;
- Determine the eligibility of products and services; and
- Define the scope and level of financial assistance.

Compliance

Applicants must comply with all applicable rules and regulations of the trade show or trade mission, including local building codes and trade union agreements.

Indemnification

The Applicant agrees to indemnify and hold harmless BMTJC from any claims, damages, or liabilities arising from injury or negligence related to the Applicant's participation in the supported activity.

Funding Amount

If approved, the Applicant will be required to sign a contribution agreement which outlines the eligible costs and reimbursement terms. Funding will be provided up to the amount and under the conditions specified in the contribution agreement.

Payment Process

Within **30 days** of the trade show or trade mission end date, the Applicant must submit an expense claim via email to ExportSupportProgram@gov.mb.ca, including:

- Receipts;
- Invoices; and
- Proof of payment for all eligible expenses.

All expenses must be paid directly by the Applicant. Expenses not paid by the Applicant will not be reimbursed. Reimbursements will be issued to the Applicant only.

Program Evaluation

Within **12 months** of the trade show or trade mission end date, a program administrator will contact the Applicant to complete an Evaluation Form detailing business outcomes resulting from the supported activity.

Privacy and Information Sharing

BMTJC is authorized to collect personal information under **Section 36(1)(b)** of *The Freedom of Information and Protection of Privacy Act (FIPPA)*. This information is necessary to:

- Process applications for the program;
- Determine and verify eligibility for funding;
- Support planning and reporting; and
- Administer and evaluate the program.

All personal information is collected and protected in accordance with FIPPA. If you have questions about the collection or use of your personal information, please contact BMTJC.

Information Sharing and Consent

To administer and evaluate the Export Support Program, BMTJC may share application information with:

- Program panel members;
- Relevant Government of Manitoba departments; and
- Third-party organizations.

This is done solely to verify eligibility, process applications, and manage program delivery. By submitting your application, you consent to the collection and disclosure of your information for these purposes.