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| Manitoba Works Capital Incentive (MWCI) Proposal and Request  |

*Available in alternate formats upon request.*

The **Manitoba Works Capital Incentive** supports significant new business investment in Manitoba by offering a competitive tax position to companies on a project-by-project basis.

A new or existing business interested in expanding in the province may apply under the Manitoba Works Capital Incentive for a return of their incremental education related property taxes if:

1. The proponent company is prepared to make a minimum capital investment of $10.0M to a specific property;
2. A minimum of 65% of total project costs are from private sources; and
3. There is demonstrable potential to create and/or maintain a minimum of 10 jobs in the province **or** the new business activity will have a substantial and measurable net economic benefit to the province.

All MWCI projects must support a clear Return on Investment that benefits Manitoba as well as the proponent. Only projects where proponents both own and pay tax on the identified property can be considered for the MWCI.

If the proponent company meets the above criteria, they may be eligible for a return of the incremental education related property taxes generated as a result of the capital investment on a property for a period up to 20 years.

Proponents must fully complete this Proposal and Request document to support assessment and review of their request. Subject to approval, proponents enter into a formal Project Contribution Agreement with the Province. Terms and conditions include public performance measurement and reporting requirements.

Payments are made when taxes are collected, with no up-front payments. Manitoba reserves the right to cancel the MWCI, tax increment returns, and associated Project Contribution Agreements if the tax revenue source or legislative basis for the incentive are repealed.

**Section 1: Proponent Information**

Please complete the following for your business/company/legal entity (“Proponent”).

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|  **Proponent’s legal name:** *(for contractual purposes)* | Click or tap here to enter text. |
| **Doing business as:***(for public communication purposes)* | Click or tap here to enter text. |
| **Full mailing address:** | Click or tap here to enter text. |
| **Contact person name:** | Click or tap here to enter text. |
| **Contact person title:** | Click or tap here to enter text. |
| **Contact email address:** | Click or tap here to enter text. |
| **Contact phone number:**  | Click or tap here to enter text. |

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| **Proponent’s primary Mission or Business Statement:**  | Click or tap here to enter text. |

**Section 2: Project Details**

Please describe the project components that the Proponent is requesting MWCI support for.

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| **Name of project / activity:** | Click or tap here to enter text. |
| **Project location (municipality):** | Click or tap here to enter text. |
| **Civic address(es) of the project site:** | Click or tap here to enter text. |
| **Legal description(s) of the project site (if available):** | Click or tap here to enter text. |
| **Municipal tax assessment roll number(s) of the project site:** | Click or tap here to enter text. |
| **Name of the person or entity that owns this property:** | Click or tap here to enter text. |
| **High level description of existing land use, facilities, and current activities on the project site**:  |
| Click or tap here to enter text. |
| **High level description of proposed land use, facilities, and proposed activities on the project site**:  |
| Click or tap here to enter text. |
| **Provide in an attachment to this Proposal and Request the following construction information to support review of the project:** * (A) The legal description(s), roll number(s), and address(es) of the proposed project site(s) and (B) a detailed description of the current and intended use of the site(s).
* Site plan (showing existing structures as well as new building massing, parking, fencing, etc.).
* Design renderings, if available.
* Construction characteristics (construction type and structural material(s) used, foundation type, heating type, number of loading docks and overhead doors, building and interior ceiling heights).
* Programming characteristics (square footage by use, interior finishing (grade and partitioning)).
* Size, type and number of durable/fixed equipment items (e.g. for refrigeration and processing).
* Key milestone dates and project phasing.
* A copy of the latest property tax bill.
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1. Please fully describe your organization’s project.

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| Click or tap here to enter text. |

2. How will your organization finance the project?

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| Click or tap here to enter text. |

3. List the names of all contacts you have had with provincial departments and/or agencies, including Manitoba Hydro and Members of the Legislative Assembly, and approximate date(s) of interactions with them. List any program, service, or funding commitments you have received from these contacts to date or are still pursuing with them.

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| Click or tap here to enter text. |

4. List the names of all contacts you have had with municipal staff or Council representatives and the approximate date(s) of interactions with them. List any municipal partnership arrangements you have acquired or are pursuing to support the project (ex.: tax or resource sharing).

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| Click or tap here to enter text. |

5. Describe all provincial and/or municipal infrastructure required for the project to proceed (ex.: road improvements, water and/or wastewater servicing or treatment, utility installation or expansion, etc.).

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| Click or tap here to enter text. |

6. Describe how the project aligns with local land use planning and economic development priorities and has a positive return on investment within a local, regional, and/or provincial context.

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| Click or tap here to enter text. |

7. Describe how the project supports brownfield/impacted sites and/or other underutilized areas and if any market studies or related supports (ex.: environmental remediation studies) have been completed.

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| Click or tap here to enter text. |

**Section 3: Project Description and Performance Measures**

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| **Activity/Output Measures** Manitoba Business, Mining, Trade and Job Creation completes a project assessment based on material provided in the table below. Please answer as clearly and as completely as possible given the project’s current stage of development. The proponent may attach an appendix to this Proposal and Request that provides greater detail or supply letters of support if these can provide insights for more complete project assessment.The department will contact the proponent for additional information if the material provided is insufficient or unclear.  |
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| **Specific Measure (if applicable)** | **Proposed State of Project Site** |
| ***Total Capital Investment*** Land/Building* Land and material costs
* Engineering and design costs for the project
* Construction labour, supervision, and contract administration for the project
 | Click or tap here to enter text. |
| Equipment* Manufacturing/processing equipment (including costs for engineering/installation)
* Other (please specify)
 | Click or tap here to enter text. |
| Other Capital * Leasehold improvements
* Furniture, fixtures
 | Click or tap here to enter text. |
| ***Developed or improved infrastructure including Municipal*** * Type of infrastructure required and location of this infrastructure
 | Click or tap here to enter text. |
| ***Economic impact of operations**** Estimated value or volume of sales within Manitoba
* Estimated value or volume of sales outside of Manitoba
* Provincial taxes paid on operations and activities
 | Click or tap here to enter text. |
| Manitoba Employment (construction workers) | *Number of Full Time Equivalent (FTE) construction jobs for the project duration:*Click or tap here to enter text. | *Total construction person hours PER YEAR for the project duration:*Click or tap here to enter text. |
| Manitoba Employment (new workers)* Include jobs created both on site and incremental jobs created off-site as a result of the project’s successful completion.
 | *Number of new Full Time Equivalent (FTE) jobs at completion (if jobs vary by type, provide detail as needed):*Click or tap here to enter text. | *Estimated average salary of these jobs (if jobs vary by type, provide detail as needed):*Click or tap here to enter text. |
| *Number of new Full Time Equivalent (FTE) jobs 3 years post-completion:*Click or tap here to enter text. | *Estimated average salary of these jobs:*Click or tap here to enter text. |
| Incremental corporate profit* What is the Proponent’s projected increase in corporate revenue as a result of this project?
 | *Provide projected dollars per year for the first year post-completion (ex.: incremental revenue net of incremental expenses):*Click or tap here to enter text. |
| Other benefits such as:* Leveraged Federal support
* Catalyzing a development area for further private investment
* Net new trade benefits for the Province
* New accommodation or other taxes paid
* New homes and/or taxes to accommodate new workers in a geographic area
* Other (specify)
 | Click or tap here to enter text. |
| ***Sector Supports**** Sector Development or Expansion
* Raw materials (indicate where purchased from Manitoba suppliers)
* Other (please specify)
 | Click or tap here to enter text. |
| ***Leadership in Energy and Environmental Design (LEED) certification program*** * Indicate the project’s LEED certification level. Proponent may be asked for evidence of certification during application review and assessment.
 | [ ]  Platinum certified[ ]  Gold certified [ ]  Silver certified[ ]  Certified[ ]  No LEED certification / Not applicable to proposed project |
| ***Indigenous engagement**** Indicate the degree to which the project advances the Calls for Action of the Truth and Reconciliation Commission and the government's objectives with respect to Indigenous engagement. For example:
* Was consultation pursued with a nearby Indigenous community?
* Will any of the project’s goods or services be procured from Indigenous businesses?
* Are Indigenous persons included in the Proponent’s workforce on the project site, either during or post-construction?
* Is there direct Indigenous investment in the project?
* Etc.
 | Click or tap here to enter text. |

**Section 4: Project Budget**

Please provide a detailed project budget identifying your organization’s financial or economic gap intended to be addressed by tax increment financing support.

The attached budget should identify:

* all related project funding sources,
* all outstanding funding requests,
* Class C or D pro-forma for construction and associated site developments/improvements,
* total operating budget for commercial/industrial projects (high-level list of costs/revenues), and
* list all Manitoba-sourced products to be used in the capital and operating functions of the project.

*[Remainder of page intentionally left blank]*

**Section 5: Disclosure and Authorization**

Notice about Personal Information:

Manitoba Business, Mining, Trade and Job Creation (“BMTJC”) is authorized to collect personal information on this form by section 36(1)(b) of The Freedom of Information and Protection of Privacy Act (“FIPPA”). The information will be used to:

* process this application for the Manitoba Works Capital Incentive’s tax increment financing (TIF) financial support,
* determine and verify eligibility for financial support,
* for research, planning and reporting purposes, and
* to administer and evaluate the Manitoba Works Capital Incentive and tax increment financing initiatives in partnership with other provincial departments and the Association of Manitoba Municipalities, the municipality in which the project is located, and the local school division.

Your personal information is protected by FIPPA. We cannot use or disclose it for any other purpose, unless you consent, or we are authorized or required to do so by FIPPA. If you have any questions about your personal information, please contact the Access and Privacy Coordinator at fippa@gov.mb.ca.

Declaration and Consent

I declare that all information given on this application is complete and accurate. I understand that:

* I must immediately notify BMTJC in writing of any changes to the information in this application including updating funding sources, as appropriate;
* information provided in this application is subject to audit and verification;
* information that is false or misleading in this application may result in disqualification; and
* fraud and forgery are offences under the Criminal Code of Canada.

Consent to Indirect Collection and Disclosure of Personal Information

I understand that BMTJC, on behalf of the Province, may need to obtain additional information about my organization, including financial circumstances, income, assets, resources and credit history for the following purposes:

* to determine and verify eligibility for financial support;
* for research, planning and reporting purposes; and
* to administer and evaluate the Manitoba Works Capital Incentive and tax increment financing initiatives.

I consent to BMTJC collecting information from other funding agencies, and to BMTJC providing such information as may be necessary to obtain the information BMTJC requires.

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| **Full Name of the Authorized Signing Officer:**  | Click or tap here to enter text. |
| **Position Title:** | Click or tap here to enter text. |
| **Signature:*****(Electronic Signature Accepted)*** | Electronic signature accepted |
| **Date:**  | Click or tap here to enter text. |

***Internal use only:***

| *Date received:*  |
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| [ ]  *Initial review complete; forward to interdepartmental analysis team*[ ]  *Incomplete; contact proponent [Date: ]*[ ]  *Initial review does not support further consideration*[ ]  *Abandoned by proponent [Date: ]* |
| *Date of initial review:* *Staff initials:*  |