
Ag Action Manitoba Program for Researchers and Industry Service Providers

One Program. Built With You in Mind.



A Program Guide to the Terms and Conditions

2018-2023

Version 2

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 **researchers and industry service providers**.

Researchers and Industry Service Providers can apply for funding aimed at:

- building assurance practices into their operations
- advancing the pace of innovation through industry-led discover and applied research
- finding new markets

Ag Action Manitoba is administered by Manitoba Agriculture. Manitoba Agriculture staff are available to advise, support and work with applicants to help them reach their goals and to help the agricultural sector become more profitable, competitive and innovative.

Canadian Agricultural Partnership

The Canadian Agricultural 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**

Table of Contents

Section 1	Program Description	3
Section 2	Program Eligibility.....	3
Section 3	Program Activities	7
Section 4	Cost-Share Funding.....	7
Section 5	Research and Innovation.....	8
	Application Assessment	12
Section 6	Assurance: Farmland Beaver Damage Control.....	13
	Application Assessment	14
Section 7	Assurance: Beneficial Management Practices	15
	BMP: Direct Manure Injection (401)	17
	BMP: In-Season Manure Application (402)	18
	BMP: Improved Pasture and Forage Quality (301)	19
	BMP: Managing Livestock Access to Riparian Areas (503).....	21
	Application Assessment	23
Section 8	Assurance: Watershed EGS.....	24
	Water Retention and Runoff Management	24
	Wetland Restoration and Enhancement	25
	Soil Health Improvement.....	26
	Riparian Area Enhancement.....	27
	Natural Upland Area Rejuvenation and Enhancement.....	28
	Land Rehabilitation.....	29
	Tree Plantings and Woodland Management	30
Section 9	Assurance	31
	Food Safety and Traceability	31
	Animal Welfare.....	34
	Biosecurity	35
	Application Assessment	35
Section 10	Capital Assets and Equipment	36
	Application Assessment	37
Section 11	Market Development	38
	Application Assessment	39
Section 12	Resource Development	40
Section 13	How to Apply for Funding.....	41
	For Research and Innovation.....	42
Section 14	Funding Decisions	43
Section 15	Appeals.....	43
Section 16	Payments	44
	For Research and Innovation.....	44

Section 17	Overpayments.....	45
Section 18	Reporting and Project Communication	45
Section 19	Collection, Use and Disclosure of Personal Information and Protection of Privacy	46
Section 20	False or Misleading Information	47
Section 21	Right of Set-off	47
Section 22	Ownership of Intellectual Property.....	47
Section 23	Changes to the Program Terms and Conditions.....	48
Section 24	No Liability of Governments, Indemnification by Applicant	48
Section 25	Liability Insurance.....	48
Section 26	Conflict of Interest	49
Section 27	Representations, Warranties, Obligations, Joint and Several Liability	49
Section 28	Ministerial Discretion.....	50
Section 29	Termination of the Program	50
Section 30	Definitions.....	51
Appendix A	Research and Innovation: Examples of Eligible Costs	55

SECTION 1

Program Description

The Ag Action Manitoba Program for Researchers and Industry Service Providers supports the growth and sustainability of the agriculture sector in Manitoba.

Activities for research and industry services providers encompasses multiple areas of the agriculture sector. Ag Action Manitoba offers practical and flexible activities to support researchers and industry service providers in advancing the agriculture industry in MB.

With this program, Researchers and Industry Service Providers can:

- find new markets
- develop new products

- address food safety, traceability, animal welfare and biosecurity
- maintain public trust
- address environmental challenges and mitigate risk
- harness new technologies

Program activities work to improve plant and animal health, environmental sustainability, skill development and support for basic and applied research and development.

SECTION 2

Program Eligibility

Ag Action Manitoba supports a wide variety of activities and strategic investments. This guide focuses on program activities directed towards researchers and industry service providers. The chart below outlines who can apply to the specific program activities:

Researchers

	ACTIVITY
Academic and Research Institution Diversification Centre National Research Institution Private Researcher Research Station	Research and Innovation

Industry Service Providers

SERVICE PROVIDER	ACTIVITY
Auction Mart*	<ul style="list-style-type: none"> Assurance: Traceability Assurance: Biosecurity Assurance: Animal Welfare Market Development Research and Innovation
Assembly Yard*	<ul style="list-style-type: none"> Assurance: Traceability Assurance: Biosecurity Assurance: Animal Welfare Market Development Research and Innovation
Association of Manitoba Community Pastures	<ul style="list-style-type: none"> Assurance: BMP: Improved Forage Quality Assurance: BMP: Managing Livestock Access to Riparian Areas Assurance: Farmland Beaver Damage Control Research and Innovation
Business Consultant	<ul style="list-style-type: none"> Resource Development Research and Innovation
Conservation District	<ul style="list-style-type: none"> Assurance: Watershed EGS Research and Innovation
Direct Food Contact Packaging Manufacturer	<ul style="list-style-type: none"> Assurance: Food Safety Assurance: Traceability Research and Innovation
Farrier	<ul style="list-style-type: none"> Assurance: Biosecurity Research and Innovation

* In order to be eligible to the program, an assembly yard or auction mart must possess a valid Livestock Dealer or Agents License issued by Manitoba Agriculture.

Industry Service Providers (continued)

SERVICE PROVIDER	ACTIVITY
Feed Mill	<ul style="list-style-type: none"> Assurance: Traceability Assurance: Biosecurity Market Development Research and Innovation
First Nation Community Band Councils	<ul style="list-style-type: none"> Assurance: Farmland Beaver Damage Control Research and Innovation
Food Distributor	<ul style="list-style-type: none"> Capital Assets and Equipment Market Development Assurance: Food Safety Assurance: Traceability Research and Innovation
Human Resource Consultant	<ul style="list-style-type: none"> Resource Development Research and Innovation
Licensed Commercial Kitchen	<ul style="list-style-type: none"> Capital Assets and Equipment Market Development Assurance: Food Safety Assurance: Traceability Research and Innovation
Licensed Commercial Manure Applicator	<ul style="list-style-type: none"> Assurance: BMP: Direct Manure Injection Assurance: BMP: In-season Manure Application Research and Innovation
Livestock Transporter	<ul style="list-style-type: none"> Market Development Assurance: Traceability Assurance: Biosecurity Assurance: Animal Welfare Research and Innovation

Industry Service Providers (continued)

SERVICE PROVIDER	ACTIVITY
Northern Association of Community Councils	Assurance: Farmland Beaver Damage Control Research and Innovation
Sheep Shearer	Assurance: Biosecurity Research and Innovation
Rural Municipality	Assurance: Farmland Beaver Damage Control Research and Innovation
Veterinarian or Animal Health Technician	Assurance: Biosecurity Research and Innovation

All applicants must ensure they meet all requirements for eligibility, as detailed for each activity.

An organization with multiple divisions, operation names or units, will count as one organization.

Federal government employees are ineligible to apply for funding.

Government employees, who are the majority shareholder in a business or operation, are not eligible to apply for funding. A business or operation, which includes a provincial government employee as a minority shareholder, will be eligible to apply for funding.

Additional factors may be considered in determining the eligibility of the applicant, including:

- the provision of false or misleading information by the applicant under other Canadian Agricultural Partnership (Partnership) programs
- amounts due and owing by the applicant under other Partnership and Manitoba programs

Refer to each Ag Action Manitoba program activity for specific eligibility requirements.

SECTION 3

Program Activities

Eligible Researchers and Industry Service Providers can apply to five activities under the Ag Action Manitoba Program:

- **research and innovation**
- **assurance**

- **capital assets and equipment**
- **market development**
- **resource development**

See Section 5 through 12 for more details on each activity.

SECTION 4

Cost-Share Funding

Activities are cost shared between government (the program) and the applicant. Cost share ratios and funding caps vary for each activity and focus area.

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 as part of 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 the 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

* These funding caps do not apply to the Assurance: Watershed EGS activity.

Ineligible costs

The **recoverable** GST is an ineligible cost.

Any expenses incurred before the project's 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 funding decision letter or contribution agreement is signed.

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

SECTION 5

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 cap

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

Applicants who align with program criteria, but do not have a check-off or cannot meet the matching funding requirement, may contact the program administrator to discuss alternative funding options.

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 for the Research and Innovation activity. Applicants will be required to maintain documentation that verifies financial expenses for all in-kind contributions.

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.

The applicant's contribution towards approved costs may be in the form of cash, in-kind contribution or a combination of both.

- The total value of in-kind contributions must not exceed 50 per cent of the applicant's contribution.
- 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.
- Where applicable, 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 the 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

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, conference 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 A 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 the **Manitoba Premises Identification Number**
- 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, office rental 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

Application Assessment

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 the project on the sector
- capability of the 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 6

Assurance: Farmland Beaver Damage Control

Farmland Beaver Damage Control provides financial assistance to rural municipalities, the Association of Manitoba Community Pastures, Northern Association of Community Councils and First Nation Community Band, to implement appropriate methods - non-lethal and lethal - to control nuisance beavers that cause problems like excess moisture or flooding on agricultural land.

The methods must provide benefits to agricultural lands.

Focus areas for farmland beaver damage control include beaver removal or pond levelers. Applicants must adhere to the approved methods of farmland beaver damage control, including:

Indirect methods:

- pond levelers
- other options approved in advance for use by the program administrator

Direct methods:

- trapping using certified traps or snares approved under the Agreement on International Humane Trapping Standards
- shooting, when a beaver is on land or in a trap
- other options approved in advance, prior to use, by the program administrator

Cost share ratio and funding cap

There is a cost share ratio of 50:50, with a cap of \$15 per beaver and \$200 per leveler.

Requirements for eligibility

For an applicant, to be eligible for the program, it must be the entity that is:

- responsible for authorizing the beaver removal, dam removal or other methods of beaver damage control

- responsible for identifying, obtaining and complying with any necessary licenses, permits and approvals (municipal, provincial or federal, etc.), before starting the project
- responsible for ensuring trappers are licensed and experienced in humane techniques
- required to collect evidence of beaver removal or installation of pond levelers

Trappers must be experienced in humane trapping techniques and who are any of the following:

- licensed trappers trapping in an area authorized by their licence
- licensed registered trapline holders (RTL), who have first obtained a Wild Animal Kill Permit from the District conservation officer, which allows an RTL holder to remove only agricultural conflict beavers in the open trapping area
- First Nations trappers, trapping on First Nations land
- agricultural landowners trapping on lands they own, or
- agricultural landowners with leased Agricultural Crown land, or their designate, who are in possession of a valid Wild Animal Kill Permit
- agricultural landowners who lease private lands for agricultural purposes, or their designate, and who are in possession of a valid Wild Animal Kill Permit, or
- trappers contracted to work for an eligible program participant (municipality, Northern Affairs Community Council, First Nation, Association of Manitoba Community Pastures) under the authority of a valid Wild Animal Kill Permit

Unless otherwise stated in the funding decision letter, projects are to be completed by May of the following calendar year.

Eligible costs

Eligible costs include:

- cost of beaver removal
- cost of pond levelers (supplies only)
- any other expenditure that is approved in advance by the program administrator and is not excluded in ineligible costs

Farmland beaver damage control must occur in eligible locations. This may include:

- privately owned agricultural land
- Crown land leased for agricultural purposes
- community pastures transitioning to the AMCP
- First Nations reserve land used for agricultural purposes
- farmland directly adjacent to a municipal bridge or culvert

The program administrator has final approval on determining all eligible locations.

Ineligible costs

Ineligible costs include:

- normal, current, or ongoing operational or management costs, such as: existing salaries, applicant's time, ongoing costs of doing business and capital items
- Goods and Services Tax, value-added taxes, or other items for which a refund or rebate is eligible to be received by the applicant
- nuisance beaver management activities undertaken prior to receiving program approval in the form of a funding decision letter

- in-kind contributions
- installation costs for pond levelers
- capital items
- any other expense that, at the discretion of the program administrator, is deemed to be ineligible

Ineligible locations for farmland beaver damage control include:

- municipal infrastructure (road, culvert, etc.) not directly adjacent to land used for agricultural purposes
- Wildlife Management Areas
- rights-of-way along "Numbered Roads and Provincial Highways"
- ecological reserves
- Manitoba Hydro corridors
- municipal airport lands
- provincial drains
- railway rights-of-way
- federal lands, other than First Nations lands used for agricultural purposes
- national parks
- provincial parks
- provincial forests

The program administrator has final approval on the determination of all ineligible locations.

Application Assessment

Your application will be assessed based on program priorities and beaver management risks in the applicants region.

SECTION 7

Assurance: Beneficial Management Practices

Environmental farm planning helps improve the value and health of agricultural land in Manitoba. The continued adoption of environmental farm planning will enhance Canada's reputation as a supplier of safe, high-quality foods that are produced in an environmentally responsible manner.

The BMPs eligible for cost-shared funding to select industry service providers are as follows:

- **For licensed commercial manure applicators:**
 - direct manure injection
 - in-season manure application
- **For Association of Manitoba Community Pastures (AMCP):**
 - improved pasture and forage quality
 - managing livestock access to riparian areas

Cost share ratios and funding cap

Cost share ratios for each BMP will vary from 50:50 to 25:75, government to applicant. Each individual BMP will have different funding caps.

Applicants may apply and receive funding for more than one BMP over the life of the Ag Action Manitoba Program. Applicants can submit more than one application for each BMP. Each project proposal requires its own application.

More detailed information on each BMP is provided in the next sections.

Environmental Farm Plans

Environmental Farm Plans (EFP) are designed to address the following priority issues:

- Identify existing environmental assets
- Raise awareness of environmental risks
- Identify actions to reduce risks
- Improve environmental sustainability
- Improve production efficiency

AMCP must have a valid EFP Statement of Completion certificate to be eligible for certain BMPs.

How to get an EFP

- The process includes attending a facilitated workshop, completion of an EFP workbook, and a workbook review.
- The EFP program is administered and delivered by Manitoba Agriculture and EFP reviews are completed by a third party. In Manitoba, the review is completed by the Keystone Agricultural Producers and is confidential.
- An EFP will need to be renewed every five years to remain valid.

For more information, or to register for an EFP workshop, contact your local **Manitoba Agriculture** office.

Requirements for eligibility

Specific eligibility requirements are outlined for each BMP. Please see BMP descriptions for details.

Additional requirements are identified for each specific BMP.

Successful applicants are responsible for:

- identifying, obtaining and complying with any necessary licenses, permits and approvals (municipal, provincial or federal, etc.), before starting the project
- incorporating any relevant and required mitigation measures for the project
- ensuring that insurance requirements have been met regarding the changes implemented

All invoices must be in the name of the applicant.

Unless otherwise stated in the funding decision letter, projects are to be completed in the same fiscal year in which the application was intended for.

A final inspection or other proof of completion may be required to confirm that the changes implemented were in accordance with the project proposal.

Project activities started before the date in the funding decision letter will not be reimbursed.

Eligible and ineligible costs

- Eligible and ineligible costs are specific to each BMP, as identified below.

BMP: Direct Manure Injection (401)

Licensed commercial manure applicators apply manure to land. This BMP assists with the proper injection of liquid manure to reduce greenhouse gases and odours. It also conserves nitrogen, resulting in a more balanced fertilizer for crop production. By covering the manure with soil using injection, the risk of manure being lost to surface water in runoff is also reduced.

Requirements for eligibility

- Applicants must have a valid commercial **manure applicator licence**.

Cost share ratio and funding cap

There is a cost share ratio of 50:50 and a funding cap of \$60,000 per application. Applicants may submit more than one application.

Eligible costs

- equipment for direct injection of liquid manure

Ineligible costs

- any system that does not deliver manure directly below the soil surface (Aerway, dribble bars or splash plates, etc.)
- personal labour
- personal equipment expenses

BMP specific questions

You will be asked to answer the following questions as part of your application

- How do you currently apply liquid manure?
- How many acres of land do you apply liquid manure to, annually?
- What is the volume of liquid manure applied (imperial gallons) by species, annually?
- How many acres (annually) will you be able to use this equipment on for the purpose of injecting liquid manure?

Notes

- Systems must place liquid manure in the soil and completely cover it.

Reference materials

For more guidance in developing your application, visit:

- Prairie Provinces' Committee on Livestock Development and Manure Management: **Tri-Provincial Manure Application and Use Guidelines**

BMP: In-Season Manure Application (402)

Licensed commercial manure applicators apply manure to land. This BMP assists with the proper timing of manure application to supply nutrients at a time when the crop can use them. In-season manure application reduces the risk of nutrient loss to surface and ground water.

Requirements for eligibility

- Applicants must have a valid commercial **manure applicator licence**.

Cost share ratio and funding cap

There is a cost share ratio of 25 per cent government and 75 per cent applicant. There is a funding cap of \$100,000 per application. Applicants may submit more than one application.

Eligible costs

- specialized equipment that is specifically designed for the application of liquid manure to land after emergence of an annual crop (in-season)

Ineligible costs

- traditional manure application equipment
- personal labour
- personal equipment expenses

BMP specific questions

You will be asked to answer the following questions as part of your application.

- How do you currently apply liquid manure?
- How many acres of land do you currently apply liquid manure to, annually?
- What is the volume of liquid manure applied (imperial gallons) by species, annually?
- What kinds of crops will you apply liquid manure to in-season?

Notes

Systems must be designed to apply manure to annual crops (like corn) after the crop has emerged, without causing crop yield losses.

Reference material

For more guidance in developing your application, visit:

- eXtension Foundation: **On-Farm Nutrient Management Research: Replacing Commercial Sidedress Nitrogen with Liquid Livestock Manure on Emerged Corn** (Video: Applying manure to standing crops to increase the application window)

BMP: Improved Pasture and Forage Quality (301)

The Association of Manitoba Community Pastures can help reduce greenhouse gas emissions, increase soil carbon and improve animal performance with this BMP.

Improving pasture productivity and forage quality serves to reduce greenhouse gas emissions in several ways:

- Improved management of forage lands can increase the rate of carbon sequestration, where carbon dioxide (CO₂) is removed from the atmosphere and stored in the soil.
- Reduced nitrogen fertilizer application rates on perennial forages that contain legume species will reduce the production of nitrous oxide (N₂O).
- Improved forage quality enables cattle to digest feed more efficiently, resulting in reduced enteric methane (CH₄) production and improved animal performance.

The benefits of improved pasture and forage quality include:

- improved productivity and economic gains
- higher carrying capacity of pastures
- improved soil and water quality
- improved water holding capacity of soils
- reduced greenhouse gas emissions
- enhanced soil carbon sequestration as a result of improved pasture productivity

Requirements for eligibility

- Participating community pastures must have a valid Statement of Completion certificate for an Environmental Farm Plan (EFP).

Cost share ratio and funding cap

There is a cost share ratio of 25 per cent government and 75 per cent applicant. There is a funding cap of \$10,000 per application. Applicants may submit more than one application.

Eligible costs

- improving pasture and forage quality to reduce enteric methane emissions and increase soil carbon
- increasing perennial legume prevalence in pastures to improve forage quality and pasture productivity
- increasing forage species diversity in pastures to improve forage quality and pasture productivity
- enhancing grazing management to improve pasture productivity and quality
- perennial forage establishment for improved pasture quality: seed, weed control, equipment use and labour costs
- permanent or alternative fencing to improve grazing strategies: construction materials and fees
- alternative watering systems: system components, labour and installation
- incremental labour at \$25 per hour
- equipment use at set program rates, as expressed in the following guidebooks:
 - Manitoba Heavy Construction Association Annual Directory, Rental Rates Guide
 - **Farm Machinery Custom and Rental Rate Guide**

Ineligible costs

- perimeter fencing for riparian grazing management (possibly eligible under Managing Livestock Access to Riparian Areas)

BMP specific questions

You will be asked to answer the following questions as part of your application.

- What are the current barriers you face to improving forage quality?
- What grazing or feed management practices will be implemented to improve your forage, pasture quality or productivity?
- How do you expect the carrying capacity of your grazing land to change as a result of this project?
- **Project location:** Include a diagram or map that describes the entire community pasture (with an identifier for each paddock within). Identify the project location (the specific paddock(s) that will be affected by the project). Include all relevant features:
 - legal land description
 - perimeter fences
 - cross fences
 - paddocks
 - watering sites
 - trees or bush areas
 - surface waters (e.g., creeks, rivers, lakes, ponds and wetlands)
 - other relevant features

Reference materials

For more guidance in developing your application, visit:

Manitoba Agriculture

- **Pasture Management**
- **Forage Production and Management**
- **Livestock Production**
- Field Crop Production Guide (2001 edition) - Forage Establishment (pp. 78-83) (copies may be available through Manitoba Agriculture offices)

Manitoba Forage and Grassland Association

- **Pasture Rejuvenation Methods**
- **Pasture Planner: A guide for developing your grazing system**

Manitoba Beef and Forage Initiatives

- **Planned Grazing Demonstration**
- **Rotational Grazing to Improve Pasture Productivity**
- **Low Cost Methods to Improve Pasture Production**
- **Alberta Forage Manual**

BMP: Managing Livestock Access to Riparian Areas (503)

The Association of Manitoba Community Pastures can assist with restricting direct access to surface water to help minimize the impact livestock have on surface water quality and the riparian zone with this BMP.

Surface water can be contaminated and riparian areas damaged when livestock have unrestricted access. Riparian areas need to be healthy to function properly. Healthy riparian areas can produce an abundance of forage and provide shelter for wildlife, livestock and fish.

Requirements for eligibility

Participating community pastures must have a valid Statement of Completion certificate for an Environmental Farm Plan (EFP).

Cost share ratio and funding cap

There is a cost share ratio of 50:50 and a funding cap of \$10,000 per application. Applicants may submit more than one application.

Eligible costs

- alternative watering system equipment (e.g., solar, wind or grid power) and installation costs to manage livestock: pumping, delivery, storage, power and pipeline construction equipment
- permanent or alternative fencing (and construction materials and fees) to restrict livestock access to surface water
- incremental labour at \$25 per hour
- equipment use at set program rates, as expressed in the following guidebooks:
 - Manitoba Heavy Construction Association Annual Directory, Rental Rates Guide
 - **Farm Machinery Custom and Rental Rate Guide**

Ineligible costs

- perimeter fencing for upland grazing management
- expenses related to removing or replacing existing fences
- portable livestock corral panels not directly associated with the livestock watering system operation and protection

Only riparian pastures are eligible under this category.

Pipelines must provide a direct riparian benefit and cannot extend significantly beyond the riparian area (typically less than 300 metres in total length). Pipelines extending from a wet well or water source to a nearby trough are also eligible.

BMP specific questions

You will be asked to answer the following questions as part of your application.

- What type and number of livestock will be excluded from surface water?
- How far is the proposed fence from the waterbody?
- How will you manage the riparian vegetation?
- What are you going to use for a water source?
- **Project location:** Include a diagram or map that describes the entire community pasture (with an identifier for each paddock within). Identify the project location (the specific paddock(s) that will be affected by the project). Include all relevant features:
 - legal land description
 - perimeter fences
 - cross fences
 - paddocks
 - watering sites
 - trees or bush areas

- surface waters (e.g., creeks, rivers, lakes, ponds and wetlands)
- other relevant features
- **Be sure to:**
 - Clearly show the waterbody and proposed fence line.
 - Identify the location of all wells, surface water bodies, water courses and any additional sources of water.
 - Indicate the distance between all infrastructure and identified sources of water.
- Show the direction of overland flow and runoff (e.g., slope) and drainage features (e.g., berms, collection basins, ditches).
- Include relevant photos of the project area, as applicable.

Reference materials

For more guidance in developing your application, visit:

- Manitoba Sustainable Development: **The Role and Importance of Riparian Areas in Manitoba**

Application Assessment

Project proposals for Assurance: Beneficial Management Practices will be assessed according to three main criteria:

1. Environmental Benefit Assessment Index: The level to which the project addresses environment risk is determined using an environmental benefit assessment index (EBAI). The EBAI generates a rating of the environmental benefits that a specific land use change or other environmental practice (your project) would incur. Environmental benefit categories included in the program's index are weighted to appropriately stress the objectives of the program and take into account items such as water, air, soil nutrients and biodiversity.

2. Provincial Program Priorities: Agriculture sustainability should promote a profitable and competitive agricultural sector, while reducing the impact of agricultural activities on the environment. These include the potential to reduce the risk of nutrient loss to water, and mitigate and adapt to climate change; enhance the level of carbon stored in the soil; implement strategies that improve environmental stewardship and assist with meeting regulatory compliance and mitigating potential complaints.

3. Project Planning: Project proposals are scored based on their ability to clearly show the integrity of the project's intent and design. Proposals must have adequate design and must clearly identify locations, steps, process and intent, especially in regards to environmental benefit. The costs must be properly itemized, specific and realistic. The BMP applied for must alleviate the risks identified in the Environmental Farm Plan workbook (where required).

SECTION 8

Assurance: Watershed EGS

Ecological goods and services (EGS) are the environmental benefits that result from the physical, chemical and biological processes of a healthy ecosystem.

The Ag Action Manitoba program activity, Assurance-Watershed EGS, provides financial assistance to conservation districts to work with farmers to implement practices to conserve and enhance EGS on the agricultural landscape.

Conservation districts are formed as a partnership between the province and local municipalities to protect, restore and manage land and water resources

on a watershed basis. Conservation districts are established under the authority of The Conservation Districts Act.

This activity will focus on water quality and management and provide other important environmental services derived from well-managed stocks of natural capital on farmlands.

Following is a list of seven targeted focus areas for Assurance-Watershed EGS practices that are eligible for funding.

Water Retention and Runoff Management

Water retention and runoff management practices increase adaptive capacity for climate change, and provide landscape and ecosystem resiliency. They also increase water management capabilities at a field, farm or sub-watershed level, as well as water supply opportunities for agriculture. Projects including small dams, backflows, or on-farm water retention basins can reduce flooding downstream, improve water quality, and provide local wildlife habitat benefits.

The water retention and runoff management focus area supports building structures that provide:

- improvements to the management of surface water throughout a watershed to protect against flooding, drought and the impacts of climate change
- improvements to surface water quality by capturing sediments, nutrients and pesticides
- increases in wildlife habitat and biodiversity and greater ecosystem resilience
- development of a sustainable agricultural water supply

ELIGIBLE PRACTICES	ELIGIBLE EXPENSES	INELIGIBLE EXPENSES
<ul style="list-style-type: none">• engineering• construction of water retention structures	<ul style="list-style-type: none">• engineering and consultative fees• environmental assessment and water license fees• geotechnical costs and surveys• earthwork and revegetation (seed, seeding and weed control)	<ul style="list-style-type: none">• water retention structures associated with tile drainage

Wetland Restoration and Enhancement

A wetland is a seasonally or permanently water-saturated area that takes on characteristics of a distinct ecosystem. It can include marshes, swamps, bogs, fens and shallow open water areas. Wetlands in agro-Manitoba (mostly marshes) have been lost and degraded at an alarming rate, as a result of human activities.

The benefits derived from wetlands are extensive and extend beyond the agricultural sector. Wetlands help to prevent flooding, filter and purify water, recharge groundwater, help provide and extend base flow to waterways (especially during dry periods), reduce erosion and provide extensive biodiversity and habitat.

The wetland restoration and enhancement focus area supports wetland functions to provide:

- enhanced water storage
- reduced peak flows, which can moderate the timing and volume of runoff and reduce negative impacts downstream
- improved water quality, by capturing sediments, nutrients, contaminants and pesticides
- protection to aquifers and enhancement of recharge
- improved wildlife habitat and biodiversity
- increased carbon sequestration

ELIGIBLE PRACTICES	ELIGIBLE EXPENSES	INELIGIBLE EXPENSES
<ul style="list-style-type: none"> • restoration of previously drained wetland or enhancing existing impacted wetland • construction of water level controls for wetland restoration • revegetation of restored areas and uplands 	<ul style="list-style-type: none"> • engineering and consultative fees • geotechnical costs, surveys • earthwork and revegetation (seed, seeding, weed control) 	<ul style="list-style-type: none"> • wetlands protected by regulation and wetlands being restored to mitigate drainage • dugouts • constructed wetlands associated with tile drainage

Soil Health Improvement

Soil health is the capacity of soil to function as a vital living system within natural or managed ecosystem boundaries to sustain plant and animal productivity, maintain or enhance water and air quality, and support human health and habitation. Healthy soils maintain a diverse community of soil organisms that help to control plant disease, insect and weed pests. Healthy soils also form beneficial symbiotic relationships with plant roots which in turn provide essential plant nutrients, improve soil structure, help sequester carbon, build or improve organic matter levels, and sustain healthy plant growth.

Soil health plays a key part in the water cycle. One of the most critical factors in soil health management is the maintenance of a good level of organic matter, which improves the soils' water holding capacity. The cumulative benefit of increasing water-holding

capacity of soils over a large area has significant influence on the hydrologic behavior of fields and watersheds.

The Soil Health Improvement focus area supports improving soil health through providing:

- enhanced water storage for crop production and field moisture management
- reduced surface runoff and enhanced water quality
- a buffer to the impacts of wet and dry cycles and climate change
- reduced soil erosion
- improved wildlife habitat and biodiversity
- increased carbon sequestration
- improved field productivity

ELIGIBLE PRACTICES	ELIGIBLE EXPENSES	INELIGIBLE EXPENSES
<ul style="list-style-type: none"> • establishment of soil health crops (including cover, inter-seeded and multi-crops) 	<ul style="list-style-type: none"> • seed and crop production inputs • seeding 	<ul style="list-style-type: none"> • cash crops (e.g., winter wheat)

Riparian Area Enhancement

Riparian areas are the green zones adjacent to rivers, streams, lakes and wetlands. A riparian area is considered a transition zone or interface between the surface water of a river, stream, wetland or lake and the surrounding drier upland.

Riparian areas need to be healthy to function properly. Healthy riparian areas can produce an abundance of forage, and provide shelter for livestock and habitat for wildlife and fish. A producer can maintain economic and environmental productivity by improving both the condition and function of a riparian area.

The Riparian Area Enhancement focus area supports the establishment and enhancement of healthy riparian areas that provide:

- wildlife habitat and continuity and greater biodiversity through the re-establishment or rehabilitation of riparian vegetation
- improvements to surface water quality, by capturing sediments, nutrients and pesticides
- riverbank and shoreline stabilization and erosion control
- water storage that contributes to reducing downstream flooding during high water events
- greater landscape resiliency to the impacts of climate change

ELIGIBLE PRACTICES	ELIGIBLE EXPENSES	INELIGIBLE EXPENSES
<ul style="list-style-type: none"> • alternative livestock watering systems • establishment of riparian vegetation • riparian fencing • improved crossings (establishment of new or improvement to existing) • constructed works to stabilize erosion 	<ul style="list-style-type: none"> • engineering and consultative fees • geotechnical and survey fees • construction materials (fencing) • watering systems equipment and installation costs • seed and plants, and seeding and planting • earthwork and materials to reduce erosion 	<ul style="list-style-type: none"> • perimeter fencing for upland grazing management • expenses related to removing or replacing existing fences • portable livestock corral panels not directly associated with the livestock watering system operation and protection

Natural Upland Area Rejuvenation and Enhancement

Natural upland areas, such as treed areas and grasslands, require rejuvenation in order to function optimally. These natural areas are valued as they intercept rain, delay and reduce runoff, increase groundwater recharge, slow spring melt, reduce flooding, stabilize soils and reduce erosion, while providing wildlife habitat and biodiversity. Management of these areas through activities such as selective harvesting and replanting is necessary to sustain ecological function.

The Natural Upland Area Rejuvenation and Enhancement focus area supports the enhancement of natural areas to:

- improve the ecological function of natural upland areas
- promote healthy wildlife habitat, corridors and biodiversity
- increase carbon sequestration and soil health
- store water and reduce flooding
- reduce soil erosion

ELIGIBLE PRACTICES	ELIGIBLE EXPENSES	INELIGIBLE EXPENSES
<ul style="list-style-type: none"> • rejuvenation and enhancement of sensitive or critical areas through revegetation and restoration of disturbed areas 	<ul style="list-style-type: none"> • site preparation • planting • weed control (e.g., mulches) • tree and shrub seedling or cuttings • perennial forage seed • brush encroachment mitigation (e.g., mowing, prescribed burning, or chemical treatment) • fencing materials 	<ul style="list-style-type: none"> • tree and plant species intended for harvesting for economic benefit (e.g., Christmas trees, fruit orchards) • maintenance and renovation costs incurred after the first year • purchase and relocation of established trees

Land Rehabilitation

Erosion and salinity impact the long-term health of soils. While erosion occurs on all soils, its rate varies considerably depending on soil type, landscape characteristics and management practices. The upward movement of soluble salts in a soil profile can result from changes in local hydrology, and can also be affected by a producer’s management practices. The objective of this focus area is to minimize erosion and salinization in sensitive areas on agricultural land.

In addition, the conversion of sensitive lands from annual crop production to perennial cover can improve levels of soil organic matter, and may contribute to improved grazing and increased biodiversity. Converting sensitive lands from annual crop rotation to perennial forages serves to reduce greenhouse gas emissions by:

- reducing nitrogen fertilizer application rates on land that tends to be less productive (e.g., less uptake of the nitrogen fertilizer applied). This will reduce the production of the greenhouse gas nitrous oxide (N₂O).
- increasing carbon sequestration through the production of perennial forages. Perennial forages remove carbon dioxide (CO₂) from the atmosphere and store it in plant biomass and soil.

To restore productive capacity on eroded soils, it is necessary to return soil to eroded hilltops before establishing a perennial or converting to conservation tillage practices. This will create more consistent production across a field and ensure proper establishment and growth of a perennial, which, if one is grown, encourages carbon sequestration and an increase of soil organic matter.

The Land Rehabilitation focus area supports reduced land and water degradation processes through land reclamation and erosion and sediment control.

Specific soil risk areas include:

- areas with concentrated water flow or areas with a significant runoff risk
- steep slopes susceptible to water and tillage erosion
- extremely sandy soils susceptible to wind erosion
- land affected by soil salinity

ELIGIBLE PRACTICES	ELIGIBLE EXPENSES	INELIGIBLE EXPENSES
<ul style="list-style-type: none"> • salinity control • erosion control • landscape restoration 	<ul style="list-style-type: none"> • engineering and consultative fees • costs for seed, seeding and weed control • geotechnical and survey costs • earthwork and revegetation costs 	<ul style="list-style-type: none"> • fencing for grazing management • cover crops and nurse crops to aid in perennial crop establishment • pre-seeding field preparation

Tree Plantings and Woodland Management

Planting trees in yards and fields around livestock facilities and near dugouts offers many benefits. This includes minimizing the impacts of wind, managing snow, creating habitat and providing shelter to farmyards and livestock. Shelterbelts planted near annually cropped fields also reduce wind erosion, while providing yield benefits to adjacent crops. The objective is to help producers establish shelterbelts and woodlots.

The Tree Plantings and Woodlot Management focus area supports the promotion and establishment of shelterbelts and block tree plantings, and management of woodlots, which provide:

- reduced soil erosion
- improved water conservation efforts
- improved wildlife habitat
- increased crop yields
- increased carbon sequestration
- thermal protection for livestock
- reduced surface runoff and enhanced water quality

ELIGIBLE PRACTICES	ELIGIBLE EXPENSES	INELIGIBLE EXPENSES
<ul style="list-style-type: none"> • establishment of shelterbelts and block tree plantings • development and implementation of a woodlot management plan 	<ul style="list-style-type: none"> • consultant fees to develop a woodlot management plan • site preparation • planting • weed control (e.g., mulches) • irrigation (e.g., trickle or drip system) • temporary fencing • tree and shrub seedlings or cuttings • rejuvenation - selective harvesting and planting 	<ul style="list-style-type: none"> • excludes for end use: Christmas tree plantation and fruit orchards or ornamental trees • purchase and relocation of ornamental trees

SECTION 9

Assurance

Safe food production is increasingly becoming a customer and regulatory requirement. Companies of all sizes continue to adopt food safety practices that meet these expectations and demonstrate their commitment to safe food production.

Ag Action Manitoba will support the adoption of risk mitigation strategies, best practices and assurance systems that improve food safety, traceability, animal welfare and biosecurity practices. As a result, the Assurance activity consists of four specific focus areas:

- **food safety**
- **traceability**
- **animal welfare**
- **biosecurity**

Funding assistance may be provided to the select industry service providers to reduce risks related to food safety and biosecurity, and to enhance animal welfare, traceability and public trust.

Food Safety and Traceability

Food safety systems reduce or prevent risks by eliminating potential hazards. Ag Action Manitoba supports the development of food safety plans, programs and training, as well as the purchase of identified food safety equipment and instruments, both for detection and testing.

Effective **traceability systems** allow those involved in the food chain to follow ingredients and products through all stages of production and their movement through locations.

The Assurance activity supports the following items under Ag Action Manitoba:

- **Food Safety: Foreign Material Detection Equipment**
- **Food Safety: Program Development and Implementation**
- **Food Safety: Training**
- **Food Safety: Calibration and Monitoring Equipment**
- **Food Safety: Testing Equipment**
- **Traceability**
- **Additional traceability items for those industry service providers dealing with animals**

Cost share ratio and funding cap

Overall, there is a 50:50 cost share and a funding cap for this focus area. The funding caps are as follows:

FOCUS AREA	ELIGIBLE APPLICANT	FUNDING CAP
Food Safety* and Traceability	Food distributor Licensed commercial kitchen Direct food contact packaging manufacturer	\$25,000
Traceability	Auction mart Assembly yard Livestock transporter Feed mill	\$10,000

* Consultant fees are capped at \$15,000. Multiple items may be selected.

Eligible costs

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

Food Safety: Foreign Material Detection Equipment

- metal detector
- sieve/sifter
- magnet
- x-ray detector

Food Safety: Program Development and Implementation

- consultant fees
- first food safety audit
- validation studies (lab testing)
- computer software for food safety program development
- pre-assessment fees
- gap analysis fees

Food Safety: Training

- registration fees

Food Safety: Calibration and Monitoring Equipment

- certified weights
- certified reference thermometer
- magnet pull test kit

Food Safety: Testing Equipment

- pH meter
- water activity meter
- thermometers
- ATP testing equipment
- allergen testing equipment
- food safety ingredient scale
- moisture meter
- data loggers

Traceability

- traceability software
- installation costs
- specific hardware (must be pre-approved)

Traceability items for auction marts, assembly yards and livestock transporters

- livestock tag readers (hand held and panel)
- reader installation
- related traceability software
- related equipment training
- livestock identification applicator

Ineligible costs

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

- in-kind contributions
- support for normal expansion
- normal, current or ongoing operation and maintenance costs

- direct incentive funding for adoption of a premises identification number to report animal movements
- emergency response recovery costs
- implementation of training and general workplace safety beneficial practices
- travel related expenses, such as accommodations, airfare, mileage and meals
- disposable and consumable items
- firearms
- ammunitions
- knives
- computers
- ear tags
- load bars
- mobile phones
- equipment repair
- any other expenses that at the discretion of the program administrator are deemed to be ineligible

Animal Welfare

Ethically sound treatment of animals is a priority of consumers and society as a whole. It's also a good business practice and an essential part of food processing.

Industry service providers could be eligible for funding that will support the adoption of monitoring, training, equipment and facility upgrades that support improved animal care.

Cost share ratio and funding cap

There is a cost share ratio of 50:50 and a funding cap of \$10,000 for both of the Animal Welfare and Biosecurity focus areas.

Eligible costs

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

- humane stunning and euthanasia equipment
- purchase and installation of a watering system in holding facilities
- non-slip flooring or surfaces in animal handling areas
- purchase and installation of heating, cooling, or ventilation systems in holding facilities
- improvements to animal handling systems to facilitate low-stress handling
- video cameras for monitoring animal welfare
- staff training (e.g., humane euthanasia, low-stress handling and humane stunning)

Ineligible costs

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

- in-kind contributions
- support for normal expansion
- normal, current or ongoing operation and maintenance costs
- direct incentive funding for adoption of a premises identification number to report animal movements
- emergency response recovery costs
- implementation of training and general workplace safety beneficial practices
- travel related expenses such as accommodations, airfare, mileage and meals
- disposable and consumable items
- firearms
- ammunitions
- knives
- computers
- ear tags
- load bars
- mobile phones
- equipment repair
- any other expenses that at the discretion of the program administrator are deemed to be ineligible

Biosecurity

This focus area supports Industry Service Providers to adopt or improve biosecurity practices and install equipment to reduce the movement of disease-causing agents, including environmental contamination.

Cost share ratio and funding cap

There is a cost share ratio of 50:50 and a funding cap of \$10,000 for both of the Animal Welfare and Biosecurity focus areas combined.

Eligible costs

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

- hand and boot wash stations
- signage
- sanitation equipment
- biosecurity assessment (third party)
- staff training

Ineligible costs

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

- in-kind contributions
- support for normal expansion
- normal, current or ongoing operation and maintenance costs

- direct incentive funding for adoption of a premises identification number to report animal movements
- emergency response recovery costs
- implementation of training and general workplace safety beneficial practices
- travel related expenses, such as accommodations, airfare, mileage and meals
- disposable and consumable items
- firearms
- ammunitions
- knives
- computers
- ear tags
- load bars
- mobile phones
- equipment repair
- any other expenses that at the discretion of the program administrator are deemed to be ineligible

Application Assessment

Applications for the Assurance activity for food safety, traceability, animal welfare and biosecurity will be reviewed and assessed on a first come, first served basis, until funds are fully allocated.

SECTION 10

Capital Assets and Equipment

This Ag Action Manitoba program activity will assist with capital investment for modernization activities that enhance efficiency, productivity and environmental sustainability. This can include equipment purchases that support the transformation of raw inputs into value-added goods that bring new technologies or products into the production process; capture value from waste products; and address the treatment and purification of wastewater.

Capital funding is available to **licensed commercial kitchens and food distributors**, based on two separate funding levels:

- **Investment under \$1 million:** supports the growth and expansion of small to medium-sized enterprises. These projects create opportunity for scaling up production and improving productivity in the sector, through the introduction of new and innovative technology, or through the addition of equipment incremental to current operations that is similar to that which is already being used, or by increasing workforce development capacity in the sector through skill development and training.
- **Investment over \$1 million:** supports major expansion projects, addressing environmental sustainability initiatives such as wastewater treatment and meeting regulations and legislative requirements for operation in Manitoba. These projects will create increased employment opportunities in the province, both during the construction and implementation phase, as well as long-term employment.

Cost share ratios and funding cap

Capital asset and equipment investment under \$1 million: a cost share ratio of 25:75, with a funding cap of \$50,000 per project.

Capital asset and equipment investment over \$1 million: a cost share ratio of 25:75 on the first \$100,000, then on a 10:90 cost share per dollar thereafter, to a maximum contribution of \$2.5 million.

Minimum project size that will be accepted for Capital Asset and Equipment activities is \$10,000, which would be eligible for a grant up to \$2,500.

Eligible costs

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

- equipment that supports the transformation of raw inputs by physical or chemical means into a higher value food, beverage or agri-product
- equipment used for preparing, producing or packaging a product, or for package forming, fractionating or decorticating
- equipment that contributes to the commercialization and adoption of new products, technologies, practices or processes
- equipment that contributes to the creation of new value from waste products, by-products, or co-products
- ancillary components of eligible equipment (e.g., necessary software, transportation, physical installation, professional installation, and training directly related to operating new equipment)
- company-scale wastewater treatment equipment or systems

Ineligible costs

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

- in-kind contributions
- upgrades to existing plumbing or electrical systems
- training that is not directly related to the acquisition of new equipment or technologies
- equipment that is leased or rented, where ownership is not immediately transferred to the applicant
- facility construction upgrades

Application Assessment

Applications will be assessed according to the following criteria:

- project description
- project deliverables and outcomes
- alignment with Manitoba government objectives, such as:
 - the creation of new jobs or increased payroll value
 - incremental increases in processing value and volume
 - increased use of Manitoba agri-inputs
 - will lead to production that displaces goods imported from outside Canada
 - will lead to increased exports outside Manitoba
 - increased value or volume of animal proteins, plant-based proteins or dairy
 - support compliance with provincial and municipal wastewater regulations
 - lead to the creation of value from waste products, bi-products or co-products
- capital and financial capacity
- management capacity
- production capacity
- market plan

SECTION 11

Market Development

Market development will create opportunities for auction marts, assembly yards, livestock transporters, feed mills, food distributors and licensed commercial kitchens to increase innovation and business capacity to maintain existing markets and capture emerging market opportunities in the sector, expanding their market presence locally, nationally or internationally.

Ag Action Manitoba will support small, medium and large-scale industry service providers, as noted above, in the following seven focus areas:

- **Market research:** supports increasing marketplace knowledge and identifies the potential for successful entry into new markets.
- **Market access training:** addresses barriers such as language, translation needs or the development of marketing content tailored to an individual market place.
- **Tradeshow:** provides processors an opportunity to meet new customers and make sales.
- **Product development:** capturing unique opportunities to expand markets by adapting an existing product to suit the needs of a new market.
- **Scale up production:** increase the production of an existing or new product and meet the demands of the current and expanding market.
- **Labelling and packaging:** supports applicants in adapting existing packaging or product labels to appeal to a new market.
- **Sensory and shelf life studies:** supports identifying product adaptability and functionality in meeting the needs of a new market.

Cost share ratio and funding cap

There is a cost share ratio of 50:50 and an annual \$20,000 funding cap for this activity.

The minimum project size that will be accepted for Market Development activities is \$3,000, which may be eligible for funding of up to \$1,500.

Eligible costs

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

Market research

- eligible professional fees for consultants, agencies or firms for:
 - research and development of market intelligence reports
 - long term strategic marketing and export planning

Market access training

- registration cost of relevant training event
- purchase of educational materials which are in direct association with a training event
- extension of website capacity for the purpose of accessing new markets, such as language translation, or the addition of content applicable to a new market

Tradeshow

- participation at a trade show or trade and buyer mission outside Manitoba
- exploratory visit to a Manitoba-sponsored trade show that is new to a client

Product development

- professional fee for consultants, agencies or firms for studies related to product development, as well as the implementation of such a study
- implementation of accreditation, other than food safety or assurance

Scale-up production

- professional fees for consultants, agencies or firms for studies related to scale-ups and one time test runs of scale-up plans

Labelling and packaging

- professional fees for consultants, agencies or firms for services related to package or label design and nutritional analysis

Sensory and shelf life studies

- professional fees for consultants, agencies or firms for studies related to sensory and shelf-life studies for existing products to access new markets

Ineligible costs

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

- regular and ongoing technical and consulting services availed by the organization
- existing salaries related to the overall functions of the organization
- the difference between the hotel charge and the standard hotel rate, as per administrative guidelines
- alcoholic beverages
- travel expenses incurred by service providers related to primary research, market intelligence reports and export training
- regular web maintenance fees
- electronic devices that can be used for multiple purposes (e.g., digital cameras and smart phones)
- purchase of capital equipment associated with attending or participating in a trade show
- recoverable portion of the Goods and Services Tax
- ingredients, semi-finished, or finished product provided by the client for product development, scale-up production, or sensory and shelf life studies
- salaries or wages for labourers provided by applicant towards a one time test run of a scale-up plan

Application Assessment

Applications will be assessed according to the following criteria:

- project deliverables and outcomes
- alignment with Manitoba government objectives, such as:
 - the creation of new jobs or increased payroll value
 - an incremental increase in processing value and volume
 - an increased use of Manitoba agri-inputs
 - production that displaces goods imported from outside Canada
 - increased exports outside Manitoba
 - increased value or volume of animal proteins, plant-based proteins or dairy
- production capacity
- market plan

SECTION 12

Resource Development

This activity helps industry service providers 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 cap

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 and 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 13

How to Apply for Funding

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.

Manitoba Agriculture will publish 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 documentation can be submitted to your local **Manitoba Agriculture office** or emailed to **Manitoba Agriculture**.

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. However, if project activities will not be completed on or before December 31, 2022, no payment will be issued.

Each program activity must be completed within the following timelines:

ACTIVITY	FOCUS AREA	PROJECT DURATION
Assurance	Food Safety- Program Development and Implementation	Up to 18 months
Assurance		Up to 12 months
Capital Assets and Equipment	Investments under \$1 million	Up to 12 months
Capital Assets and Equipment	Investments over \$1 million	Up to 24 months
Market Development		Up to 12 months

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.

For Research and Innovation

When there is a call for applications, the Research and Innovation activity will require applicants to submit a letter of intent (LOI) 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.

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 individual or business is 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.

SECTION 14

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 15

Appeals

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

SECTION 16

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.

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 funding decision letter or 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 17

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 thirty (30) days of such demand. Any Overpayment which is not paid in full when due shall be deemed to be a debt due and owing by the Applicant to the Government of Manitoba.

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 for 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 eligible costs within the fiscal year for which such program funds were appropriated
- any program funds received that are 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 18

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 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 19

Collection, Use and Disclosure of Personal Information and 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 20

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 21

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

- 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 programs.

SECTION 22

Ownership of Intellectual Property

Ownership of all 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 23

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 applicant's application is received.

SECTION 24

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 25

Liability Insurance

It is recommended that the applicant discuss their insurance requirements, as a result of participating in this program, with a licensed insurance broker.

SECTION 26

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 27

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 or 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 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 28

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.

SECTION 29

Termination of the Program

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

SECTION 30

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.

Agricultural Crown land: as identified under The Manitoba Crown Lands Act, lands owned and managed by the Manitoba government.

Agricultural land: private land, leased agriculture Crown land, First Nation land or Prairie Farm Rehabilitation Administration (PFRA) land that is transitioning to the Association of Manitoba Community Pastures and is used for agricultural crop production or pasture and which is located in Manitoba.

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.

Assembly yard: any area of land used solely for the purpose of assembling livestock for shipment.

Association of Manitoba Community Pastures: an association operating 20 community pastures throughout Manitoba and along the Saskatchewan border.

Auction mart: a licensed facility at or on which livestock is sold by public auction, including any buildings, pens, fences, gates, chutes, weigh scales and other equipment situated on the land and used in connection with it, but does not include:

- (a) any area of land used solely by the owner or lessee thereof for the purpose of holding a sale of livestock that have been owned by him or her for a period of not less than 30 days immediately preceding the date of the sale,

- (b) any area of land used solely for the purpose of assembling livestock for shipment,
- (c) any area of land used solely for the purpose of a sale
 - (i) of livestock held by a livestock association recognized by the director,
 - (ii) of livestock on behalf of members of a 4-H club, or
 - (iii) of livestock in an event sponsored by an agricultural society formed under The Agricultural Societies Act.

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

Beneficial Management Practice (BMP): a recognized agricultural management practice that mitigates or minimizes negative impacts and risk to the environment, by maintaining or improving soil, water and air quality and biodiversity; or improves adaptability and ensures the long-term health and sustainability of land-related resources used for agricultural production.

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 member 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.

Commercial manure applicator: a person that transports or applies manure to a land for a fee, charge, or other valuable consideration.

Collaborator: an individual whose role in the proposed activities is to provide a specific service (e.g. access to equipment or expertise, provision of specific reagents, training in a specialized technique, statistical analysis, access to a specific population, etc.)

Conservation district: a group of rural municipalities incorporated under the authority of The Conservation Districts Act.

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.

Feed Mill: a mill in which animal feed is prepared.

First Nation: an Indigenous community officially recognized as an administrative unit by the federal government.

Food transporter: an individual who uses a vehicle to transport ingredients or food that is used for human consumption.

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 or 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.

Government funding: any financial assistance in the form of provincial or federal grants, loans or other assistance.

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 provides 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, including any person authorized to act on the minister's behalf.

Northern Association of Community Councils:

- a. Any community within the Area of Jurisdiction that qualifies under Part III of the Northern Affairs Act, entitled "Local Committees and Community Councils," as set forth in The Northern Affairs Act and those areas as defined in Section 1(k) of The Northern Affairs Act entitles that community to become a member of NACC.
- b. Any community within the Area of Jurisdiction that qualifies as an incorporated community, pursuant to Section 21 (1) of The Northern Affairs Act, having duly established an incorporated community, entitles that community to become a member or remain in the NACC.

New and beginning farmer: A primary crop or livestock producer(s) who is looking to establish a farm business or purchase a business interest in an existing farm operation.

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.

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.

Pre-commercialization and pre-adoption: pre-commercial innovations are those in the phases of research and development before commercialization and adoption. Pre-commercial innovations are developed, but have not been produced in quantity. They may have been sold on a limited basis for the purpose of testing and demonstration, but they are not readily available in the marketplace. Pre-commercialization or pre-adoption activities may include solution exploration, design and prototyping, up to the original development of a limited volume of goods or services in the form of a test series.

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

Project proponent: can be any one or more of the individuals or groups described under eligibility below. Where several of the eligible groups are involved in a single proposal, one individual shall be assigned as project contact for the group.

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 (e.g., 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.

Rural municipality: an incorporated municipality with a minimum population of 1,000 and a density of less than 400 people per square kilometre.

Terms and conditions: the Ag Action Manitoba program rules that applicants accept and agree to follow, as conditions under the funding. Terms and conditions can be revised, altered or amended from time to time.

Young farmer: an individual who is under 46 years of age, with demonstrated ownership in a business that is actively engaged in farming, and under The Income Tax Act (Manitoba), is liable to pay Manitoba income tax; or is a permanent resident of Manitoba and specifically exempted from paying income tax.

APPENDIX A

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 eight per cent of total eligible costs)	<ul style="list-style-type: none">• accounting and legal expenses• administrative wages and benefits• depreciation• insurance• licence 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 and equipment	<ul style="list-style-type: none">• medium and large scale equipment and installation expenses• incremental lab equipment expenses

APPENDIX A

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 (e.g., 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, conference 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