



Sustainable Canadian Agricultural Partnership

Competitive. Innovative. Resilient.

Application Worksheet

Applicant Information: Enter contact information for the Business or Organization and the primary contact person

Legal Name of Business or Organization

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Last Name

First Name

--	--

Primary Phone
Number

--

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Primary Email

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Note: If any shareholder of the applying business, organization, partnership, etc. is a current government employee that owns 50% or more ownership interest or is a current or former elected official with an ownership interest, this form will not be considered.

Project Title: Provide a clear, descriptive title for the proposed project.
(max 250 characters)

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Project Summary: Provide a short overview of the proposed project.
(max 500 characters)

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Identification of Under-represented Groups

Select any of the following groups who will **directly benefit from the project's activities**

Select all that apply. At least one box must be checked.

Indigenous People

☐ First Nations

☐ Métis

☐ Inuit

☐ Unknown

☐ Women

☐ Youth (under 40)

☐ Not applicable

☐ Decline to identify

Your response is for information purposes only and will not affect the assessment of the application.

Commodity and Industry Impact: Identify or describe the primary sector or commodity that will be impacted by this project (e.g., oilseed processing, brewery, flour milling, etc.)

If more than one sector or commodity will be impacted by project activities, please indicate which sector or commodity would be most impacted or considered as the majority.

Project Location: Using one of the options below, indicate the location where the majority of project activities will take place.

Indigenous/First Nation Community

Municipality

Regional Location

- Enter the Indigenous/First Nation Community name if project activities are occurring primarily within the community.
- Select the Municipality if the majority of project activities are occurring in a specific area or location. If the project takes place across two or more municipalities, select the single municipality where the majority of project activities are occurring.
- Select the appropriate Regional Location if project activities are occurring across a large region, across the entire province or outside Manitoba.

Business or Organization Overview			
How many full-time employees are currently employed?			
How many part-time employees are currently employed?			
In what geographical jurisdictions do you currently sell your products? <i>(select all that apply)</i>			
Manitoba	Canada	Internationally	I do not currently sell my products
Describe the product/s that you currently produce or distribute and your current processing operations from inputs to output <i>(max 1,000 characters)</i>			

Identify all Manitoba and/or Canadian origin agricultural inputs that your business or organization currently uses significant volumes of in your product(s) per year. In column A identify all significant agricultural inputs; column B identify what province or territory the input is sourced from; column C identify the volume/weight/quantity of the input used per year; column D indicate the unit of measure for each input; and column E identify the cost to purchase each input per year.				
Name of Agricultural Input (A)	Source Province (B)	Volume Per Year (C)	Unit of Measure (D)	Cost per Year (E)

Indicate the number of customers you CURRENTLY directly sell to for each type.					
	Wholesale Distributors	Retail Stores	Restaurants/Other Food Services	Direct to Customers (avg. per week)	Online Direct to Customer
Current number of customers you DIRECTLY sell to					

Project Information

Describe the main issue that the project is intending to solve or describe what business opportunity is being explored? For example:

- The project will eliminate a significant bottleneck that is currently limiting our ability to increase production
- The project will increase our production capacity by 50%
- The project will allow us to add a new revenue stream by developing a market for our current by-products
- The project will allow us to offer co-packing services to clients

(max 2,000 characters)

Capital Equipment and Software: Describe each major piece of equipment and/or software that is to be implemented as part of the project (*max 2,500 characters*).

Training: Describe any required training, including the estimated number of staff and the general theme (*max 1,000 characters*).

Project Partners: Provide details on how this project will impact other industry partners that you are currently working with or will be working with (can include suppliers, distributors, packagers, etc.) (*max 2,000 characters*).

Project Outcomes and Deliverables	
Expected Project Outcomes: Specify up to three expected project outcomes that show how the proposed equipment will address the issue or business opportunity you listed above under <u>Project Information</u> (max 500 characters for each outcome).	
Item	Description
Example	Adding a new oven to our facility will allow us to increase production from 1,000 units per day to 5,000 units per day
A.	
B.	
C.	

Project Deliverables – New Staffing: Indicate the number of <u>new/incremental</u> employees that will be added as a result of this project.	
Item	Count
Upon Project Completion	
Three Years After Completion (estimate)	
Do you plan to upgrade the technical skills of any existing employees as a result of this project?	
NO	YES, how many employees will this affect
Of the new full-time employees, you may plan to hire upon project completion , how many of these new hires will require incremental technical skills to operate any new machinery or systems being purchased?	

Market Plan: Indicate the number of new/incremental customers that this project will enable you to directly sell to for each customer type.

Customer Type	Count
Wholesale Distributor	
Retail Stores	
Restaurant/ Other Food Services	
Direct to Customers (average per week)	
Online Sales	

Export Plan

Do you plan to export products and ingredients upon completion of the project?

Do you plan to access new geographic regions upon completion of this project? If yes, complete table below

Please identify the top five countries or regions (*by sales*)

Item	Country or Region
1	
2	
3	
4	
5	

Sales Plan: Enter the new or incremental sales volumes (new revenue) you expect to achieve as a result of completing this project.

Incremental Business as a Result of This Project	One Year After Project Completion	Expected in Three Years
Incremental (new) revenue / year (\$)		
Gross profit margin (%)		
By what percentage amount per year do you estimate your revenue would grow over the next 3 years if you did NOT go ahead with this project?		

Project Timeline, Milestones, and Budget

Timeline

Estimated Start Date (Earliest start date: April 1, 2026)	Estimated End Date (Latest end date: depends on project size)	Duration (in months)

Project Milestones: Specify when significant milestones will be achieved (such as purchase of equipment, installation of equipment, etc.)

Milestone	Estimated Completion Date	Description
1		
2		
3		
4		
5		

Budget

The budget information will be entered into a separate excel document titled “**Program Budget Template – CII**”. Once complete, the excel document and this PDF Application Worksheet are to be submitted together via email to the Program Administrator.

Other Information: Use the space below to include any other information that you would like to include in your application (*max 2,000 characters*).

Attachments: Ensure that the following documents are included along with your Application Worksheet. Failure to supply these documents may result in an incomplete Application Worksheet.

- Your most recent Balance Sheet
- Your most recent 12-month Income Statement

Privacy Notice and Declaration

The Department of Agriculture ("Manitoba Agriculture") is collecting Applicant information, which may include personal information, under the authority of clause 36(1)(b) of The Freedom of Information and Protection of Privacy Act ("FIPPA") as the information relates directly to, and is necessary for, determining and verifying Applicant eligibility for programs administered under the Sustainable Canadian Agricultural Partnership ("Program").

Manitoba Agriculture is authorized to use information, which may include personal information, under the authority of clause 43(1)(a) of FIPPA, for the purpose of determining and verifying Applicant eligibility for the Program.

Manitoba Agriculture is authorized to disclose information to the Government of Canada, which may include personal information, under the authority of clauses 44(1)(i) and 44(1)(x.1) of FIPPA, in order to facilitate the monitoring and evaluation of a shared cost program or service.

All personal information collected by Manitoba Agriculture is protected under FIPPA. Personal information cannot be used or disclosed for any other purpose, unless consent is provided or the disclosure is authorized or required under FIPPA.

Should you have any questions about the collection, use or disclosure of personal information, contact the Access and Privacy Co-ordinator at 204-945-4823.

This Declaration must be completed by a duly authorized representative of the Applicant.

Checking the boxes below indicates acceptance and is required.

The Applicant has read and understands the Program Guide and confirms that the Applicant meets all of the requirements of an eligible applicant.

The Applicant has read and understands the Program Terms and Conditions.

If the Applicant's funding request is approved, the Applicant agrees to comply with the Program Guide and the Program Terms and Conditions.

The Applicant represents and warrants that no Manitoba government employee holds a 50% or more ownership interest in the business or organization that is applying for funding.

The Applicant represents and warrants that no current or former member of the Legislative Assembly of Manitoba holds an ownership interest in the business or organization that is applying for funding.

The Applicant understands that if the Applicant's funding request is approved, that approval and payment of funding is subject to and conditional upon the Applicant signing a written funding agreement, satisfactory in form and content to Manitoba Agriculture.

The information provided in this Application Worksheet is complete, true, and accurate.

The Applicant confirms that the information provided in the Applicant Information Form:
a) previously submitted under the Sustainable CAP Program; or
b) submitted together with this Application Worksheet;

is complete, true and accurate.

Date Application Worksheet completed and submitted
(YYYY – MM – DD)

To save the form, please click on the SAVE button and save the form to your desktop (or anywhere else on your computer)

Submit your application by email to agriculture@gov.mb.ca.

Only complete applications will be accepted. Complete applications must include:

1. **[Applicant Information Form](#)** if this is your first time applying to the Sustainable Canadian Agricultural Partnership (Sustainable CAP)
 - If you previously applied to Sustainable CAP, the Applicant Information Form doesn't need to be submitted again.
 - If you are unsure if you have previously applied for funding or if your applicant information has changed, email the Program Administrator at:
agriculture@gov.mb.ca
2. **Application Worksheet** – all required sections must be completed.
3. **Budget** – must be completed using the Excel template provided.
4. Your most recent **Balance Sheet**
5. Your most recent **12-month Income Statement**

For more information, contact agriculture@gov.mb.ca or call 1-800-811-4411.