



## Sustainable Canadian Agricultural Partnership

Competitive. Innovative. Resilient.

### Agri-Processing Productivity Improvement Program 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

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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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**Demographic Information: Select all that apply. At least one box must be checked.**

<p>Select any of the following groups who will directly benefit from the project's activities</p>	<p>Indigenous People  First Nations  Métis  Inuit  Unknown    Women  Youth (under 40)  Not applicable  Decline to identify</p>
<p>Your response is for information purposes only and will not affect the assessment of the application</p>	

**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	
<ul style="list-style-type: none"> <li>• Enter the Indigenous/First Nation Community name if project activities are occurring primarily within the community.</li> <li>• 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.</li> <li>• Select the appropriate Regional Location if project activities are occurring across a large region, across the entire province or outside Manitoba.</li> </ul>	

**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.)**

<p>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.</p>

## 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? *(select all that apply)*

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 *(max 1,000 characters)*

## Project Information

Describe the project, including:

- How the project will improve productivity
- Estimate productivity gains.
- Specify the equipment and/ or software required to complete the project.
- Identify how the project aligns with one or more of the productivity improvement parameters (i.e. scale-up, automation, bottleneck reduction, waste reduction).
- Provide specific outcomes and deliverables for the project.

*Providing specific information about equipment and/ or software, such as product specifications, model numbers and quotes will help with application assessment.*

For example:

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

(max 2,000 characters)

**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	
Do you plan to sell products and ingredients outside of Manitoba upon completion of the project?	

## Budget Tables

Complete all applicable fields. Financial information must be in **Canadian dollars, less GST**. List each item on a separate row. Include item details in the Description column (e.g. brand, model, unit cost, etc.). A description is required for each item.

### Equipment used for preparing, producing, or packaging a product

Equipment Type	Item Type	Description	Amount
Subtotal - Equipment used for preparing, producing, or packaging a product			

### Materials Handling & Conveyance Systems

Equipment Type	Item Type	Description	Amount
Subtotal - Materials Handling & Conveyance Systems			

Process-Related Fixed Storage & Temperature/Humidity Controlled Storage			
Equipment Type	Item Type	Description	Amount
Subtotal - Process-Related Fixed Storage & Temperature/Humidity Controlled Storage			
In-House Quality Control Implementation or Upgrades			
Equipment Type	Item Type	Description	Amount
Subtotal - In-House Quality Control Implementation or Upgrades			

Software		
Expense Type	Description	Amount
Subtotal - Software		

Budget Summary Table	
Expense Type	Amount
Equipment used for preparing, producing, or packaging a product	
Materials Handling & Conveyance System	
Process-Related Fixed Storage & Temperature/Humidity Controlled Storage	
In-House Quality Control Implementation or Upgrades	
Software	
TOTAL	

## 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)
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Submit form with associated documents together by email to [agriculture@gov.mb.ca](mailto:agriculture@gov.mb.ca)

For more information, contact [agriculture@gov.mb.ca](mailto:agriculture@gov.mb.ca) or call 1-800-811-4411.

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