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# Ag Action Manitoba Program for Industry Service Providers

One program. Built with you in mind.



**A Program Guide to the Terms and Conditions**

2018-2023

Version 5

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# Ag Action Manitoba

## One program. Built with you in mind.

**Ag Action Manitoba** is 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 **industry service providers**.

Industry Service Providers can apply for funding aimed at:

- building assurance practices into their operations
- advancing the pace of innovation through industry-led discovery
- finding new markets

The Ag Action Manitoba program, funded under the Canadian Agricultural Partnership, 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 Canadian Agricultural Partnership's programs to ensure they meet regional needs.

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## 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**

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## SECTION 1

# Program Description

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

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

With this program, industry service providers can:

- find new markets
- develop new products
- harness new technologies

Program activities work to improve environmental sustainability and skill development.

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## SECTION 2

# Program Eligibility

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

## Industry Service Providers

SERVICE PROVIDER	ACTIVITY
Auction Mart*	Market Development
Assembly Yard*	Market Development
Association of Manitoba Community Pastures	<b>Assurance: BMP: Improved Pasture and Forage Quality</b> <b>Assurance: BMP: Managing Livestock Access to Riparian Areas</b> <b>Assurance: Farmland Beaver Damage Control</b>

\* In order to be eligible for the activity, 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
Business Consultant	Resource Development
Conservation District	Assurance: Watershed EGS
Feed Mill	Market Development
First Nation Community Band Councils	Assurance: Farmland Beaver Damage Control
Food Distributor	Capital Assets and Equipment Market Development
Human Resource Consultant	Resource Development
Licensed Commercial Kitchen	Capital Assets and Equipment Market Development
Licensed Commercial Manure Applicator	Assurance: BMP: Direct Manure Injection Assurance: BMP: In-season Manure Application
Livestock Transporter	Market Development
Northern Association of Community Councils	Assurance: Farmland Beaver Damage Control
Rural Municipality	Assurance: Farmland Beaver Damage Control

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.

Government employees, who are the majority shareholder (50 per cent or higher) 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 programs
- amounts due and owing by the applicant under other Canadian Agricultural Partnership and Manitoba programs

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

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## SECTION 3

# Program Activities

Eligible Industry Service Providers can apply to the following activities under the Ag Action Manitoba Program:

- **capital assets and equipment**

- **market development**
- **resource development**

See Section 5 through 10 for more details on each activity.

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## 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. The applicant must provide detailed costs for each activity and focus area in the 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.

### Funding from government

When including funds from 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

\* Does not apply to the Assurance: Watershed EGS activity.

### Ineligible costs

The recoverable portion of GST is ineligible.

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.**

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## SECTION 5

# 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 Bands 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 any of the following:

- licensed trappers trapping in an area authorized by their licence
- licensed registered trapline holders (RTL) who have first obtained an appropriate Wild Animal Kill Permit from the district conservation officer
- agricultural producers, or their designate, who have first obtained an appropriate Wild Animal Kill Permit from the district conservation officer
- 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 Association of Manitoba Community Pastures
- 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 levellers
- 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

Applications will be assessed based on program priorities and beaver management risks in the applicant's region.

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## SECTION 6

# 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.
- EFPs must be renewed every five years.

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.

**Expenses for project activities started before the date in the funding decision letter or contribution agreement will not be reimbursed.**

### **Eligible and ineligible costs**

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

## BMP: Improved Pasture and Forage Quality (301)

The AMCP 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 (CO<sub>2</sub>) 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 (N<sub>2</sub>O).
- Improved forage quality enables cattle to digest feed more efficiently, resulting in reduced enteric methane (CH<sub>4</sub>) 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
- improved habitat for pollinators

### Requirements for eligibility

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

Funding is intended to support practices that increase perennial legume prevalence and forage species diversity in pastures and improve grazing management to boost pasture productivity and quality.

### 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

- 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

The following information will be required in the 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 can be made available - please contact Manitoba Agriculture at 1-844-769-6224)

### 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: 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
- equipment or additional components that enhance the nutrient delivery system

### Ineligible costs

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

## BMP specific questions

The following information will be required in the 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

The following information will be required in the 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: Managing Livestock Access to Riparian Areas (503)

Effective management of both surface and ground water sources used for livestock production is essential for ensuring the health and longevity of both the livestock and their pastures.

The AMCP 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. Properly functioning and adequately protected ground and surface water sources are essential to ensuring the health of livestock and ground water sources.

### 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

- Water source development - **Wells**
  - drilling new or deepening existing wells, test hole drilling, screening, casing, well caps etc.
  - water pumps and required plumbing components
  - professional and contractor fees
- Water source development - **Dugouts**
  - constructing new or rehabilitating existing dugouts, test hole drilling, etc.
  - professional and contractor fees

- Alternative watering system equipment
  - solar, wind or grid powered systems
  - associated components and installation costs
- Permanent fencing to restrict livestock access to surface water and dugouts
  - construction materials
  - associated components and installation costs
- Permanent pipeline development
  - pipe, plumbing materials, trenching, earthworks, etc.
  - professional and contractor fees
- Watering system components\*
  - watering bowls, troughs or storage tanks
- Personal labour (\$25 per hour) and personal equipment use (at set program rates)

\* Eligible as a part of a water source development project; items are not eligible as a stand-alone.

### Ineligible costs

- maintenance and operation expenses
- perimeter fencing for upland grazing management
- expenses related to removing or replacing existing fences or water infrastructure, such as storage tanks or water troughs
- portable livestock corral panels
- portable gas/diesel powered water pumps, water meters
- materials and construction costs for pump houses
- aeration systems for dugouts, etc.
- shallow or above ground pipelines (e.g., pipelines that are above the frost line)
- hauling or pumping of water to fill empty dugouts



## Notes

- Conservation districts may offer complimentary programs such as abandoned well sealing and alternative watering systems. Please contact your local conservation district for more information.
- This BMP is not intended for yard site development.
- Wells must be drilled by a licensed well driller.
- Wells must be located at least 100 metres away from confined livestock areas.
- Exclusion fencing around dugout is mandatory (no direct watering from dugout).
- Applicants must meet all regulatory requirements. This may include:
  - a Water Rights Licence from Manitoba Sustainable Development (required for all livestock operations extracting more than 25,000 litres (25 cubic metres or 5,499 Imperial gallons) per day). If developing a new water source for such an operation, a permit must be obtained prior to the commencement of development.
  - approvals from the rural municipality or Crown.
  - any other standards or approvals as required by law.

## BMP specific questions

The following information will be required in the application:

- For riparian projects: What type and number of livestock will be excluded from surface water?
- For riparian projects: How will you manage the riparian vegetation (if present)?
- How far is the proposed fence from the water source (well, dugout or riparian area)? Are all dugouts fenced? Please include a map that clearly shows the waterbody and proposed fence.
- How will you manage the riparian vegetation (if present)?

- What are you going to use for a water source and system? What is the location and capacity of the new water source and fence lines?
- You must include a diagram or aerial photograph that explains what your project will include. Be sure that your diagram(s):
  - Identifies the location of all wells, surface water bodies/water courses and any additional sources of water, and indicates the distance between all farm structures and identified sources of water
  - Clearly shows the waterbody and proposed fence line
  - Identifies the location of all relevant farm structures: buildings, fuel tanks, livestock facilities, fence lines, manure storages, pesticide storages, utilities (telephone, power, gas), roads, trails, field and pasture layouts, including fences and watering systems for livestock, etc.
  - Shows direction of overland flow/runoff (i.e., slope) and drainage features (e.g., berms, collection basins, ditches, etc.)
- Photos can also be very helpful. If you have pictures of the project area, please include them.
- Have you included at least one official quote for contracted items (e.g., engineering, earthworks, building erection, etc.), with all specifications, materials and labour itemized in the budget section?

## Reference materials

For more guidance in developing your application, visit:

- Manitoba Sustainable Development: **The Role and Importance of Riparian Areas in Manitoba**
- Manitoba Sustainable Development: **Licensing, Regulation and Policy** (Water Use Licensing)
- **Manitoba Conservation Districts Association**

## 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. Benefits include the potential for farms to reduce the risk of nutrient loss to water, mitigate and adapt to climate change, and increase the level of carbon stored in the soil. Adoption of on-farm strategies that improve environmental stewardship can assist in mitigating potential nuisance complaints and enhance public trust of farming operations.

**3. Project Planning:** Project planning proposals are scored on their ability to clearly show that the project design will result in the intended outcome. Projects must be adequately designed and applications must clearly identify locations, steps, process and intent, especially with respect to environmental benefit.

The costs must be properly itemized, specific and realistic. Projects should alleviate risks identified in the applicant's Environmental Farm Plan workbook.

## SECTION 7

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

**Estimated outcomes to include in your project description:** Acre-feet of storage, contributing area managed by structure, potential peak flow reductions.

## 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 and pollinator biodiversity, and uncultivated habitat for nesting and foraging
- increased carbon sequestration

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

**Estimated outcomes to include in your project description:** Acres restored or enhanced, acre-feet of water storage, wetland classification.

## 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 and pollinator habitat and biodiversity
- increased carbon sequestration
- improved field productivity

ELIGIBLE PRACTICES	ELIGIBLE EXPENSES	INELIGIBLE EXPENSES
<ul style="list-style-type: none"> <li>• establishment of soil health crops (including cover crops, green manures and polycrops)</li> </ul>	<ul style="list-style-type: none"> <li>• seed and crop production inputs</li> <li>• seeding</li> </ul>	<ul style="list-style-type: none"> <li>• crops harvested for direct profit (e.g., annual crops, winter wheat)</li> </ul>

**Estimated outcomes to include in your project description:** Acres improved, number of species included, number of years practice will be followed.

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

**Estimated outcomes to include in your project description:** Number and type of livestock excluded, kilometres fenced, acres seeded, acres protected by type (wooded, shoreline, wetland class, etc.).

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

**Estimated outcomes to include in your project description:** Acres rejuvenated or enhanced, trees planted, greenhouse gas reduction.

## 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, increased pollinator habitat 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 (N<sub>2</sub>O).
- increasing carbon sequestration through the production of perennial forages. Perennial forages remove carbon dioxide (CO<sub>2</sub>) 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"> <li>• salinity control</li> <li>• erosion control</li> <li>• landscape restoration</li> </ul>	<ul style="list-style-type: none"> <li>• engineering and consultative fees</li> <li>• costs for seed, seeding and weed control</li> <li>• geotechnical and survey costs</li> <li>• earthwork and revegetation costs</li> </ul>	<ul style="list-style-type: none"> <li>• fencing for grazing management</li> <li>• cover crops and nurse crops to aid in perennial crop establishment</li> <li>• pre-seeding field preparation</li> </ul>

**Estimated outcomes to include in your project description:** Acres rehabilitated.



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

**Estimated outcomes to include in your project description:** Acres planted, kilometres planted, trees planted, woodlot management plans completed, number of species planted.

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## SECTION 8

# 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 relate to scaling up production and improving productivity through the introduction of new and innovative technology, through process automation, or through skill development and training of employees.
- **Investment over \$1 million:** supports major expansion projects related to scaling up production and improving productivity, the introduction of new and innovative technology, and process automation. This includes projects addressing environmental sustainability initiatives such as wastewater treatment.

## 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 fiscal year or \$100,000 over the life of the program. Subject to availability of funds and project priority.

**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 based on the following information:

- project description
- 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 increase in the use of Manitoba agri-inputs
  - the production of goods that displaces imports 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

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## SECTION 9

# Market Development

Market development will create opportunities for auction marts, assembly yards, livestock transporters, feed mills, food distributors and licensed commercial kitchens to maintain existing markets and capture emerging opportunities, 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 marketplace
- **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:** increases 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 directly associated 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 of 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)
- the purchase of capital equipment associated with attending or participating in a trade show
- the 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 based on the following information:

- 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
  - the production of goods which displaces imports from outside Canada
  - an increase in exports
  - an increase in the value or volume of animal proteins, plant-based proteins or dairy
- production capacity
- market plan

See Appendix A for further details on eligible and ineligible trade show expenses.

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## SECTION 10

# 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.

Applications for funding can be made to develop the following materials:

- manuals, brochures and factsheets
- transitional planning guides
- instructional videos
- social media items

### 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
- administration (capped at 8 per cent of total approved project costs)
- travel and accommodation for consultants or representatives of the applicant who are involved in the project
- incremental supplies and materials
- communications costs, such as printing and postage
- in-kind contributions such as labour, facilities and equipment rental, materials and supplies, and inventory

### Ineligible costs

The following costs are **ineligible** for funding

- any expenses incurred before or after the dates noted in 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

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## SECTION 11

# How to Apply for Funding

Applications are available on the Manitoba Agriculture website. Go to [www.manitoba.ca/agriculture](http://www.manitoba.ca/agriculture) and click on Ag Action Manitoba.

Manitoba Agriculture will publish deadline dates through [newsletter](#), website and social media channels.

Applications must be submitted to the program administrator no later than the 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 for program activities may be single or multi-year. Multi-year projects can be up to three consecutive years.

Project activities must be completed on or before December 31, 2022 or no payment will be issued.

Each program activity must be completed within the following timelines:

ACTIVITY	FOCUS AREA	PROJECT DURATION
Assurance	All focus areas	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.

## SECTION 12

# 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.

If work is started on a project before formal written approval of program funding is received, the applicant does so at their own risk. A project may not be approved for funding and/or may not be approved to receive all of the funding applied for. Even where a project is approved for funding, no approved eligible costs will be funded unless and until all agreements and documents required in connection with the applicant's participation in the program are received by the program administrator.



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## SECTION 13

# Appeals

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

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## SECTION 14

# 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 4A4

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, and have paid, all expenses associated with the project before they can be reimbursed.

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.

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## SECTION 15

# 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

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## SECTION 16

# 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.

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## SECTION 17

# 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

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## SECTION 18

# 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.

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## SECTION 19

# 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.

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## SECTION 20

# 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.

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## SECTION 21

# 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.

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## SECTION 22

# 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.

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## SECTION 23

# 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.

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## SECTION 24

# 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 to whom the Conflict of Interest Act, the Conflict of Interest Code for Members of the House of Commons 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 current or former Manitoba government 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.

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## SECTION 25

# 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 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.

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## SECTION 26

# 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.

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## SECTION 27

# Termination of the Program

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

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## SECTION 28

# Definitions

**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.

**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:** 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.

**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 distributor:** a company that stocks food products in a warehouse and delivers these products when they are ordered to retail grocery stores and to food service outlets such as restaurants.

**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 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.

**Licensed commercial kitchen:** a facility that has been inspected by either Manitoba Health, Healthy Living and Seniors or Manitoba Agriculture and has been issued a Permit to Operate a Food Handling Establishment. It can be a private for-profit entity or a not-for-profit entity.

**Manitoba government employee:** any full time, regular, parttime or term individual employed by the provincial government, including any special operating agency or Crown corporation.

**Manitoba senior public servant:** the clerk of the executive council; a deputy minister or equivalent or an assistant deputy minister; a chairperson, president, vice-president, chief executive officer or deputy chief executive officer of a Crown agency; a person who is designated or who occupies a position that is designated under section 31.1 of The Legislative Assembly and Executive Council Conflict of Interest Act; and includes a person who, on a temporary basis, occupies a position described here.

**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 program eligibility. Where several of the eligible groups are involved in a single proposal, one individual shall be assigned as project contact for the group.

**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

## Market Development: Trade Show Costs

ELIGIBLE TRADE SHOW COSTS	LIMIT	COMMENT
Renting turnkey booth	None	Expenses directly related to exhibiting at a trade show that will result in increase business capacity to maintain existing markets or capture emerging market opportunities in the sector.
Rental of booth space	None	
Rental of booth hard walls, equipment, furniture, lighting and accessories	None	
Design, purchase and install of one-time booth signage (not including hanging signage)	Maximum \$250 per trade show	
Electrical hook-up for booth	None	
Onsite marketing (product showcase, show guide advertising, badge inserts, online advertising, decals and show bag inserts)	Maximum \$250 per trade show	
Tents	\$100 per trade show	
Onsite translator	Maximum 1 translator per trade show per day	
Rental of hand washing station	Maximum 1 per trade show	
Rental of freezer or cooler space (including costs associated with moving of product in and out of the freezer)	Maximum 1 freezer or 1 cooler pallet per trade show	
Contract catering services to prepare product samples for the show	Maximum \$100 per trade show per day	
Cost of trade show organized business-to-business meetings	None	
Membership (only if required to exhibit)	Maximum 1 company membership per trade show per year	

APPENDIX A

## Market Development: Trade Show Costs (continued)

ELIGIBLE TRADE SHOW COSTS	LIMIT	COMMENT
<b>Hotel</b>	Maximum \$115 per night (includes each trade show day, the day before and after the trade show)	Expense indirectly related to exhibiting at a trade show that will facilitate increasing business capacity to maintain existing markets and/or capture emerging market opportunities in the sector.
<b>Shipping booth display or equipment to the show</b>	Maximum \$500 per trade show	
<b>Shipping samples to show</b>	Maximum \$150 per trade show	
<b>Meal per diem</b>	Max of \$35 per day, up to two employees, receipts must be submitted for each meal, no tips or alcohol purchases will be accepted	
<b>Economy airfare</b>	Maximum 2 economy airfares per trade show	
<b>Checked airline baggage</b>	Maximum of 1 regular baggage fee per person/airfare; up to a maximum of 4 regular baggage fees per show	
<b>Car rental</b>	Maximum of \$35 per day not including insurance; (includes each trade show day, the day before and after the trade show)	
<b>Public ground transportation (e.g., taxi, bus, train)</b>	Must indicate on receipt purpose of trip; start and end locations	
<b>Conference or trade show registration (includes educational sessions)</b>	Maximum 2 employee registrations per show	
<b>Reimbursement of gasoline</b>	When gasoline charges are less than airfare to the event	

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APPENDIX A

## Market Development: Trade Show Costs (continued)

INELIGIBLE TRADE SHOW COSTS	REASON
<b>Cost of company labour for booth</b>	These expenses are part of normal business activity.
<b>Cost of samples</b>	
<b>Cost of trade show liability insurance</b>	
<b>Design of marketing materials</b>	
<b>Recoverable portion of taxes</b>	
<b>Purchase of equipment associated with attending or participating in a show</b>	
<b>Cost of product testing or lab work (e.g., chemical analysis)</b>	
<b>Cost of lead retrieval scanner</b>	Expense directly related to exhibiting at a trade show but that are unnecessary to increasing business capacity to maintain existing markets or capture emerging market opportunities in the sector.
<b>Cost of telecommunications or WIFI</b>	
<b>Cost of parking a vehicle</b>	
<b>Cost of labour to put together, install or dismantle hanging signage</b>	
<b>Cost of addition meeting space/rooms</b>	
<b>Cost of booth cleaning</b>	
<b>Booth development</b>	A booth can be used at multiple events and can be seen as directly or indirectly related to a trade show, but unnecessary to increasing business capacity to maintain existing markets or capture emerging market opportunities in the sector.







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## Contact us

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- Visit your local Manitoba Agriculture office