



Sustainable Canadian Agricultural Partnership

Competitive. Innovative. Resilient.

Pre-Approved Food Safety & Traceability Equipment Program Rebate Worksheet

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

Legal Name of the Business or Organization

--	--

Last Name

First Name

--	--

Primary Phone Number

Primary Email

--	--

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.

Permits and Licences

Permit to Operate a Food Handling Establishment from Manitoba Agriculture

--

Health Permit from Manitoba Health

--

Safe Food for Canadians (SFC) Licence

- A Safe Food for Canadians licence is only required if you do not have a permit from Manitoba Agriculture or Manitoba Health.
- For each item that has a “**Yes**” value, you will be required to include a copy of the permit or licence along with this Rebate Worksheet.
- If you select “**No**” to all three (3) items above, do not proceed with this Rebate Worksheet.

Company Sales

Are a significant portion of your company sales in wholesale trade including retail outlets, food service establishments, and wholesale distributors?

--

If you have selected “**No**” do not proceed with this Rebate Worksheet.



Project Title: From the dropdown menu below, select one

Project Summary

This project will implement equipment that will assist the Manitoba agri-food and agri-product sectors in adopting and improving food safety and traceability practices.

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

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

Gender Based Analysis Plus: Select all that apply, at least one box must be checked

1. Select any of the following groups who will directly benefit from the project's activities. Select all that apply, at least one box must be checked.

- Indigenous People
 - First Nations
 - Métis
 - Inuit
 - Unknown
- Women
- Youth (under 40)
- Not applicable
- Decline to identify

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

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

Municipality	
Name of Indigenous/First Nation Community	
Regional Location	
<ul style="list-style-type: none">• Use Rural 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.• Use Indigenous/First Nation Community if project activities are occurring primarily within the community.• Use Regional Location if project activities are occurring across a large region, across the entire province or outside Manitoba	

Claim

Claim Details

- You must provide copies of detailed invoices and proof of payment for all claimed expenses and materials.
- Invoices must have a number and date (preferably typed) and the date cannot be altered. “Quote” documents are not acceptable as an invoice and will be rejected.
- Only send in invoices for items which are specifically listed in the Program Guide as eligible expenses. If there are additional, items not associated with the project on an invoice, circle the portions of the invoice that refer to the eligible costs you are claiming.
- Goods and Services Tax (GST) must be removed from the claimed amount, as it is an ineligible expense.
- All invoices must be paid in full prior to submission of this Rebate Worksheet and must be accompanied by proper proof of payment.

- **Proof of Purchase/Invoice** is documentation to prove that a purchase has been made and must contain the following:
 - Invoice number
 - Invoice date
 - Vendor/Seller name and contact information (address, phone number, email)
 - Description of item purchased
 - Quantity of item purchased
 - Price of item and total cost (less any discounts, financing charges, etc.)

- **Proof of Payment** is documentation to prove that an expense has been paid for. Eligible forms include:
 - Cheque
 - Front and back of cleared cheque
 - Front of cheque and a processed/cleared stamp from the bank
 - Cash
 - Point-of-sale receipt showing that the balance has been paid in full
 - Handwritten invoices with “Paid” or “Paid Cash” is **not an acceptable** form of proof of payment and will not be accepted
 - Cash withdraw receipt from an ATM is not an acceptable form of proof of payment and will not be accepted
 - Credit Card
 - Credit card statement
 - Bank statement
 - Bank Transfer, Money Order or E-Transfer
 - eTransfer summary including vendor name, amount transferred, date and financial institution

Additional Information

- Project will be cost shared between the applicant and the government at a ratio and maximum funding amount outlined in the Program Guide. Additional information on specific eligible expenses, can be found in the Program Guide.
- Expense information must be based on actual expenses, and in Canadian funds, less GST.
- The applicant must incur, and have paid for, all eligible expenses associated with the project before they can be reimbursed.
- If an invoice is not available, an itemized point-of-sale receipt will be an acceptable alternative.
- Proof of purchase/invoice must be in the name of the applicant to be eligible.
- Proof of payment must be in the name of the applicant to be eligible.
- Credit card statements or bank statements can be used in instances where the original proof of payment cannot be provided.
- For any third-party purchasing and billing, the following information is required:
 - Proof of purchase/invoice from the vendor
 - Proof of payment between the third-party and the vendor
 - Proof of purchase/invoice between the applicant and the third-party
 - Proof of payment between the applicant and the third-party
- Invoices must be dated no earlier than April 1, 2024, and no later than January 23, 2025.

Budget Tables: Complete all applicable fields, financial information must be in Canadian dollars, less GST.

Table 1: Food Safety Equipment

Item	Purchased Item	Invoice Number	Invoice Attached	Proof of Payment Attached	Amount
1					
2					
3					
4					
5					
6					
7					
8					
9					
10					
11					
12					
13					
Subtotal					

Table 2: Traceability Equipment

Item	Purchased Item	Invoice Number	Invoice Attached	Proof of Payment Attached	Amount
1					
2					
3					
4					
5					
6					
7					
8					
9					
10					
11					
12					
13					
Subtotal					

Budget Summary Table

Expense Type	Amount
Food Safety Equipment	
Traceability Equipment	
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), in order to facilitating 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 or ARDFIPPA@gov.mb.ca.

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, understands, accepts, and agrees to the terms and conditions contained in the Program Guide, the Program Terms and Conditions and this Rebate Worksheet.

The Applicant confirms that the Applicant meets all of the requirements of an eligible applicant and that the amounts claimed by the Applicant in this Rebate Worksheet are valid eligible expenses under the Program.

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

All statements and all information provided by the Applicant in its electronic funds transfer form are complete, true, and accurate and the form has been signed by a duly authorized representative of the Applicant.

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

Name of person who completed and will submit the Rebate Worksheet	
Title of person who completed and will submit the Rebate Worksheet	
Date Rebate Worksheet completed and submitted (YYYY – MM – DD)	

Submit the Rebate Worksheet along with any associated documents together by email to agriculture@gov.mb.ca

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

Electronic Funds Transfer

Manitoba Agriculture, Manitoba Agricultural Services Corporation (MASC) and Sustainable Canadian Agricultural Partnership are always looking for ways to serve you better.

We are pleased to offer the Electronic Fund Transfer (EFT) payments option. EFT payments are a better alternative to paper cheques, providing you with the following advantages:

- Faster delivery of funds.
- Better cash management and forecasting.
- Certainty of delivery.
- Eliminating the hassle of slow and misdirected paper mail.
- Eliminating the hassle of changing business address.
- Elimination of paper check handling, check depositing and lost cheques.
- Saving the environment by reducing paper.

To register for the EFT payment, please send an email to agriculture@gov.mb.ca and request the EFT form.

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

If the worksheet is complete, and you are ready to submit, please click on the SUBMIT button and the document will be attached to a new email. Please note that if any field with a red border is left blank, the form cannot be submitted