

Sustainable Canadian Agricultural Partnership

Competitive. Innovative. Resilient.


Indigenous Agriculture and Relationship Development – Indigenous Agriculture and Food Systems

Program Guide

Version 2.0



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Section 1 - Program Description

The Canadian Agricultural Partnership (Sustainable CAP) program supports a wide variety of activities and strategic investments. This guide focuses on programs that enable community-driven, culturally relevant projects and activities that enhance Indigenous food systems and agriculture knowledge.

The Indigenous Agriculture and Food Systems program supports projects and activities that increase food security and food sovereignty, support the revitalization of traditional food systems, training, skill and resource development, climate change adaptation, and/or increases Indigenous participation within Manitoba's agriculture and agri-food sector.

Section 2 - Program Eligibility

The Indigenous Agriculture and Food Systems program is open to the following First Nation, Métis, and Inuit Indigenous Groups, including:

- Businesses and organizations
- Communities
- Government
- Primary producers
- Other Indigenous-led groups undertaking agricultural initiatives

Eligible applicants:

- Can be from inside or outside of Manitoba, as long as the activities occur in Manitoba or have a positive outcome for the province and Indigenous Peoples living in Manitoba.
 - Priority will be given to those applicants who operate or reside in Manitoba.
- Must ensure that they meet all eligibility requirements.

A business or organization with multiple divisions, operating names, or units, will count as one business or organization.

Government employees, who are the majority shareholder (50 per cent or higher) in a business or organization, are not eligible to apply for funding. A business or organization, 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 Sustainable Canadian Agricultural Partnership programs

- Amounts due and owing by the applicant under other Sustainable Canadian Agricultural Partnership and Manitoba programs

Section 3 - Cost Share Funding

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

Eligible Expenses

Expenses must be directly related to the execution of an approved project. The applicant must provide expense details for each funding stream in the Application Worksheet.

The following expenses are eligible for reimbursement:

- Capital Equipment
- Facility and Equipment Rentals
- Incremental Salaries, Wages and Benefits
- Knowledge Transfer expenses related to the development, design and distribution of resource, communication, and extension materials
- Materials and Supplies
- Overhead (up to 10% of total approved eligible expenses)
- Professional Fees
- Subcontracted Services
- Provincial Sales Tax (PST)

The applicant is solely responsible for all project expenses, including all ineligible expenses and any project deficits or over-runs.

Where a project is approved, no eligible expenses will be reimbursed unless a funding agreement is signed.

If work is started on a project before formal written approval of program funding is received, the applicant does so at their own risk.

All expenses must be supported by an invoice and a valid proof of payment. All invoices must be dated on or after April 1, 2024.

Funding from Government:

The applicant must adhere to the stacking limit. The stacking limit refers to the maximum level of total Canadian government funding (federal, provincial/territorial, and municipal) a successful Applicant can receive towards total approved eligible expenses of a project.

The maximum level of total government funding must not exceed:

- 100 percent of total approved eligible expenses; or
- If the Applicant is a for-profit business or organization, 75 per cent for capital items that are approved eligible expenses.

Ineligible Expenses

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

- Any expense, including a tax, which is eligible for a rebate, credit, or refund such as Goods and Services Tax (GST)
- In-kind contributions such as staff labour, the use of assets and equipment, etc.
- Any expenses incurred before, or after, the dates listed in the funding agreement
- Any expenses not required for the execution of the project
- Normal operating expenses associated with carrying out business operations
- Extended warranties
- Expenses associated with lobbying
- Spare parts not used as part of the project
- Financing charges, loan interest payments, bank fees and charges
- Any compensation to any government employee for organizing or delivering parts of the project
- Purchase of land, buildings and facilities, associated taxes, and fees (e.g., land transfer tax)
- Any additions or upgrades to new or existing buildings and facilities, associated taxes, and fees
- Normal, current, or ongoing maintenance expenses (e.g., repairs to existing equipment, replacing aged or damaged equipment, upgrades to existing plumbing or electrical systems)
- Expenses related to establishing a commercial operation
- Expenses for office renovations
- Multi-use items (e.g., items that are not directly related to the project activities, such as computers, tablets, printers, phones, cameras, pressure washers, batteries, ATV, trucks, clothing and footwear, tools, fuel)
- Any project-related activity that generates revenue during the implementation of the project
- Equipment or software that is leased, rented, or on a subscription where ownership is not immediately transferred to the applicant (financing equipment through the manufacturer or seller of the equipment, rather than a bank or credit union, is acceptable)
- Registration of intellectual property stemming from the development of new technologies
- Leasing or renting of capital equipment
- Expenses incurred for other projects
- Any item purchased before April 1, 2024
- Any other expense deemed ineligible by the program administrator



Section 4 - Funding Streams

The Indigenous Food Systems and Agriculture program supports initiatives that assist the development and delivery of activities that will increase food security and sovereignty in Indigenous communities through three funding streams. Projects must be completed by August 21, 2025.

The Indigenous Agriculture and Food Systems program includes the following three funding streams:

- Planning and Consulting
- Training and Resource Development
- Capital Equipment and Software



Planning and Consulting

Supports access to community-driven culturally relevant assistance services and the development of resource materials that focus on food system development and expansion, increases agriculture knowledge, business development, management and planning, risk awareness, and market expansion.

Eligible activities may include but are not limited to the following:

- Surveying existing agricultural and food systems activities, asset mapping, and land use.
- Feasibility study of agricultural development options, food security planning, and/or business planning functions related to agriculture and food production, processing, and other associated activities.
- Developing business plans and community food systems for new agriculture and/or food processing initiatives.
- Developing business plans to support scaling up existing food systems and/or food processing initiatives.

Cost Share

There is a cost share ratio of 100:0 (government: applicant) and an \$80,000 funding cap for this activity. Projects must be completed by August 21, 2025.

Eligible Expenses

The following expenses are eligible for funding:

- Professional fees for consulting agencies or firms associated with conducting primary research and developing assessments, plans, studies, and reports.
- Incremental salaries, wages and benefits for extension specialists and staff working with communities.
- Overhead expenses (e.g. internal administration, use of own materials and supplies, use of own equipment, etc.), capped at 10% of total approved eligible expenses.



Training and Resource Development

Support to advance the agriculture, agri-food and agri-product sector's capacity and competitiveness by providing funding to support incremental group learning activities, knowledge transfer events and resource development. Projects must be completed by August 21, 2025.

Cost Share

There is a cost share ratio of 100:0 (government: applicant) and a \$10,000 funding cap for this activity.

Training

Includes sharing skills, group learning and knowledge transfer events, such as conferences and workshops, peer-to-peer learning activities, and other community-driven culturally relevant food system learning initiatives.


Eligible activities may include but are not limited to the following:

- **Peer-to-Peer Training/Learning:** Interactions/activities where community members learn from, and with, each other in both formal and informal ways.
- **One-on-one Training:** Informal interactions/activities where a participant receives one-on-one knowledge transfer, either in-person, over the phone or provided electronically from an expert/trainer/professional.
- **On-site Training:** Training that occurs at a place of business and involves more than one participant (e.g., field demonstrations, field tours).
- **Web-based Training (including webinars):** Training delivered via the internet where an instructor controls a virtual curriculum and interactions, or the learner sets their own learning pace.
- **In-Person Training:** Traditional training where participants attend a training institution or facility and engage with an instructor in a particular field.
- **Conferences/Trade Shows:** A participant attends a large-scale event off-site specifically as a knowledge transfer/training opportunity.

Eligible Expenses

The following expenses are eligible for funding:

- Professional speaker fees and travel accommodations
- Purchase of education and training materials
- Facility and equipment rentals
- Registration fees associated with a training event (e.g. workshop, webinar, course, etc.)
- Travel expenses directly related to participating in a training event (e.g. workshop, webinar, course, etc.)

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- Overhead expenses (e.g. internal administration, use of own materials and supplies, use of own equipment, etc.), capped at 10% of total approved eligible expenses.

Ineligible Expenses

The following expenses are not eligible for funding:

- Events which are primarily related to sales or marketing opportunities
- Hospitality grants
- Sponsorship events

Resource Development

Includes the development of digital and print materials to provide accurate information and resource materials to community members.

Eligible activities may include but are not limited to the following:

- Instructional videos
- Manuals, brochures, and factsheets
- Strategic, transition, and planning guides (e.g. communication plans, marketing plans, etc.)
- Website and social media items

Eligible Expenses

- Materials and supplies
- Professional fees and travel accommodations
- Subcontracted services related to the development, design and distribution of communication and extension materials.
- Overhead expenses (e.g. internal administration, use of own materials and supplies, use of own equipment, etc.), capped at 10% of total approved eligible expenses.

Capital Equipment and Software

Supports access to capital items required in implementing and/or scaling up food system/agriculture projects from production and processing to preservation. Funding will be used to address barriers identified in business and/or project plans. Funding may also support the adoption of new technologies into community owned infrastructure. This can include equipment purchases that support the transformation of raw products into value-added goods, enhance traditional harvesting practices, or bring new products into the market.

Cost Share

There is a cost share ratio of 50:50 (government: applicant) up to a maximum of \$50,000. Projects must be completed by August 21, 2025.

Eligible Expenses

The following expenses are eligible for funding:


- Equipment required to establish or scale up primary agriculture activities such as investments in greenhouse infrastructure and technology, controlled growing methods and production practices.
- Equipment required to establish or scale up food processing and preservation activities including establishment or expansion of existing facilities, such as:
 - mobile abattoirs
 - community kitchens
 - commercial kitchens
- Equipment required to revitalize or expand traditional food systems such as food harvesting, preservation, and processing, including:
 - precision agriculture
 - automation
 - new processing methods and equipment
 - customized software and machinery
- Subcontracted services for equipment delivery, installation, and demonstration.
- Overhead expenses (e.g. internal administration, use of own materials and supplies, use of own equipment, etc.), capped at 10% of total approved eligible expenses.

Requested capital equipment and software funding must be referenced within a food system or agriculture plan.

Ineligible Expenses

The following expenses are ineligible for funding:

- Multi-use equipment which is not specifically used for agriculture-only activities (e.g. snowmobile, side-by-side, all-terrain vehicle, food trucks, etc.)

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- Any equipment that is used in the production or processing of seaweed, fish, and seafood
 - The purchase of drones
 - The purchase of tools
 - Consumables (fuel, clothing, footwear, etc.)

Section 5 - Application Worksheet Assessment

Application Worksheets will be assessed according to the following criteria:

- Project description
- Project deliverables and outcomes
- Capital and financial capacity
- Management capacity
- Alignment with Indigenous objectivities and priorities, including impact on youth, women and elders
- Engagement with associated Indigenous community (including leaders and other community members)

Section 6 - How to Apply for Funding

Applicant Information Forms and Application Worksheets are available on the Manitoba Agriculture website. Go to <https://www.manitoba.ca/scap/> and click on Indigenous Agriculture and Relationship Development.


Manitoba Agriculture will publish deadline dates through the department's Growing Manitoba Ag newsletter, website, and social media channels.

Applicant Information Forms and Application Worksheets and required documentation can be emailed to Manitoba Agriculture at agriculture@gov.mb.ca.

Applicant Information Forms and Application Worksheets must be submitted to the program administrator no later than the deadline of **11:59 PM on July 18, 2024**.

Applicant must acknowledge and agree to any terms and conditions contained in the Application Information Form, Application Worksheet, Program Guide and Program Terms and Conditions.

Only the applicant may sign the program application or other program documents.



Applicants must comply with all provincial and federal government laws and regulations applicable to their project and to their business or organization's operations.

Applicants must also 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.

Funding for 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.

Project activities must be completed, and all reports submitted on or before **August 21, 2025**, or no payment will be issued, unless otherwise stated in the contribution or funding agreement.

Definitions

Applicant: a person or entity who satisfies all the eligibility requirements set out in the terms and conditions and who submits an Applicant Information Form and an Application Worksheet under this program.

Engagement: seeks to better engage the community to achieve long-term and sustainable outcomes, processes, relationships, discourse, decision-making, or implementation.

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

Government Employee: any full-time, regular, part-time or term individual employed by the federal or provincial government, including any special operating agency or Crown corporation.

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

Hospitality Event: a prearranged event, such as an annual conference or an annual general meeting, where a business will invite guests, members, clients, etc. to a venue to discuss ongoing business activities related to operations, objectives, priorities, etc. A hospitality event may or may not include meals, beverages, or refreshments.


Incremental Expenses: expenditures that can be directly attributed to the project outlined in the Application Worksheet and are over and above normal business operational expenses.

In-kind Contributions: non-monetary goods and/or services that are not reimbursable by the program.

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.

Overhead: expenses which are required for project completion but cannot be directly attributed to any specific project activity, product, or service. Overhead will be capped at



10% of total approved eligible expense. Examples include internal administration, accounting and legal expenses, use of own equipment, office supplies, utilities, internal materials and supplies, etc.

Person: includes an individual, partnership, association, or corporate body (entity).

Primary Producer: an individual grower, producer or rancher, partnership, corporation, co-operative or any other association of people who is actively engaged in farming.

Program Activity: a specific action under the Program, where applicants can apply for funding. Activities may have one or several focus areas.

Program Administrator: Manitoba Agriculture, or where applicable, any person engaged by the Manitoba government, to carry out administrative activities related to the program.

Sponsorship Event: an event where support is related to brand awareness, advertising and exposure and the funder may be compensated with complementary event passes, booth space, speaking engagements, promotional event materials, prizes, food, gifts, honorariums, etc.

Stacking Limit: the maximum level of total Canadian government funding (federal, provincial/ territorial, and municipal) that a successful applicant can receive.

Sustainable Canadian Agricultural Partnership: 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.

Terms and Conditions: the program rules that applicants accept and agree to follow, as part of the funding agreement; may be occasionally revised, altered or amended.