

Sustainable Canadian Agricultural Partnership

Competitive. Innovative. Resilient.

Indigenous Agriculture and Relationship Development – Indigenous Agriculture and Food Systems Program Guide

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For any questions, contact the program administrator:
Sustainable CAP
agriculture@gov.mb.ca
1-800-811-4411

Section 1 - Program Description

The Sustainable 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 will 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 CAP programs
- Amounts due and owing by the applicant under other Sustainable CAP 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 in the Application Worksheet.

The following expenses are eligible for reimbursement:

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

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

All eligible expenses must be invoiced and paid within the eligible project start and completion dates.

All invoices for eligible expenses must be issued in the applicant's name, and payment must be made by the approved applicant.

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.

Ineligible Expenses

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

- Any expenses paid before the start date, or after the completion date, listed in the funding agreement.
- 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 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, 2025
- Invoices not issued in the applicant's name and/or payment not made by the approved applicant
- Any other expense deemed ineligible by the program administrator

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

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. Projects must be completed by February 1, 2027.

The current intake for the Indigenous Agriculture and Food Systems program includes the following funding stream:

- Enhancing Indigenous Food Systems

Enhancing Indigenous Food Systems

Activities will focus on the development and expansion of local and/or community-based food systems. Food systems funding includes a broad range of activities that may include revitalization of traditional food systems, community gardens, local food sovereignty initiatives and value-added agriculture initiatives.

All proposals must demonstrate how they will support Indigenous (First Nation, Metis, Inuit) communities, businesses, and organizations in increasing food security and sovereignty and strengthen Indigenous peoples' success within the agriculture and food sector.

Proposed projects must be based on a business plan, engagement outcomes, community development plan, feasibility study or other planning documentation. Applicants may be asked to provide this documentation to support the project application.

May include but are not limited to the following activities:

- Implementing projects identified in food system and/or business development plans, this may include activities that support:
 - Testing and adopting technologies or practices to enhance food systems including:
 - agriculture practices (new and existing technologies) that aim to restore soils, water and biodiversity health to improve overall ecosystem services and make farmland more resilient to climate change
 - Value added exploration
 - Addressing climate change and enhancing climate change resilience, including:
 - assessing current/projected water availability and needs
 - preparing and implementing risk management plans
 - identifying new crops, cultivars, and opportunities to transition to more sustainable production methods

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- Enhancing youth participation and food system education opportunities, including:
 - increase Indigenous participation in agriculture and food processing initiatives
 - transfer knowledge to address skill shortages
 - support the revitalization of cultural and economic food harvesting, production, and processing practices through training and knowledge sharing
 - Scaling up of production and/or processing by:
 - addressing barriers to growth/limitations identified within business plans
 - investments in community or cooperatively owned farming, processing tools, and infrastructure
 - Revitalization of traditional food production and processing practices, including:
 - food harvesting
 - food preservation
 - production of culturally appropriate foods

Cost Share

There is a cost share ratio of 100:0 (government: applicant) and \$200,000 funding cap for this activity. Projects will have a maximum of twenty-two months to be completed, beginning April 1, 2025.

Eligible Expenses

The following expenses are eligible for funding:

- Knowledge transfer expenses related to the development, design and distribution of communication and extension materials
- Incremental salaries, wages and benefits for specialists to assist communities with food system initiatives, research, land mapping or other approved activities
- Materials and supplies
- Professional fees
- Subcontracted services
- Facility and equipment rental fees associated with the project
- Overhead (up to 10% of total approved eligible expenses) (e.g. internal administration, use of own materials and supplies, use of own equipment, 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

Before you apply:

Interested applicants may contact the department directly at agriculture@gov.mb.ca to discuss if your project fits within program eligibility and criteria. If deemed a fit, the department will invite you to submit a full proposal.

Alternatively, you may be contacted directly by the department, based on the department's awareness/knowledge of your project.

To submit a full proposal:


Applicant Information Forms and Application Worksheets will be provided by the department, for those projects that have been deemed a fit with the program eligibility and criteria.

Applicant Information Forms and Application Worksheets must be submitted to the program administrator at agriculture@gov.mb.ca no later than the deadline of **11:59 PM on January 30, 2025**.

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

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

Only the applicant may sign the Applicant Information Form, Application Worksheet, or other program documents.



In the case of corporations, partnerships and other business organizations, a designated person with legal authorization must sign the Applicant Information Form, Application Worksheet, 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 the date stated in the funding agreement.

Definitions

Applicant: a person or entity who satisfies all the eligibility requirements set out in 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.