

Sustainable Canadian Agricultural Partnership

Competitive. Innovative. Resilient.

Indigenous Agriculture and Relationship Development Program – Relationship Development and Engagement Program Guide

Version 2.0





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Section 1 - Program Description

The Relationship Development and Engagement program supports actions and activities related to engagement and enhancing relationships between industry, academia, and Indigenous Peoples. Community engagement is a critical component of project design, development, and success. The program offers funding to eligible applicants to engage community members from project development through to project design and delivery.

Available funding focuses on opportunities to:

- Build relationships between sector participants, including industry, organizations, boards, watersheds, rural municipalities and other businesses and Indigenous communities and government to enhance partnerships and explore collaborative sector opportunities, and land management.
- Build relationships between research institutions, academia and Indigenous communities and government to support the exploration of research projects or training initiatives.
- Increase community participation in early planning and development of food systems.
- Other engagement or relationship development efforts to increase sector inclusivity.

Section 2 - Program Eligibility

The Relationship Development and Engagement program is open to:

- Indigenous Groups (First Nation, Métis, and Inuit) including governments, individuals, businesses, communities, organizations, and other Indigenous-led groups undertaking agricultural initiatives
- Municipal governments
- Other Industry organizations
- Processor organizations
- Producer organizations
- Research bodies, academia

Eligible applicants:

- Must demonstrate how the engagement project will tie into future initiatives.
- Must demonstrate how the engagement project will support the advancement of economic reconciliation.
- 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; the cost share ratio is up to a maximum of 100:0 (government: applicant). There is a maximum funding limit of \$5,000 per event up to a total of five (5) events. Projects which involve five (5) events can receive up to \$25,000. Projects must be completed by August 21, 2025.

Eligible Expenses

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

The following expenses are eligible for reimbursement:

- Facility and equipment rentals
- Professional speaker and facilitator fees and travel accommodations
- Elder and/or Knowledge Keeper fees and travel accommodations, up to \$350 for a full day or \$175 for a half day
- Materials and supplies
- Culturally appropriate food and refreshments that are sourced from an Indigenous business or community (where possible)
- Culturally appropriate gifts, capped at 10% of total approved eligible expenses
- Knowledge Transfer expenses related to the development, design and distribution of communication and extension materials
- Provincial sales tax (PST)
- 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



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, use of assets and equipment, materials, technical, consulting, and professional services
- 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
- Expenses associated with lobbying
- Financing charges, loan interest payments, bank fees and charges
- Any compensation to any government employee for organizing or delivering parts of the project
- Multi-use items (e.g., items that are not directly related to the project activities, such as computers, tablets, printers, phones, cameras, pressure washers)
- The purchase of gift cards
- Any project-related activity that generates revenue during the implementation of the project
- Expenses associated with a hospitality or sponsorship event
- Travel expenses for internal staff of volunteers
- Expenses incurred for other projects

- Any item purchased before April 1, 2024
- Any other expense deemed ineligible by the program administrator

Section 4 - Application Worksheet Assessment

Application Worksheets will be assessed according to the following criteria:

- Project description
- Project deliverables and outcomes
- Engagement with associated Indigenous community and community members
- Alignment with government of Manitoba objectives, such as:
 - Advancing economic reconciliation
 - Advancing inclusion (including impact on youth, women, and elders)

Section 5 - How to Apply for Funding

Applicant Information Forms and Application Worksheets are available on the Manitoba Agriculture website. For more information, go to:

<https://www.manitoba.ca/scap/indigenoussagri/relationship-development.html>.

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 4, 2024**.

Applicants must acknowledge and agree to any terms and conditions contained in the Applicant Information Form and Worksheet.

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.

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.

Application Worksheets are received and reviewed on a first come, first served basis.

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 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.

Government Employee: any full-time, regular, part-time or term individual employed by the provincial or federal 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.

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.

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

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



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.

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.