Sustainable Canadian Agricultural Partnership

Competitive. Innovative. Resilient.

Indigenous Agriculture and Relationship Development – Indigenous Agriculture and Food Systems

Program Guide

Version 1.0

Manitoba

Canada

Contents

Section 1 - Program Description

Sustainable CAP supports a wide variety of activities and strategic investments. This guide focuses on program activities directed towards community driven culturally relevant assistance to enhance Indigenous food systems and agriculture knowledge.

Indigenous Agriculture and Food Systems support actions and activities that look to increase food security and sovereignty in communities, support and enhance the revitalization of traditional food systems, training and skill development, climate change adaptation, and/or increase participation within the agriculture and agri-food sector.

Section 2 - Program Eligibility

Indigenous Agriculture and Food Systems program is open to:
- Indigenous businesses and organizations
- Indigenous communities
- Indigenous government
- Indigenous 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.
- 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 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 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, 2023.

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, 2023
- Any other expense deemed ineligible by the program administrator

Section 4 - Funding Streams

Indigenous Food Systems and Agriculture program will support initiatives that:

- Grow Indigenous foods systems and increase food sovereignty, including the revitalization of traditional production methods and practices
- Increase Indigenous participation within the agriculture and agri-food sector
- Provide training to enhance land management, use and planning knowledge
- Training and skills development
- Engage youth in food production practices and enterprises
- Enhance the development and adoption of climate change and sustainability practices
- Enhance partnership and collaborative opportunities
- Support scale up of production and processing facilities
- Explore market opportunities and market expansion
- Address climate change challenges and mitigate risk

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

- Planning and Consulting
- Training
- Enhancing Indigenous Food Systems
- 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.

May include but are not limited to the following activities:

- 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 system 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 $80,000 funding cap, for this activity. Projects will have a maximum of twenty-four months to be completed.

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 (up to 10% of total approved eligible expenses) (e.g. internal administration, use of own materials and supplies, use of own equipment, etc.)

Training

Supports 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.

Applicants can apply for funding for:

- **Conferences/trade shows**: A participant attends a large-scale exposition off-site specifically as a knowledge transfer/training opportunity, as opposed to a sales or marketing opportunity.
- **In-Person Training**: Traditional training where participants attend a training institution or facility and engage with an instructor in a particular field. As part of this formally registered group, the learner has the opportunity to exchange information and experiences that may require testing at the end to confirm an acceptable level of knowledge retention/ understanding. Resulting grades and/or certificates upon completion may also be involved (e.g., workshops, seminars, in-class training).
- **Internships**: A supervised on-the-job training assignment designed to give students the skills and knowledge required for entry into a trade or profession over a defined period.
- **Mentorships:** Formalized guidance from experienced individuals/professionals/senior persons (mentors) who share their professional skills, knowledge and insights with less experienced individuals/ professionals/junior persons (mentees) interested in professional development.
- **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).
- **Peer-to-Peer Training/Learning**: Interactions/activities where participants learn from, and with, each other in both formal and informal ways.
- **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. Participation is virtual and the training may be either live or pre-recorded. Participation is usually at the participant's convenience, not necessarily a defined date and time, and may include testing at the end to confirm an acceptable level of knowledge retention/ understanding. Web-based training may also include testing, grades and/or certificates upon completion.

Cost Share

There is a cost share ratio of 100:0 (government: applicant) and $10,000 funding cap, for this activity. Projects will have a maximum of twelve months to be completed.

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

Enhancing Indigenous Food Systems

Activities will focus on the design and development of community based food systems from planning and training, through to implementation. Food systems funding includes a broad range of activities that may include revitalization of traditional food systems, community gardens, local food sovereignty initiatives and agriculture.

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

May include but are not limited to the following activities:

- Implementing projects identified in food system and/or business development plans
- 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
- 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 a more sustainable production methods
- 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
  - supporting branding and e-commerce
  - 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 thirty-six months to be completed.

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.)

Capital Equipment and Software

Support access to capital items required in implementing and/or scaling up food system/agriculture projects from production and processing to preservation. Fund 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 will have a maximum of twelve months to be completed.

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 (excludes fish harvest) 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, instillation, and demonstration
- Overhead (up to 10% of total approved eligible expenses) (e.g. internal installation, use of own materials and supplies, use of own equipment and tools, etc.)

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

Section 5 - Application Worksheet Assessment

Application Worksheets will be assessed according to the following information:

- 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.

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.

Applicants must also accept and agree to all of 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, depending on the funding stream.

Project activities must be completed and all reports submitted on or before the project completion date listed in the funding agreement or no payment will be issued.

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.

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

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)

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

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.