

2013-14 PARTNER 4 GROWTH PROGRAM

Terms and Conditions

1. Purpose of the Program:
 - 1.1. The purpose of the program is to identify and pursue rural economic development opportunities based on community or regional strategic advantages which will assist communities and regions to strengthen or diversify economic activity.

2. Definitions:
 - 2.1. *Agreement* is a conditional funding agreement between the Province of Manitoba and a Participant to develop and implement an economic stimulus project which matches the purpose of the Program within a prescribed time frame.
 - 2.2. *Applicant* is any entity who submits an application form for consideration.
 - 2.3. *Participating Partners* are the Community or Non-Profit Entities that contribute financial or in-kind support to the Project, but cannot be an individual, for-profit enterprise, nor a government funded research station, agency or institution.
 - 2.4. *Capital Goods* are any tangible assets that an organization uses to produce goods or services such as infrastructure, equipment and machinery.
 - 2.5. *Community(ies)* is an entity or entities as recognized under The Northern Affairs Act, a municipal authority as recognized under The Municipal Act or First Nations Councils outside the city of Winnipeg.
 - 2.6. *Fiscal year* is April 1 to March 31.
 - 2.7. *GO Office* means a Manitoba Agriculture, Food and Rural Initiatives Growing Opportunities Office (see Appendix A for listing).
 - 2.8. *Minister* means the Minister of Agriculture, Food and Rural Initiatives or his authorized representatives
 - 2.9. *Non-Profit Entity* is an organization that does not distribute its surplus funds to owners or shareholders, but instead uses them to help pursue its goals
 - 2.10. *Participant* is an Applicant which has been selected by the Province of Manitoba to receive funds and has subsequently signed an Agreement.
 - 2.11. *Program Administrator* means Manitoba Agriculture, Food and Rural Initiatives.
 - 2.12. *Program* means the Partner 4 Growth Program
 - 2.13. *Project Application Date* is established by the Program Administrator upon receipt of a completed application.

3. Program Objectives and Financial Support:
 - 3.1. The objective of the program is to provide support to communities and regions:

- 3.1.1.1. to identify strategic economic opportunities, through the Regional Economic Assessment Process (REAP) or other processes
 - 3.1.1.2. to investigate the feasibility of economic opportunities
 - 3.1.1.3. to implement activities that lead to the realization of the identified economic opportunities.
 - 3.2. Priority will be given to projects that align with the goals of a regional strategic plan and which most directly impact the economic growth outcomes of the plans.
 - 3.3. Projects will be cost shared with the Applicant's Participating Partners up to a 50/50 matching basis, to a maximum Program contribution of up to \$8,000 for identification of economic opportunity activities or to investigate the feasibility of economic opportunities and up to \$15,000 for activities that lead to the realization of the identified economic opportunities.
 - 3.4. Applicant and Participating Partners contributions may be a combination of in-kind and cash.
 - 3.5. In-kind contributions cannot exceed 50% of Applicant contribution towards Program matching.
 - 3.6. Total provincial and federal government funding cannot exceed 75% of total project costs.
4. Eligible Applicants:
- 4.1. An Eligible Applicant is a Community or Non-Profit Entity but not an individual, for-profit enterprise, nor a government funded research station, agency or institution;
 - 4.2. Projects must be of a regional nature and must impact more than one local government geographic area.
5. Eligible Activities:
- 5.1. An Applicant may apply for funding for any activity which has been undertaken for the purposes identified in Section 1 above.
 - 5.2. All activities and payment for goods and services must be completed by March 1st, 2014.
6. Application:
- 6.1. The Applicant is required to submit a completed application form as prescribed by the Program Administrator.
 - 6.2. All applications must include written support from the Participating Partners where the project is being conducted detailing the cash and in-kind levels of support.
 - 6.3. All applications must also include written support from the local government bodies (eg: Municipalities, Towns, First Nation) which are within the geographic area defined in the application.
 - 6.4. The application form must be submitted by a properly authorized person. If the person who submits the application is not properly authorized to do so, they will be held personally liable. Proof of authorization may be required by the Program Administrator.
 - 6.5. The Program Administrator shall review each application, and may request amendments to the Application.
 - 6.6. An Applicant may submit multiple applications for separate and distinct projects.

7. Agreement:

- 7.1. An Approval Committee will review all of the applications received by the intake deadline. Applicants will be notified by the Program Administrator regarding the decision of the approval committee.
- 7.2. If selected, the Applicant shall be required to sign an Agreement as prescribed by the Program Administrator within 10 days of date of the letter of notification; in order to become a Participant.
- 7.3. The Agreement must be signed by a properly authorized person. If the person who signs is not properly authorized to do so, that person will be held personally liable. Proof of authorization may be required by the Program Administrator.
- 7.4. The Participant agrees to participate in public announcements regarding funding of their project. The development of communications plans, products and activities for the project must be reviewed and approved by the Program Administrator.
- 7.5. Any changes to the Agreement initiated by the Participant must be authorized by the Program Administrator.

8. Eligible Expenses include:

- 8.1. Labour;
- 8.2. Materials;
- 8.3. Operational costs of equipment;
- 8.4. Documented and/or receipted administration costs not associated with the execution of the regular activities of the Participant;
- 8.5. Hospitality and travel expenditures within Province of Manitoba Guidelines associated with the hosting of events;
- 8.6. Marketing and promotional materials related to future planned projects;
- 8.7. Rental or lease of facilities, equipment and/or machinery;
- 8.8. Any other expenditure which, at the discretion of the Program Administrator, is deemed to be eligible.

9. Ineligible expenses include:

- 9.1. Administrative and staffing costs associated with the execution of the regular activities of the Participant;
- 9.2. Capital items;
- 9.3. Cost of financing a commercial operation;
- 9.4. Good and Services Tax, value-added taxes, or other items for which a refund or rebate is eligible to be received by the Participant;
- 9.5. Hospitality and travel expenditures beyond Province of Manitoba guidelines or gifts associated with the hosting of events;

- 9.6. Profit;
- 9.7. Any other expenditure which, at the discretion of the Program Administrator, is deemed to be ineligible.
- 9.8. The Program Administrator may specify a maximum eligible payment for labour, equipment use, and goods.
- 9.9. The Applicant and Participating Partners are and will remain liable for any ineligible costs or costs that exceed the limits identified above.
- 9.10. All eligible costs must be incurred on or before March 1st, 2014.

10. Payments:

- 10.1. Advance payments of 75% of the total approved provincial contribution will be issued upon project approval.
- 10.2. The Participating Partner will receive the 25% or remaining balance upon receipt of an approved final report.
- 10.3. Repayment of the advance issued may be required by the Participating Partner if final project report does not document sufficient eligible expenses.
- 10.4. Invoices for eligible costs should be submitted and clearly state the project number as well as be signed by the Participant.
- 10.5. Payments cannot be deferred to a subsequent fiscal year.
- 10.6. The contribution shall be used to cover the Eligible Costs related to the Agreement.
- 10.7. Payments are limited to actual costs incurred.

11. Final Report:

- 11.1. The Participant agrees to submit a final report within 45 days of project completion or by March 14th. The final report, including financial statements and outcomes achieved, shall be in a form as prescribed by the Program Administrator.
- 11.2. Final program payment will be paid upon receipt and acceptance of the final report and supporting documents by the Program Administrator.

12. Termination of the Program:

The Program shall terminate, without prior notice, if:

- 12.1. the Government of the Province of Manitoba determines that the Program should not continue; or
- 12.2. there are insufficient funds to continue the Program as contemplated.

13. Verification and Declarations:

- 13.1. The Participant agrees to supply the Program Administrator with all documentation or information required to verify and administer the Program.

- 13.2. The Participant shall establish and maintain such accounting and other records as are necessary for the proper financial management of the Agreement, in accordance with generally accepted accounting principles.
- 13.3. The Program Administrator may verify any information submitted to the Program through audits.
- 13.4. The Program Administrator may, at any reasonable time, require an evaluation and audit to determine the effectiveness of the Agreement.
- 13.5. The Participant shall be at all times solely responsible for and shall save harmless and indemnify the Province of Manitoba and its appointed representatives against any claims, liabilities and demands with respect to any injury or death to persons, damage or loss to property, economic loss or infringement of rights caused by, or related to the performance of any activity undertaken during the performance of the Agreement.

14. Waiver of Liability:

The Participant acknowledges that neither the Province of Manitoba nor its representatives(s) nor any of them, are liable to the Participant, the Participant's heirs, administrators and assigns for personal injury, property damage, or any other damage, injury, claim or loss whatsoever arising out of this Program and the Participants participation in it.

15. Refunds/Overpayments:

If it is determined by the Program Administrator that a payment in contravention of these Terms and Conditions and/or the laws of the Province of Manitoba or Canada, has been received by the Participant, such payment will be considered to be a debt owing by the Participant to the Province of Manitoba or its representative(s). The Participant agrees to refund such payment to the Province of Manitoba or its representative(s) within thirty (30) days of notice being provided to them.

13. False or Misleading Information:

Any Participant who provides false or misleading information to the Program Administrator may forego all Program payments, and be liable to repay all Program payments they have received and may be subject to prosecution.

14. Ministerial Discretion:

The Minister has the absolute discretion to determine any payments under this Program notwithstanding the Program Terms and Conditions.

Appendix A: Manitoba Agriculture, Food and Rural Initiatives GO Offices

Altona GO Centre
Box 969, 67-2nd Street NE
Altona, Manitoba R0G 0B0
(204) 324-2804

Arborg GO Centre
Box 2000, 317 River Road West
Arborg, Manitoba R0C 0A0
(204) 376-3300

Ashern GO Centre
Box 260, 43 Railway Avenue
Ashern, Manitoba R0C 0E0
(204) 768-2782

Beausejour GO Centre
Box 50, 20 First Street S
Beausejour, Manitoba R0E 0C0
(204) 268-6094

Boissevain GO Office
Box 729, 460 South Railway E
Boissevain, Manitoba R0K 0E0
(204) 543-2010

Brandon GO Office
1129 Queens Avenue
Brandon, Manitoba R7A 1L9
(204) 726-6482

Carberry GO Centre
Box 160, 37 Main Street
Carberry, Manitoba R0K 0H0
(204) 834-8815

Carman GO Office
Box 667, 65-3rd Street NE
Carman, Manitoba R0G 0J0
(204) 745-5610

Dauphin GO Centre
27 Second Avenue SW
Dauphin, Manitoba R7N 3E5
(204) 622-2007

Dugald GO Office
Box 160, 712 Dugald Road
Dugald, Manitoba R0E 0K0
(204) 853-5170

Gladstone GO Centre
Box 532, Morris Avenue
Gladstone, Manitoba R0J 0T0
(204) 385-6633

Hamiota GO Centre
Box 50, 221 Elm St., Hwy 21 N
Hamiota, Manitoba R0M 0T0
(204) 764-3010

Killarney GO Office
Box 190, 411 Broadway Ave
Killarney, Manitoba R0K 1G0
(204) 523-5260

Lundar GO Office
Box 40, 9 Main Street
Lundar, Manitoba R0C 1Y0
(204) 762-5649

Melita GO Centre
Box 519, 139 Main Street
Melita, Manitoba R0M 1L0
(204) 522-3256

Morden GO Office
536 Stephen Street
Morden, Manitoba R6M 1T7
(204) 822-5461

Morris GO Office
Box 100, 229 Main Street S
Morris, Manitoba R0G 1K0
(204) 746-2312

Minnedosa GO Office
Box 1198, 36 Armitage Avenue
Minnedosa, Manitoba R0J 1E0
(204) 867-6572

Neepawa GO Office
Box 670, 41 Main Street E
Neepawa, Manitoba R0J 1H0
(204) 476-7020

Pilot Mound GO Office
Box 180, 8 Fraser Street
Pilot Mound, Manitoba R0G 1P0
(204) 825-3512

Portage la Prairie GO Office
25 Tupper Street N
Portage la Prairie, MB R1N 3K1
(204) 239-3352

Roblin GO Centre
Box 970, 117-2nd Avenue N
Roblin, Manitoba R0L 1P0
(204) 937-6640

Russell GO Centre
Box 160, 434 Main Street N
Russell, Manitoba R0J 1W0
(204) 773-5130

Shoal Lake GO Office
Box 100, 4th Avenue E
Shoal Lake, Manitoba R0J 1Z0
(204) 365-0966

Somerset GO Centre
Box 189, 279 Carlton Street
Somerset, Manitoba R0G 2L0
(204) 744-4050

Souris GO Centre
Box 850, 130 1st Ave. W.
Souris, Manitoba R0K 2C0
(204) 483-2153

Steinbach GO Office
Unit C - 284 Reimer Avenue
Steinbach, Manitoba R5G 0R5
(204) 346-6080

Stonewall GO Office
Box 920, 336 Main Street
Stonewall, Manitoba R0C 2Z0
(204) 467-4700

St. Pierre GO Centre
Box 100, 466 Sabourin Street S
St. Pierre, Manitoba R0A 1V0
(204) 433-7749

Ste. Rose GO Office
Box 180, 630 Central Avenue S
Ste. Rose, Manitoba R0L 1S0
(204) 447-4032

Swan River GO Centre
Box 370, 120-6th Avenue N
Swan River, Manitoba R0L 1Z0
(204) 734-3417

Teulon GO Centre
Box 70, 77 Main Street
Teulon, Manitoba R0C 3B0
(204) 886-2696

The Pas GO Centre
Box 2550
236-3rd Street and Ross Avenue
The Pas, Manitoba R9A 1M4
(204) 627-8255

Treherne GO Office
Box 299, 163 Smith Street
Treherne, Manitoba R0G 2V0
(204) 723-3232

Urban GO Centre
13-59 Scurfield Boulevard
Winnipeg, Manitoba R3Y 1V2
(204) 945-4521

Viriden GO Centre
Box 850, 247 Wellington St. W
Viriden, Manitoba R0M 2C0
(204) 748-4770

Vita GO Office
Box 10, 108 Main Street N
Vita, Manitoba R0A 2K0
(204) 425-5050

APPENDIX B

2013-14 Partner 4 Growth Program Overview

The 2013-14 Partner 4 Growth program has been established to assist rural regions to strengthen and diversify economic activity based on regional strategic advantages. The program will provide cost shared funding to rural municipalities, communities and non-profit community organizations working in partnership within a region to identify strategic opportunities, investigate the feasibility of these opportunities and implement activities to pursue the opportunities.

Who is eligible?

Manitoba communities and not-for-profit entities outside the city of Winnipeg. Examples of eligible communities include rural municipalities, villages, towns, cities, local government districts, Northern Affairs communities and settlements, and First Nations communities. Examples of eligible groups include regional development corporations, community development corporations, Chambers of Commerce, industry associations, tourism and cultural associations, and other community based organizations.

Projects must be of a regional nature and must impact more than one local government geographic area.

Can an individual or business apply?

No. Individuals and "for-profit" businesses are not eligible.

How do we apply?

Eligible applicants will need to complete the program application form. Completed and signed application forms will be accepted on or prior to May 31, 2013. All applications must include written support from the community(s) identified in the project proposal. Applications must be submitted to the Manitoba Agriculture, Food, and Rural Initiatives (MAFRI) Program Administrator in person, by mail, e-mail or fax (1129 Queens Ave Brandon, MB R7A 1L9, Ph 204-573-0889, Fax 204-726-6220, E-mail Ruth.Mealy@gov.mb.ca). Your local GO Office can also provide support in completing the application (see Appendix A).

How much funding are we eligible to receive under the 2013-14 Partner 4 Growth?

The maximum amount a project can receive is \$8,000 for projects that are intended to identify strategic economic opportunities and feasibility of economic opportunities and \$15,000 for projects that are intended to implement activities to pursue strategic economic opportunities. No application is guaranteed funding. Funding may be approved for a portion of the total amount requested.

Can we receive our money “up front”?

Advance payments for up to 75% of total provincial contributions that have been approved will be made upon completion of a signed Agreement. The balance of approved funding will be paid upon acceptance of the final report with supporting documentation.

What costs are eligible for coverage under the program?

Eligible costs include labour and materials specific to the project, operational cost of equipment, administration costs related to the project, promotional materials, rental or lease of facilities, equipment, and/or machinery necessary for the project. Internal administration costs directly related to the project are eligible, but must be documented and/or receipted.

What costs are ineligible for coverage under the program?

Ineligible costs include administration and staffing associated with regular operations of the participant, capital items, GST and other items for which the applicant is eligible to receive a refund or rebate, hospitality and travel expenditures beyond Manitoba Government guidelines, gifts associated with hosting events, and profit.

Does the project need to be cost shared?

Yes. Projects will be cost shared with the applicant and participating partners on a 50/50 basis, to a maximum Program contribution of up to \$8,000 for identification of strategic economic opportunity activities and for investigation of the feasibility of economic opportunities and up to \$15,000 to implement activities that lead to the realization of identified economic opportunities. Federal and provincial funding cannot exceed 75% of total project costs.

Is a project eligible if it is initiated prior to submitting an application or receiving approval?

Project expenses incurred prior to the Project Application Date are not eligible. Applicants may initiate the eligible activities after a Project Application Date has been established, with the understanding that any or all project funding may not be approved. A Project Application Date will be established by the Program Administrator upon receipt of a completed application. This date will be detailed in the approval letter issued.

How will applications be selected?

The Program Administrator will review the applications on a case by case basis. Factors considered in the selection of Participants will include but not be limited to:

- (a) Applicant meets eligibility requirements.
- (b) Project meets Program objective(s).
- (c) Applicant has sufficient organizational capacity to carry out the project.
- (d) Innovative projects.
- (e) Projects which result in growth of the economy and in employment

When will I be able to apply to the program?

The first intake deadline is May 31, 2013.

What is required of us by the Funding Agreement?

The Funding Agreement will require commitments of the applicant including but not limited to reporting on intended project outcomes and providing financial statements after completion of your project.

What if we receive money from other sources while working on our project?

It may or may not have an impact on the money you will receive from this Program, depending on your specific circumstances. However, disclosure of the extra funding to the program administrator is required. Total federal and provincial contributions cannot exceed 75% of project costs and Manitoba's contribution cannot exceed 50% of project costs.

What if the plans for our project change after our application has been approved?

The changes might impact the intent of the agreement and/or the amount of funding available. Disclosure by the applicant and approval by the Program Administrator of the intended changes is required.

Will there be inspections / audits?

Yes, verification and on-site audits may be conducted, as provided for in the Terms and Conditions.