



Sustainable Canadian Agricultural Partnership

Competitive. Innovative. Resilient.

Sustainable Agri-Processing Program Application Worksheet for Building Envelope, Lighting and Ventilation Upgrades

Applicant Information: Enter contact information for the Business or Organization and the primary contact person

Legal Name of Business or Organization

Last Name

First Name

Primary Phone Number

Primary Email

Project Title: Provide a clear, descriptive title for the proposed project. *(max. 250 characters)*

Project Summary: Provide a short overview of the proposed project. *(max. 500 characters)*



Demographic Information: Select all that apply. At least one box must be checked.

Select any of the following groups who will directly benefit from the project's activities.

Your response is for information purposes only and will not affect the assessment of the application.

Indigenous People

- First Nations
- Métis
- Inuit
- Unknown
- Women
- Youth (under 40)
- Not applicable
- Decline to identify

How many full-time employees do you have?

How many part time employees do you have?

In what geographical jurisdictions do you currently sell your products? *(select all that apply)*

Manitoba Canada Internationally I do not currently sell my products

If internationally was selected, please identify the top five countries or regions *(by sales)*:

Item	Country or Region
1.	
2.	
3.	
4.	
5.	

Describe the product/s that you currently produce or distribute. *(max. 500 characters)*

Identify all Manitoba and/or Canadian agricultural inputs that your business or organization uses significant volumes of in their product(s) per year. In column A identify all significant agricultural inputs; column B identify what province or territory the input is sourced; column C, identify the volume/weight/quantity of the input used per year; column D indicate the unit of measure for each input; and column E identify the cost to purchase each input per year.

Name of Agricultural Input (A)	Source (B)	Volume Per Year (C)	Unit of Measure (D)	Cost per Year (E)
	Select One			
	Select One			
	Select One			
	Select One			
	Select One			

Indicate the number of customers you CURRENTLY **directly** sell to for each customer type.

	Agri-food Processors	Agri-product Processors	Wholesale Distributors	Retail Stores	Restaurants/ Other
Current number of customers you DIRECTLY sell to					

Project Location: Using one of the options below, indicate the location where the majority of project activities will take place

Rural Municipality	Choose an Item
Indigenous/First Nation Community	
Regional Location	Choose an Item
<ul style="list-style-type: none"> • Use Rural Municipality if the majority of project activities are occurring in a specific area or location. If the project takes place across two or more municipalities, select the single municipality where the majority of project activities are occurring. • Use Indigenous/First Nation Community if project activities are occurring primarily within the community. • Use Regional Location if project activities are occurring across a large region, across the entire province or outside Manitoba 	

Project Information

Describe the main issue that the project is intending to solve or describe what business opportunity is being explored? (E.g., To reduce energy consumption for estimated annual savings of \$5,000 and to contribute to Manitoba's GHG reduction). *(max. 1,000 characters)*

Explain how the issue will be solved or business opportunity explored. *(max. 1,500 characters)*

Explain any secondary issues directly related to this project that will result and will need to be addressed that stem from solving the main issue or pursuing the main business opportunity. (E.g., Conversion from using two central hot water heaters to six on-demand hot water heaters on the production floor will necessitate a significant retrofit of our plumbing systems). *(max. 1,500 characters)*

If you are you working with or plan on working with any service providers, agencies, consultants or other individuals to complete your project, identify who you are working with and what their role and responsibilities will be in assisting you in completing your project. *(max. 1,000 characters)*

Project Outcomes, Milestones, Deliverables and Environmental Metrics

Expected Project Outcomes: indicate up to three expected project outcomes. (E.g., Conversion from two central hot water heaters to six smaller on-demand hot water heaters throughout the plant will save \$4,000 per year). *(max. 500 characters for each outcome)*

Item	Description
A.	
B.	
C.	

Project Milestones: Indicate when significant milestones will be achieved (such as purchase of equipment, installation of equipment, etc.)

Milestone	Estimated Completion Date	Description
1.		
2.		
3.		
4.		
5.		

Environmental Metrics

This section of the form collects project information.

- This information is required for the application assessment process.
- If your application is successful:
 - You will also need to confirm this information upon project completion and prior to project payment.
 - We understand that the proposed project (this application worksheet) and the actual project may vary due to unforeseen circumstances. You will not be penalized for variation between the projections in this application and actual project outcomes; however you are required to request approval from Manitoba for major project changes prior to executing those changes.
- Use the “Existing Equipment” chart below to indicate each type of equipment that you plan to upgrade, retire, or retrofit that will lead to energy savings. If you have multiple units of a piece of equipment, you can note that in the “equipment quantity” column. For the current annual energy consumption per each item, note the KWh of energy used for only **one** (1) piece of that equipment.
- Use the “New Equipment” chart below to indicate the corresponding activity that you plan to do with each piece of equipment in the “Existing Equipment” chart. This may include purchasing new equipment, or a description of improvements/upgrades/retrofits you plan to implement to achieve energy savings for each piece of equipment. If you plan to do this for multiple pieces of equipment, you can note the quantity of each item in the corresponding column. For the annual energy consumption figures, use the value for only **one** (1) piece of that equipment.

Building Envelope, Lighting and Ventilation Upgrades

Part A. Existing Equipment

Item	Description	Quantity	Energy Type	Annual Energy Consumption (per item) in KWh
Example	Motors for walk-in freezer	2	Electric	550
1				
2				
3				
4				
5				
6				
7				
8				

Part B. New Equipment				
Item	Description	Quantity	Energy Type	Estimated Annual Energy Consumption (per item) in KWh
Example	New motors for walk-in freezer	2	Electric	300
1				
2				
3				
4				
5				
6				
7				
8				

Project Timeline and Budget		
Timeline		
Estimated Start Date (earliest start date April 1, 2025)	Estimated End Date (latest end date February 1, 2026)	Duration (in months)

Budget

The budget information will be entered into a separate excel document titled “**Program Budget Template – SAP – Building Envelope**”. Once complete, the excel document and this PDF Application Worksheet are to be submitted together via email to the Program Administrator.

Privacy Notice and Declaration

The Department of Agriculture (“Manitoba Agriculture”) is collecting Applicant information, which may include personal information, under the authority of clause 36(1)(b) of The Freedom of Information and Protection of Privacy Act (“FIPPA”) as the information relates directly to, and is necessary for, determining and verifying Applicant eligibility for programs administered under the Sustainable Canadian Agricultural Partnership (“Program”).

Manitoba Agriculture is authorized to use information, which may include personal information, under the authority of clause 43(1)(a) of FIPPA, for the purpose of determining and verifying Applicant eligibility for the Program.

Manitoba Agriculture is authorized to disclose information to the Government of Canada, which may include personal information, under the authority of clauses 44(1)(i) and 44(1)(x.1) of FIPPA, in order to facilitate the monitoring and evaluation of a shared cost program or service.

All personal information collected by Manitoba Agriculture is protected under FIPPA. Personal information cannot be used or disclosed for any other purpose, unless consent is provided or the disclosure is authorized or required under FIPPA.

Should you have any questions about the collection, use or disclosure of personal information, contact the Access and Privacy Co-ordinator at 204-945-4823.

This Declaration must be completed by a duly authorized representative of the Applicant.

Checking the boxes below indicates acceptance and is required.

- The Applicant has read and understands the Program Guide and confirms that the Applicant meets all of the requirements of an eligible applicant.
- The Applicant has read and understands the Program Terms and Conditions.
- If the Applicant’s funding request is approved, the Applicant agrees to comply with the Program Guide and the Program Terms and Conditions.
- The Applicant represents and warrants that no Manitoba government employee holds a 50% or more ownership interest in the business or organization that is applying for funding.
- The Applicant represents and warrants that no current or former member of the Legislative Assembly of Manitoba holds an ownership interest in the business or organization that is applying for funding.
- The Applicant understands that if the Applicant’s funding request is approved, that approval and payment of funding is subject to and conditional upon the Applicant signing a written funding agreement, satisfactory in form and content to Manitoba Agriculture.
- The information provided in this Application Worksheet is complete, true, and accurate.

The Applicant confirms that the information provided in the Applicant Information Form:
a) previously submitted under the Sustainable CAP Program; or
b) submitted together with this Application Worksheet;
is complete, true and accurate.

	Date Application Worksheet completed and submitted (YYYY – MM – DD)
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Submit form with associated documents together by email to agriculture@gov.mb.ca

For more information, contact agriculture@gov.mb.ca or call 1-800-811-4411.

To save the form, please click on the SAVE button and save the form to your desktop (or anywhere else on your computer)	
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