

# MMDF FULL APPLICATION

MAY 2020

## PART 1: APPLICANT INFORMATION

<b>1 Applicant Information</b>										
Eligible Organization Type <input type="radio"/> Community Organization <input type="radio"/> Non-Profit Organization <input type="radio"/> For-Profit Entity <input type="radio"/> Educational Institution <input type="radio"/> Business <input type="radio"/> Organization <input type="radio"/> Municipality										
Legal Organization Name					"Operating as" Name					
<b>2 Project Contact Information</b>										
Legal Family Name			Legal Given Name			Primary Telephone No.		Ext.		
Email			Fax No.			Secondary Telephone No.		Ext.		
Language of Correspondence <input type="radio"/> English <input type="radio"/> French										
<b>3 Mailing Address</b>										
Unit /Suite/ Apt.	Street Number	Number Suffix	Street Name				Street Type			
Street Direction	PO Box or Route Number		Municipality (City, Town, etc.)			Province		Postal Code		
<b>4 GST or Canada Revenue Agency Number</b>					<b>5 Website Address</b>					
<b>6 Name of Signing Official</b>		Name			Title			Email		
<b>7 Provide a brief profile and history of your organization.</b>										

## PART 2: PROJECT INFORMATION

### MMDF OBJECTIVE

The purpose of MMDF is to provide financial support for mining and economic development initiatives that create new opportunities and capitalize on existing assets in the north and across Manitoba. MMDF encourages projects that create short and long-term sustainable economic development, opportunities, advance the diversification of local economies, and enable collaboration and partnerships that lead to enterprise opportunities in the province of Manitoba.

8	Project title			
9	Anticipated start date		10	Anticipated completion date
11	Describe how the project meets the MMDF priorities and preferences.			
12	Describe the project.			
13	Describe the project's activities.			
14	Describe the intended benefits of the project. How will it help the region remain competitive?			
15	Are post-proposal activities required? If so, how are you going to financially support these activities?			

16	<p>Identify and demonstrate your efforts/results in obtaining funding from other sources. How are your partners going to be involved in supporting this project? Have all appropriate partners been engaged?</p>	
17	<p>Identify and demonstrate your efforts/results in obtaining multi-community support?</p>	
18	<p>Describe your project team, and its capacity and ability to undertake this project.</p>	
19	<p>Describe any challenges or risks which may influence the successful completion of the proposed project. Describe how you plan to mitigate these risks or challenges.</p>	
20	<p>Describe your communications plan for the project.</p>	
21	<p>Describe any potential environmental impact of the proposed project.</p>	

**PART 3: PROJECT WORKPLAN**

Activities	Start Date	End Date	Outputs
List each activity/sub-activity in chronological order.	YYYY/MM/DD	YYYY/MM/DD	For each activity listed, indicate what will be produced, where applicable.
Activity 1:			
Activity 2:			
Activity 3:			
Activity 4:			
Activity 5:			
Activity 6:			
Activity 7:			
Activity 8:			
Activity 9:			

## PART 4: TOTAL SOURCES OF FUNDING

Resources			Status of Funding			
Sources of Funding (Indicate all sources of funding requested, in cash or in-kind, and whether the funding is confirmed or pending)			Cash	In-kind *	Date Confirmed	Pending (Expected Date)
<b>Applicant's Contribution</b>			\$	\$	NA	NA
<b>MMDF Funding Requested</b>			\$	NA	NA	NA
<b>Other Sources</b>	<b>Name of Funding Source</b>					
<b>Partners**</b>		\$				
		\$				
		\$				
<b>Provincial or Municipal Government Funding</b> <i>(provide Initiative name)</i>		\$				
		\$				
<b>Other Federal Gov't Funding</b> <i>(excluding MMDF) (provide Initiative name)</i>		\$				
		\$				
<b>Total Project Funding</b>			\$	\$		
<b>Percentage</b>			%	%		

\* In-kind refers to contributions other than monetary which offset a portion of the project's eligible costs.

\*\* Provide details and the amounts of any federal, provincial, or municipal government funding being received by project partners.

**Note: applicants may submit this section in excel format.**

**PART 5: BUDGET** (Note: you may submit this section in excel format or the format below)

Source of Funding						
For each activity, list eligible expenses by cost category. Applicants are encouraged to add lines as needed.	Activity Costs*	Funds from MMDF	Recipient Contribution		Other Government Contribution	Other Contribution (e.g. Partners)
			Cash	In-kind	Cash	Cash
<b>Staffing Costs – Wages, Benefits, MERCs, etc.</b>						
	\$		\$	\$	\$	\$
	\$		\$	\$	\$	\$
Sub-Total:	\$		\$	\$	\$	\$
<b>Travel, Meals, Accommodations</b>						
	\$		\$	\$	\$	\$
	\$		\$	\$	\$	\$
Sub-Total:	\$		\$	\$	\$	\$
<b>Communications – Phone, Internet, etc.</b>						
	\$		\$	\$	\$	\$
	\$		\$	\$	\$	\$
Sub-Total:	\$		\$	\$	\$	\$
<b>Occupancy Costs – Rent, Utilities, Maintenance, etc.</b>						
	\$		\$	\$	\$	\$
	\$		\$	\$	\$	\$
Sub-Total:	\$		\$	\$	\$	\$
<b>Marketing &amp; Promotion</b>						
	\$		\$	\$	\$	\$
	\$		\$	\$	\$	\$
Sub-Total:	\$		\$	\$	\$	\$
<b>Equipment and Supplies</b>						
	\$		\$	\$	\$	\$
	\$		\$	\$	\$	\$
Sub-Total:	\$		\$	\$	\$	\$

<b>Administration – incl. Insurance, Bank Fees, etc.</b>						
	\$		\$	\$	\$	\$
	\$		\$	\$	\$	\$
Sub-Total:	\$		\$	\$	\$	\$
<b>Capital Costs</b>						
	\$		\$	\$	\$	\$
	\$		\$	\$	\$	\$
Sub-Total:	\$		\$	\$	\$	\$
<b>Reporting Costs</b>						
Project Monitoring	\$		\$	\$	\$	\$
Financial Management	\$		\$	\$	\$	\$
Performance Measurement	\$		\$	\$	\$	\$
Sub-Total:	\$		\$	\$	\$	\$
<b>Other – please specify</b>						
	\$		\$	\$	\$	\$
	\$		\$	\$	\$	\$
Sub-Total:	\$		\$	\$	\$	\$
<b>Total Project Cost</b>	\$		\$	\$	\$	\$
<b>Percentage</b>		%	%	%	%	%

<b>M MDF requested funding by fiscal year</b>	<b>Fiscal year 2019-2020</b>	<b>Fiscal year 2020-2021</b>	<b>Fiscal year 2021-2022</b>
	\$	\$	\$

\*Copies of estimates should be submitted with the application.



## PRIOR TO SIGNING THE DECLARATION, PLEASE REVIEW THE FOLLOWING:

### UNPAID DEBTS TO CANADA

It is a requirement of the Treasury Board *Policy on Transfer Payments* that recipients of funds declare any amounts owing to the federal government and to recognize that amounts payable to the recipient may be set off against amounts owing by the recipient to the government.

Does your organization have any outstanding debts with the Government of Canada? If yes, please indicate the amount owing and under what initiative/legislation.

Amount of unpaid debt: \_\_\_\_\_

Initiative/Legislation: \_\_\_\_\_

### CONFLICT OF INTEREST DISCLOSURE

Applicants who are current or former public servants or public office holders or who are organizations which employ such persons must comply or ensure compliance with the *Values and Ethics Code for the Public Service*, the *Conflict of Interest and Post-Employment Code for Public Office Holders*, and the *Conflict of Interest Act*.

Provide the names of any persons involved with the project who have, in the past year, been employed, or held public office, with the federal government. Indicate their former positions and the nature of their involvement in your organization or the project itself.

Name: \_\_\_\_\_

Former position: \_\_\_\_\_

Nature of involvement: \_\_\_\_\_

Name: \_\_\_\_\_

Former position: \_\_\_\_\_

Nature of involvement: \_\_\_\_\_

### LOBBYING ACT

It is a requirement of the Treasury Board *Policy on Transfer Payments* that the recipient or public office holders and any person lobbying on behalf of the recipient to obtain funding is in compliance with the *Lobbying Act*. For more information, go to the Office of Commissioner of Lobbying of Canada's website at [www.ocl-cal.gc.ca](http://www.ocl-cal.gc.ca).

\_\_\_\_\_ In compliance

\_\_\_\_\_ Not in compliance

\_\_\_\_\_ Not applicable

## DECLARATION

I/We confirm that I/we have read and understood the objectives, principles and criteria of the Manitoba Mineral Development Fund (MMDF), and I/we understand that the following conditions must be met for funding eligibility:

- The organization confirms this application has been vetted by the Organization's Board of Directors or authorized decision-makers and the signature(s) below is that of all required corporate signing authorities.
- The organization must demonstrate to MMDF it has adequate human resources, experience and financial resources required to carry out its responsibilities;
- The organization must be in compliance with federal, provincial and/ or municipal environmental requirements and duties to consult with Aboriginal peoples with respect to this project;
- The organization agrees this application form creates no obligation on the part of MMDF to provide funding;
- The organization agrees information provided on this application form will be collected and used to determine eligibility of the applicant and the proposal for funding under the MMDF;
- The organization agrees information provided may be disclosed to third parties for purposes of assessing the project proposal for funding;
- The organization agrees any financial, commercial, scientific or technical information provided in this application will be treated in accordance with the *Access to Information Act*;
- The organization confirms there are no conflict of interest situations relative to the MMDF;

### **If this application is approved:**

- The organization agrees, if this application is approved, the organization will be required to enter into a contribution agreement which sets out terms and conditions for funding in accordance with Treasury Board's Policy on Transfer Payments;
- The organization agrees costs incurred before the signing of a contribution agreement, unless authorized by MMDF, are not eligible for reimbursement;
- The organization agrees to comply with the MMDF's objective, priority areas and preferences and understands failure to meet these may result in non-payment and/or reimbursement of payments made;
- The organization agrees to carry out financial functions in accordance with the standards outlined in the CICA Handbook;
- The organization agrees to develop and implement a performance management framework and reporting system to measure the performance of the project, provide progress reports on a regular basis and a performance report summarizing project reach, results achieved and resources expended;
  - The organization agrees to provide MMDF with a copy of its annual report, upon request, and grants MMDF the right to conduct an audit on the project described in this application;
- The organization agrees to provide appropriate recognition for the federal government's financial assistance;

- The organization agrees, if approved, information provided about the project may be posted on the MMDF website;
- The organization agrees MMDF will not be liable for any claims for damage and will indemnify MMDF from any claims for damage by the individual/organization or third parties related to the activities carried out for the project by the organization or on its behalf;
- The organization agrees to ensure MMDF funding will not be used to pay federal employees or to reimburse costs incurred by them collaborating on a project (i.e., to attend a meeting or conference, deliver a presentation, act as an expert, or collaborate in research).

I/We declare the information given in this application is to the best of my/our knowledge, complete, true and correct.

**SIGNATURE:**

_____	_____	_____	_____
Authorized Representative	Printed Name	Title	Date

_____	_____	_____	_____
Authorized Representative	Printed Name	Title	Date

for

\_\_\_\_\_  
Name of organization

Submit an electronic version of the application to [jferris@mbchamber.mb.ca](mailto:jferris@mbchamber.mb.ca) and mail or scan and forward a signed copy of the Declaration pages with appropriate documentation to:

**Manitoba Mineral Development Fund**  
**c/o Manitoba Chambers of Commerce**  
**550-201 Portage Ave**  
**Winnipeg, Manitoba R3B 3K6**  
**Tel: 204-891-3843**  
**Email: [jferris@mbchamber.mb.ca](mailto:jferris@mbchamber.mb.ca)**  
**Website: <https://mbchamber.mb.ca/>**

## SUPPORTING DOCUMENTATION CHECKLIST

Please submit a copy of the following documents to complete your application:

### Mandatory:

- incorporation documents such as a letter of incorporation
- last two years of audited financial statements
- signed Declaration
- work plan
- budget
- endorsement letters for the project from partners **and** community stakeholders with nature of support provided and the rationale for support
- estimates for activities where appropriate

### May be requested by the MMDF administration:

- business plan
- strategic plan
- annual reports
- brochures/pamphlets
- further details and documentation related to government funding

Forward the documents to:

**Manitoba Mineral Development Fund  
c/o Manitoba Chambers of Commerce  
550-201 Portage Ave  
Winnipeg, Manitoba R3B 3K6  
Tel: 204-891-3843  
Email: [jferris@mbchamber.mb.ca](mailto:jferris@mbchamber.mb.ca)  
Website: <https://mbchamber.mb.ca/>**