

Export Support Programming – Frequently Asked Questions

1. What is the application submission deadline?

Applications will be accepted until the program funding is fully subscribed.

2. What is the project/activity completion deadline?

Priority will be given to projects that are completed by March 31, 2025. However, applicants are welcome to submit applications for all their eligible projects.

3. Is there a minimum project size or cost?

- **Export Development Program** – No, there is no minimum project cost as long as it fits within the eligibility criteria.
- **Incoming Buyer Program** – Incur expenses above \$2,000 related to inviting or hosting an incoming buyer.

4. How much of the total cost of the project does the funding cover?

- **Export Development Program** – 50% of eligible expenses (maximum funding of \$20K per project). E.g., Company spends \$40K to receive \$20K.
- **Incoming Buyer Program** – 50% of eligible expenses (maximum funding of \$2K per project). E.g., Company spends \$4K to receive \$2K.

5. What is the maximum funding my company is eligible to apply for within a fiscal year?

The Export Development Program covers up to a maximum of \$30K per fiscal year (up to \$20K for a single project). Companies can submit multiple applications at once or at different times until they reach the \$30K maximum.

The Incoming Buyer Program covers up to a maximum of \$4K per fiscal year (maximum of \$2K per project). Companies can submit up to two applications per fiscal year.

6. Can I receive funding for a trade activity that is being partly subsidized or has no registration cost?

Yes, you can still apply for the remainder components that are not receiving funding and does not exceed 50% of eligible costs. Make sure to notify the Economic Programs team at ecdevprograms@gov.mb.ca.

7. Can I apply for a trade show or trade mission within Canada?

Yes, for the Export Development Program, as long as the project is outside Manitoba.

No for the Incoming Buyer Program, as it has an international buyer focus.

8. Can I apply for funding after I have already started my project?

Yes, as long as the project in the application has a completion date after the program launch date of October 1, 2024.

9. How is revenue defined?

Total Revenue: Total gross sales (\$CAD) of the operation for the fiscal year.

Revenue should be the figure from your financial statements or tax return.

10. How long does it take to process an application?

Applicants should be notified if their project was approved or declined within 30 days.

11. What happens if there are changes to my approved project?

If there are changes in your approved activities (e.g., change of travel dates, cancelling an event) please notify the Economic Programs team at ecdevprograms@gov.mb.ca.

12. Who do I contact if I have questions about the application form?

For any questions about the program and/or to submit your application, please contact us via email at ecdevprograms@gov.mb.ca.

13. What documents do I need to apply?

You will need your application form fully completed and supporting documentation. The application form has a document checklist listed on the first page.

14. Can I submit multiple applications at once?

Yes, you can submit multiple applications at once or at separate times depending on the project date.

Note that each project will require a separate application form.

15. How far in advance should I apply?

- **Export Development Program** – Applications received up to two months before the tradeshow/mission date.
- **Incoming Buyer Program** – Applications received up to one month before the project date.

16. How do I submit an application?

You can find instructions on the program's website and send an email with your supporting documents to ecdevprograms@gov.mb.ca.

17. How will I be paid for an approved project?

Payments are in the form of direct deposit.

18. How long will it take to be paid?

It usually takes (30) days to process payment after all invoices and other required documentation have been submitted.

19. What do I need to submit for payment?

Invoices and proof of payment, Claim Expense Form, Evaluation Form, and Vendor Info Sheet. A picture of the booth display will also be requested for exhibitors.

- Expense claim form accompanied by receipts, invoices and proof of payment (e.g., credit card and bank statements showing the account information such as company name, address and account number).
- Completed evaluation form outlining the business generated by the visit (to support provincial evaluation).
- Pictures of their booth at the tradeshow (if exhibiting).
- Any other applicable document, as requested.