

## Before you start

This form must be filled out using Adobe software, such as Adobe Reader or Adobe Pro.

In order to ensure that your submission form is filled out accurately and completely, you must use Adobe software to fill out this form.

Although your form may *appear* to be filled out correctly when using non-Adobe software, Adobe software is the only software that will properly retain your submission form details.

Non-Adobe software includes your internet browser (e.g. Google, Firefox, Internet Explorer).

Applicants who complete this form using non-Adobe software will be required to **redo and resubmit** their submission form using Adobe software before it can be accepted.

## TO COMPLETE THIS SUBMISSION FORM:

1. Download a free version of Adobe Reader if you do not already have it installed on your computer. <https://get.adobe.com/reader/>
2. Save this submission form to your computer before you begin filling it out.
  - File > Save As > [give the file a name] > Save.
  - Do NOT fill out this form in your internet browser window.
3. Open the file from your computer.
  - Make sure that the file is opening in the Adobe software.
  - You can work on completing the submission form at any time. Remember to save your file along the way.
  - Once complete, save the file.
4. Email the Adobe-completed PDF submission form, invoices, proofs of payment and any other supporting documentation as attachments to [AgRuralPrograms@ontario.ca](mailto:AgRuralPrograms@ontario.ca)
  - Do not send your document using Adobe Cloud.

**IMPORTANT:** Before you start, please complete the following steps:

- Complete **Transfer Payment Common Registration (TPCR)** - follow the instructions at <https://www.ontario.ca/page/get-funding-ontario-government>. Need help with TPCR registration? Call the Grants Ontario Help Desk at 1-855-216-3090 or (416) 325-6691
- Complete **Electronic Funds Transfer (EFT) registration** - follow instructions at [www.doingbusiness.mgs.gov.on.ca/mbs/psb/psb.nsf/English/directdeposit](http://www.doingbusiness.mgs.gov.on.ca/mbs/psb/psb.nsf/English/directdeposit) for "[Supplier Registration and Application for Direct Deposit/Electronic Funds Transfer Form](#)"

This **registration is required** before Ontario can accept this submission form.

I attest that:

I am registered in TPCR and EFT and have ensured my information is current; or

I have completed all required steps to enroll in TPCR and EFT

## Section 1: Business Information

### A. Business Contact and Business Name(s)

First Name Last Name Job Title

Operating Name of Business/Organization (Name under which the business operates)

Legal Name of Business/Organization (Complete name business is registered under)

Same as Operating Name or:

Business Email Address Phone

### Business Mailing Address

Address City/Town

Municipality Province Postal Code

## B. Business Number – Canada Revenue Agency Client Number

The Business number is a 9-digit business identifier used in Canada to which clients can register program accounts with the Canada Revenue Agency (CRA). The program account number consists of three parts: The Business Number, the two letter program identifier, and the four digit reference number.

[cra-arc.gc.ca/tx/bsnss/tpcs/bn-ne/wrks-eng.html](http://cra-arc.gc.ca/tx/bsnss/tpcs/bn-ne/wrks-eng.html)

RC	0	0	0	
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OR

I/we confirm I/we do not  
have a CRA Number

## C. Farm Business Registration Number (FBRN), If Applicable.

A Farm Business Registration Number (FBRN) for a qualifying business can be received by registering with the OFA, CFFO or NFU-O. This is a six- to seven-digit number. Farm businesses that earn a gross farm income of \$7,000 or more (for income tax purposes) are required by legislation to register their business.

If applicable, please indicate if you have qualified for one of the following FBRN exemptions. Further documentation may be required to verify your exemption status.

Religious exemption

Cultural exemption

## D. Ownership Structure

Sole Proprietorship

Registered Professional Partnership

Incorporated Business

Community or other  
Not-for-profit

Cooperative

## E. Business Type

Farm Business

Off-Farm Primary Packing Service

Corn Detasseling Service

Aquaculture

## F. Criteria for Written Plan to Prevent Disease Spread

For any expenses to be eligible, the Employer must have a written plan documenting steps in place to limit the spread of disease throughout the operation. The written plan must be supported by the relevant union or health and safety committee, if applicable. The Employer must submit a copy of the written plan with this Submission Form. Confirm the following about the written plan:

The Employer has a written plan documenting steps in place to limit the spread of disease throughout the operation. The Employer is submitting a copy of the plan with this Submission Form, and

The relevant union or health and safety committee supports the written plan, or this is not applicable.

**G. Describe your business/ organization and the products/services it provides. (200 words maximum)**

**H. Number of Employees**

		Breakdown		
		Domestic Workers	Temporary Foreign Workers	Seasonal Workers
Employees	Total Number			
Full-time (30 hours or more/week)				
Part-time (less than 30 hours/week)				

**I. Describe the project and how it will limit the spread of COVID-19 throughout the operation. (200 words maximum)**

## J. Commodity

**Primary Commodity** – Identify commodity that contributes to the majority of gross income

Crop Production	Animal Production	Food and Beverage Processing	Wholesale and Retail Sales
Oilseed and Grain (1111)	Beef Cattle including feedlots (11211)	Animal Food Manufacturing (31111)	Farm Product Wholesaler-Distributors (4111)
Vegetable and Melon Farming (1112)	Dairy Cattle and Milk Production (11212)	Grain and Oilseed Milling (3112)	Food, beverage and tobacco merchant wholesaler (413)
Fruit and Tree Nut Farming (1113)	Hog and Pig farming (11221)	Sugar and Confectionary Product Manufacturing (3113)	Machinery, equipment and supplies merchant wholesaler (417)
Food Crops Grown Under Cover (11141)	Poultry and egg Production (1123)	Bakeries and Tortilla Manufacturing (3118)	Food and beverage stores (445)
Nursery and Floriculture Production (11142)	Sheep Farming (11241)	Fruit and Vegetable Preserving and Specialty Food (3114)	<b>Other</b>
Maple Syrup and Products Production (11194)	Goat Farming (112420)	Dairy Product Manufacturing (3115)	Support Activities for Crop Production (115110)
Other Crop Farming (1119) (e.g. sugar beets, hay, herbs, spices, mint, hops)	Aquaculture CAN (112510)	Meat Processing and Meat Product Manufacturing (3116)	Support Activities for Animal Production (115210)
<b>General Manufacturing</b>	Apiculture (112910)	Soft Drinks and Ice Manufacturing (312110)	Veterinary Services (541940)
Tobacco Manufacturing (3122) (Note: Cigarette manufacturing is <b>NOT</b> eligible)	Fur-Bearing Animal and Rabbit Production (112930)	Breweries (312120)	Electric Power Generation (221119)
Fibre, Yarn and thread mills (3131)	Horse and Other Equine Production (112920)	Wineries including alcoholic cider (31213)	Water supply and irrigation (22131)
Fabric Mills (3132)	All other Animal Production (including deer, elk, and llama) (1129)	Distilleries (31214)	Rail transportation (482)
Converted paper product manufacturing (3222)	<b>Chemical Manufacturing</b>	Seafood Product Preparation and Packaging (3117)	Truck Transportation (484)
Agricultural, construction and mining machinery manufacturing (3331)	Other basic organic chemicals manufacturing (325190)	Snack Food Manufacturing (31191)	Warehousing and storage (493)
	Pharmaceutical and medicine manufacturing (3254)	Coffee and Tea Manufacturing (31192)	Professional, Scientific and Technical Services (541)
	Resin, synthetic rubber, and artificial and synthetic fibres and filaments (3252)	Flavouring Syrup and Concentrate Manufacturing (311930)	MULT – Multiple Industries
	Pesticide, fertilizer and other agricultural chemicals manufacturing (3253)	Seasoning and Dressing Manufacturing (31194)	Cannabis
	Paint, coating and adhesives manufacturing (3255)	All Other Food Manufacturing (311990)	
	Other Chemical Manufacturing (3259)		

## K. Commodity (continued)

(If Applicable) Secondary Commodity – Identify commodity that contributes to at least 25% of gross income

Crop Production	Animal Production	Food and Beverage Processing	Wholesale and Retail Sales
Oilseed and Grain (1111)	Beef Cattle including feedlots (11211)	Animal Food Manufacturing (31111)	Farm Product Wholesaler-Distributors (4111)
Vegetable and Melon Farming (1112)	Dairy Cattle and Milk Production (11212)	Grain and Oilseed Milling (3112)	Food, beverage and tobacco merchant wholesaler (413)
Fruit and Tree Nut Farming (1113)	Hog and Pig farming (11221)	Sugar and Confectionary Product Manufacturing (3113)	Machinery, equipment and supplies merchant wholesaler (417)
Food Crops Grown Under Cover (11141)	Poultry and egg Production (1123)	Bakeries and Tortilla Manufacturing (3118)	Food and beverage stores (445)
Nursery and Floriculture Production (11142)	Sheep Farming (11241)	Fruit and Vegetable Preserving and Specialty Food (3114)	<b>Other</b>
Maple Syrup and Products Production (11194)	Goat Farming (112420)	Dairy Product Manufacturing (3115)	Support Activities for Crop Production (115110)
Other Crop Farming (1119) (e.g. sugar beets, hay, herbs, spices, mint, hops)	Aquaculture CAN (112510)	Meat Processing and Meat Product Manufacturing (3116)	Support Activities for Animal Production (115210)
<b>General Manufacturing</b>	Apiculture (112910)	Soft Drinks and Ice Manufacturing (312110)	Veterinary Services (541940)
Tobacco Manufacturing (3122) (Note: Cigarette manufacturing is <b>NOT</b> eligible)	Fur-Bearing Animal and Rabbit Production (112930)	Breweries (312120)	Electric Power Generation (221119)
Fibre, Yarn and thread mills (3131)	Horse and Other Equine Production (112920)	Wineries including alcoholic cider (31213)	Water supply and irrigation (22131)
Fabric Mills (3132)	All other Animal Production (including deer, elk, and llama) (1129)	Distilleries (31214)	Rail transportation (482)
Converted paper product manufacturing (3222)	<b>Chemical Manufacturing</b>	Seafood Product Preparation and Packaging (3117)	Truck Transportation (484)
Agricultural, construction and mining machinery manufacturing (3331)	Other basic organic chemicals manufacturing (325190)	Snack Food Manufacturing (31191)	Warehousing and storage (493)
	Pharmaceutical and medicine manufacturing (3254)	Coffee and Tea Manufacturing (31192)	Professional, Scientific and Technical Services (541)
	Resin, synthetic rubber, and artificial and synthetic fibres and filaments (3252)	Flavouring Syrup and Concentrate Manufacturing (311930)	MULT – Multiple Industries
	Pesticide, fertilizer and other agricultural chemicals manufacturing (3253)	Seasoning and Dressing Manufacturing (31194)	Cannabis
	Paint, coating and adhesives manufacturing (3255)	All Other Food Manufacturing (311990)	
	Other Chemical Manufacturing (3259)		

**Section 2: Submit Your Expenses – List of Eligible Costs Submitted**

In the table below, itemize the invoices you are submitting within the respective four eligible cost item categories. All information required below must be included (in Canadian dollars). Only invoices from March 15, 2020 up to the date of submission can be included. All costs must be paid at time of submission. Please attach all invoices and associated proofs of payments.

	Cost Item Category *	Invoice #	Date of Invoice(s) (YYYY/MM/DD)	Vendor Name	Method of Payment (e.g.: cheque #, VISA)	Invoice Amount	Tax	Net Claim Amount (Less Tax)
1								
2								
3								
4								
5								
6								
7								
8								
9								
10								
11								
12								

- \* 1. Personal Protective Equipment – Disposable  
 2. Personal Protective Equipment - Non-Disposable  
 3. Physical Distancing (e.g., temporary or permanent modifications, reconfigurations)

4. Preventing Disease Spread (e.g., medical equipment and services, cleaning and disinfection equipment and services)  
 5. Accommodation      6. Transportation

This question is continued on page 8

**Section 2: Submit Your Expenses - List of Eligible Costs Submitted (continued)**

Cost Item Category *	Invoice #	Dates of Invoice(s) (YYYY/MM/DD)	Vendor Name	Method of Payment (e.g.: cheque #, VISA)	Invoice Amount	Tax	Net Claim Amount (Less Tax)
13							
14							
15							
16							
17							
18							
19							
20							
21							
22							
23							

PPE - Disposable sub-total		Preventing Disease Spread sub-total	
PPE - Non-Disposable sub-total		Accommodation sub-total	
Physical Distancing sub-total		Transportation sub-total	
Line A: Total Eligible Costs (Sum of all sub-totals)		Line B: Percent Cost-Share (70 per cent)	%
Line C: Calculate Cost-Share Funding (Line A x Line B) (up to \$15,000 or \$7,500*)			

\* up to \$15,000 for farm businesses and up to \$7,500 for off farm packers, aquaculture businesses and corn detasslers.



### Section 3: Declaration, Acknowledgements, Consent and Submission

NOTICE OF COLLECTION OF PERSONAL INFORMATION: Ontario may collect the Social Insurance Number (SIN) of a sole proprietor, partner in a partnership or a member of an unincorporated entity where they do not have a Canada Revenue Agency business number, in order to meet its obligations under the Income Tax Act (Canada), and for the purposes of auditing and collection of over-payments, as set out in Part VIII of the Minister's Order 0004/2020. If you have any questions or concerns regarding the collection of this information, please contact: Administrative Services Representative, Rural Programs Branch, Ontario Ministry of Agriculture, Food and Rural Affairs, at 1 Stone Rd. W, Guelph ON N1G 4Y2, phone: 266-979-7884.

By submitting this submission form, I certify and agree that:

- I have read, understand and agree to all the requirements set out in the Program Guidelines.
- I am authorized by a business that meets the eligibility requirements under the Enhanced Agri-food Workplace Protection Program ('the Program') to submit this form on behalf of the business and to bind the business to its contents and to the terms and conditions of the Program as set out in the Program Guidelines, which I agree creates a binding agreement between the business and Her Majesty the Queen
- All information submitted on the submission form is true and complete, to the best of my knowledge, belief and understanding

Name

Title

Email

Date (YYYY/MM/DD)

Submit your form by email:

[AgRuralPrograms@ontario.ca](mailto:AgRuralPrograms@ontario.ca)

Only send files smaller than 10MB

Only send files that do not contain live links