



# Farm Biosecurity Program

## Guidebook

This guidebook will assist Applicants in completing the Farm Biosecurity Program Application form

The Farm Biosecurity Program provides funding to individual farm businesses to support the implementation of national on-farm biosecurity standards.

All cost-share funds are available on a first come, first served basis up to the available annual funds for each year of the program. Applicants must meet the program eligibility criteria and adhere to all program terms and conditions and project claim submission deadlines to qualify for cost share.

The Farm Biosecurity Program is part of the Best Practices Suite of programs under Growing Forward, a federal-provincial-territorial initiative. Growing Forward supports best practices in four key areas: environment and climate change, food safety and traceability, business development, and biosecurity. Participants are encouraged to develop strategies across all these areas to meet their business goals through a variety of information sessions and workshops, as well as one-on-one training and technical assistance.

# THE FARM BIOSECURITY PROGRAM

Any health hazard that is introduced into a farming operation represents a threat to the economic viability of the farm, the health and welfare of the animals and, in some cases, the health and well-being of people who come into contact with the farm and/or its products.

Recent disease outbreaks in Canada and overseas demonstrate the serious economic impact that diseases can have on an individual business. This impact may also go beyond the farm affecting the various services and suppliers within the sector, as well as their communities.

Biosecurity encompasses a range of measures that, when implemented, serve to protect the health of livestock, poultry and crops from disease, pests and pathogens. A sound biosecurity program will reduce the risks of hazards such as diseases and pests from entering the farm or spreading to other farms and may increase competitiveness.

The Farm Biosecurity Program supports the implementation and adoption of national standards for biosecurity. It is designed to build producer awareness of health risks and ways that Ontario’s farmers can implement and/or improve upon existing biosecurity measures.

Currently only the poultry industry has a national standard - the National Avian On-Farm Biosecurity Standard. This standard is a comprehensive tool designed to identify a range of measures intended to prevent disease causing agents from entering and spreading within a farm or leaving a premises housing poultry.

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# GLOSSARY OF TERMS

**Action Plan:** a detailed, itemized approach to improving biosecurity on the farm based on the self-assessment results, including actions to be taken and timelines for implementation

**Applicant:** an individual or operation applying to the Farm Biosecurity Program

**Biosecurity:** an integrated process of reducing risk through the application of measures and processes designed to limit the probability of and/or the impact from the introduction and spread of health hazards

**Biosecurity Plan:** a farm-specific, systematic approach to managing biological risks, including all management and operational measures and activities

**Controlled Access Zone (CAZ):** the area of land and buildings constituting the poultry production area of the premises that is accessible through a securable controlled access point

**Expenditures or Activities:** the purchase of equipment or services and the tasks to be carried out by the applicant to improve biosecurity within their facility

**FBP:** Farm Biosecurity Program

**Hazards:** things that cause harm and can be physical (e.g. weather events), chemical (e.g. pesticides) or biological (e.g. bacteria, pests). In agriculture, biological hazards are the most relevant to biosecurity

**National Avian On-Farm Biosecurity Standard:** an industry standard that forms the basis of a comprehensive program designed to provide guidance for owners or managers in the poultry sector to implement farm-specific biosecurity protocols ([www.inspection.gc.ca/english/animabiosec/aviafrme.shtml](http://www.inspection.gc.ca/english/animabiosec/aviafrme.shtml))

**Offer to Proceed:** the document the Applicant will receive from OMAFRA, describing the terms and conditions under which the Applicant's project has been approved for Farm Biosecurity Program cost-sharing

**OMAFRA:** Ontario Ministry of Agriculture, Food and Rural Affairs

**OAPR:** Ontario Agri-Food Premises Registry, a system to uniquely identify agri-food premises in Ontario, managed by OnTrace

**Poultry:** includes chicken, turkeys, geese, ducks, pigeons, game birds, ratites, quail and pheasants

**Poultry Holder/Keeper:** any individual who houses, maintains, assembles or cares for poultry on their premises

**Premises:** a parcel of land defined by a legal land description or, in its absence, by geo-referenced coordinates, on which or on any part of which animals, plants or food are grown, kept, assembled, or disposed of

**Premises Identification, Premises ID:** the characterization and allocation of a unique identifier to a premises whose geographical location has been appropriately established

**Premises Identification Number Certificate:** a document generated by the Ontario Agri-Food Premises Registry that states the Premises ID number

**Restricted Access Zone (RAZ):** An area inside the Controlled Access Zone (CAZ) that is used, or intended to be used, to house poultry including semi-confined and range production and where personnel and equipment access is more restricted than the CAZ.

## ELIGIBLE PROJECTS

Eligible projects help a producer achieve the Target Outcomes listed in the National Avian On-Farm Biosecurity Standard ([www.inspection.gc.ca/english/anima/biosec/aviafrme.shtml](http://www.inspection.gc.ca/english/anima/biosec/aviafrme.shtml)). The specific details of the project will be unique to each operation.

### Sample descriptions of Eligible projects and the Target Outcomes:

Target Outcome	Examples of Eligible Projects
Recognizable zones and access points are in place	<ul style="list-style-type: none"> <li>• Re-routing of service lanes and pathways to bypass the CAZ</li> <li>• Re-locating structures/facilities inside/outside of the CAZ</li> </ul>
Visual indicators are in place to define the Controlled Access Zone (CAZ) and Restricted Access Zone (RAZ)	<ul style="list-style-type: none"> <li>• Placing of signage, fencing, gates or other physical barriers to identify zones and access points</li> <li>• Installation of locks or a security system at the RAZ entrance</li> <li>• Installation of anteroom or sanitizing stations</li> </ul>
Access to the CAZ and RAZ is controlled by appropriate measures and routine procedures. Tools/facilities/equipment necessary to accomplish the established procedures are available, functional and maintained for their required purpose.	<ul style="list-style-type: none"> <li>• Signage, barriers, sanitation facilities/equipment</li> <li>• Waste water collection/management equipment</li> <li>• Catching gates</li> <li>• Modification or construction of designated parking zone</li> <li>• Construction or modification of anteroom or equivalent</li> </ul>

Target Outcome	Examples of Eligible Projects
<p>More stringent additional biosecurity measures are implemented, either at the barn or premises level where “all in/all out” scheduling and downtime is not practical.</p>	<ul style="list-style-type: none"> <li>• Sanitation equipment</li> <li>• Modifications to barns to allow for segregation of birds</li> </ul>
<p>Individuals who monitor poultry are knowledgeable and experienced in monitoring flock health, the recognition of disease conditions and timely response protocols.</p>	<ul style="list-style-type: none"> <li>• Qualified veterinary consultation to do an initial identification of biosecurity risks and priorities, and support the development of a biosecurity plan</li> <li>• Veterinary/laboratory fees for establishing serological status of flock for significant production/zoonotic pathogens</li> <li>• Consultant to develop staff training protocol</li> <li>• Development of materials for staff training</li> </ul>
<p>Unusual morbidity or mortality triggers contact with a veterinarian and disease diagnosis action. Suspicion of diseases which are contagious, of economic importance or reportable triggers a “disease response plan” that provides guidance to individuals on the appropriate procedures to follow.</p>	<ul style="list-style-type: none"> <li>• Veterinary fees to develop a response plan and train staff in disease recognition</li> </ul>
<p>All people working on the premises are knowledgeable of and understand the rationale behind and importance of biosecurity and biosecurity protocols.</p>	<ul style="list-style-type: none"> <li>• Qualified veterinary consultation to do an initial identification of biosecurity risks and priorities, and support the development of a biosecurity plan</li> <li>• Consultant fees and materials to establish training program and Standard Operating Procedures (SOPs) for staff</li> <li>• Costs associated with training program development (not on-going training), such as program development costs, materials.</li> </ul>
<p>A program for facility maintenance is in place</p>	<ul style="list-style-type: none"> <li>• Structural modification/equipment for wildlife/bird control</li> <li>• Installation or modification of ventilation system</li> </ul>

## WHO MAY APPLY

### Eligible Applicants include:

- Poultry holders/keepers, including commercial and non-commercial producers

### Eligible Applicants must have the following:

- a Canada Revenue Agency Business Number (GST number)  
OR
- a Farm Business Registration (FBR) number or an Exemption Certificate  
OR
- First Nations applicant operating on reservation land may furnish a letter from the Indian Agriculture Program of Ontario (IAPO) verifying their business operation  
AND
- a Social Insurance Number (if no Business Number/GST Number) for income tax purposes
- a Canadian bank account
- a validated Premises ID number in the OAPR. Applicants must submit a copy of the Premises Identification Number Certificate no later than the specified return date of the Offer to Proceed.

### Eligible Applicants must also:

- attend an OMAFRA Poultry Farm Biosecurity Workshop prior to submitting an application. Poultry farmers may register for a Workshop by contacting the Agricultural Information Contact Centre at 1-888-479-3931. A Certificate of Participation will be provided upon completion of the workshop. This certificate must be attached to your application form.
- complete a Self-Assessment and Action Plan and attach a copy of each to your application form.

### Ineligible Applicants include:

- food processing facilities
- industry associations
- equipment suppliers
- public institutions
- input or service suppliers
- current or former federal public office holders or federal public servants who are not in compliance with the *Conflict of Interest and Post-Employment Code for Public Office Holders* or the *Conflict of Interest and Post-Employment Code for the Public Service*
- no member of the House of Commons or of the Senate shall derive any financial advantage or direct benefit from funding provided hereunder, if any, that would not be permitted under the *Parliament of Canada Act*.

# FUNDING

The Farm Biosecurity Program is designed to build capacity in the poultry sector to implement sound biosecurity management practices based on national standards. Through educational workshops and a self-assessment exercise, poultry producers will be able to identify their current level of biosecurity and develop plans to adopt new and/or additional measures to heighten their existing level of biosecurity.

Funding will be on a first-come, first-served basis to the limits of OMAFRA's annual funding allocation for the FBP. The total funding available per Applicant is 50 percent of their eligible biosecurity expenditures, up to a maximum of \$10,000.

If an initial application to the FBP is for less than the funding maximum of \$10,000, the Applicant may subsequently reapply to the FBP using the same Action Plan, for any unused portion of the \$10,000 cap to implement a project(s) that was not included in the first application. Funding for subsequent applications is subject to availability of funds and, like all allocations, will be on a first-come, first-served basis.

## **Eligible Expenditures or Activities:**

Eligible Expenditures or Activities are the purchase of equipment or services and the tasks to be carried out by the applicant to improve biosecurity within their facility. These Expenditures or Activities are based on the outcomes of the National Avian On-Farm Biosecurity Standard.

OMAFRA will determine the eligibility of proposed expenditures or activities. Applicants with approved projects will be notified by OMAFRA by an Offer to Proceed.

Prior to receiving approval for project expenditures through the Offer to Proceed, expenditures incurred after April 1, 2009 are at the applicant's own risk.

Eligible costs must be supported by invoices or receipts and other supporting documentation specifying the date the cost was incurred and clearly indicating that full payment was made.

Eligible Expenditures or Activities must occur between April 1, 2009, and December 31, 2012.

## Eligible Expenditures or Activities may include:

- equipment, software or infrastructure that directly improves biosecurity and relates to the national standards.
- structural modifications to accommodate the installation of equipment or infrastructure associated with biosecurity measures.
- veterinarian fees directly related to the development of a biosecurity plan.
- consultant costs directly related to the development of standard operating procedures or programs with biosecurity outcomes, or the development of a biosecurity training program.
- applicant's in-kind labour and/or equipment costs directly related to implementing the approved biosecurity project(s) under the program
  - In-kind labour:
    - activities that are undertaken by the applicant for which an invoice is not generated or a T4 slip or payroll records do not exist. The maximum labour rate for the purpose of the program is \$20/hour.
    - the program administrator will make a final determination of what a reasonable rate is and for the number of hours claimed, based on the nature of the project(s) being implemented.
  - In-kind equipment costs:
    - equipment owned and used by the applicant, the use of which is considered essential to successfully implement the approved project(s). Maximum in-kind equipment rate for a tractor and implement is \$50/hour of operation.
  - Total eligible in-kind funding requests that are less than or equal to \$1,500 will be accepted provided that the charges appear reasonable.
  - If total eligible in-kind contributions for a project exceed \$1,500, the maximum amount of in-kind contributions eligible for claim will be limited to the cost of the activity or service as if it had been provided through the private sector.
    - the applicant will be required to submit to the program administrator two signed, detailed quotes from reputable third-party contractors for equivalent work or services. The component of the project the applicant is intending to complete with their own labour/equipment must be itemized in the quotations. The average of the two quoted costs will generally be used to determine the maximum amount of the applicant's eligible in-kind contribution for the particular work done. The program rates for labour (\$20/hr) and equipment (\$50/hr) will be applied to the quoted hours to determine the cost for equivalent work or services.

## **Ineligible Expenditures or Activities include but are not limited to:**

- expenditures incurred and/or activities performed prior to April 1, 2009
- expenses claimed by the Applicant that were incurred after April 1, 2009 and that are not approved or listed in Schedule A of the Offer to Proceed letter
- the refundable portion of the Goods and Services Tax (GST) or its successor,
- value-added taxes or other items for which a refund or rebate is received or of which the Applicant is eligible
- expenses that receive a cost-share payment from another program under the Growing Forward Best Practices suite can not receive a cost share payment under FBP. These programs include: Environment and Climate Change, Food Safety and Traceability Initiative and Business Development
- in-kind costs associated with developing the action plan, project planning, supervision, or administration
- materials in a farm's inventory, or products produced on the farm and contributed to the project(s) by the applicant
- costs associated with the acquisition of land.
- items or expenses that are peripheral or not directly connected to biosecurity for the commodity eligible under the program (i.e. poultry). This may include, but is not limited to: purchase of new equipment such as a tractor that will be used primarily in other applications, structural modifications that primarily serve other purposes.
- items or expenses that specifically support an increase in production volume, throughput or capacity within an operation
- staff costs related to development, implementation and ongoing participation in biosecurity education or training activities, including wages, travel, meals and accommodation costs
- costs that have been covered by another provincial, federal or municipal cost-sharing or grant program. Combined cost-sharing funding or grant monies received by the Applicant are not to exceed 100 percent of the total eligible Project cost. Similarly, under no circumstances can the total combined cost-share from all sources exceed 100 percent of the cost.
- costs associated with biosecurity that are inherent to the day-to-day operations of the business or the ongoing maintenance of biosecurity measures/activities (e.g. ongoing employee salaries, disposable gloves, coveralls, sanitizers, ongoing pest control services, hiring of sanitation crews, ongoing animal health monitoring, on-going training activities etc.)
- rental or leasing expenses

# APPLICATION PROCESS

**All Applicants must attend a Poultry Farm Biosecurity Workshop prior to submitting an application form.**

Producers must attend a half-day Poultry Farm Biosecurity Workshop before applying for cost-share funding under the Farm Biosecurity Program. At the workshop, you will:

- learn about biosecurity risks to Ontario poultry operations and how those risks can be managed through the consistent application of sound biosecurity principles at the farm level.
- evaluate and identify key risk factors on your operation, and develop an Action Plan for making improvements, based on the National Avian On-Farm Biosecurity Standard.
- begin a Self-Assessment of your operation, leading to an Action Plan that will help you manage those risks.

A completed Self-Assessment and Action Plan must be attached to the Applicant's Farm Biosecurity Program Application form.

## **Program Deadlines:**

- **Applications will only be accepted after 9:00 a.m. EST on May 3, 2010.**
- The biosecurity program is funded on a first-come, first-served basis based on available funding.
- Once the "Offer to Proceed" is sent, the Applicant will have 12 months to complete the project and submit all proof of payment.
- In the final year of the program a deadline for submitting applications will be established.
- In the final year of the program, invoices/claims for approved projects must be received on or before December 31, 2012.

## **How to Apply:**

In order to be considered for funding under the Farm Biosecurity Program, Applicants must attend a half-day workshop before applying for cost-share funding. They must also complete an application form that includes details on how the proposed project will enhance biosecurity on their farm. Providing insufficient information in the application form may result in the application being deemed incomplete and ineligible.

Applications will be accepted after 9:00 a.m. EST on May 3, 2010. Applications received prior to this date and time will not be processed and will be returned to the applicant.

**On or after May 3, 2010 applications may be submitted by:**

- email: [biosecurity.omafra@ontario.ca](mailto:biosecurity.omafra@ontario.ca)
- fax: (519) 826-3398
- mail:  
Farm Biosecurity Program  
Ontario Ministry of Agriculture, Food and Rural Affairs  
1 Stone Road West, 4<sup>th</sup> Floor NW Guelph, ON N1G 4Y2

**Applications will only be accepted after 9:00 a.m. EST on May 3, 2010.** Applications received prior to this time and date will not be processed and will be returned to the Applicant.

Please allow at least eight weeks for review of your application from the date it is submitted at the above address.

**Approval of Applications:**

- individual action plans submitted with applications will be reviewed by individuals with technical expertise in biosecurity, either OMAFRA specialists or industry experts or both.
- if the review of the plan identifies gaps, inefficiencies, inappropriate or ineligible Expenditures and/or Activities, program staff may return the application to the Applicant for amendment and resubmission.
- applications will be approved based on the program eligibility requirements being met and review by technical staff on the appropriateness of activities/items and the justification for costs identified in the application. Reviewers will use standardized criteria based on the national biosecurity standards and developed by OMAFRA for assessing plans.
- proposed cost-share items must be considered appropriate for the size and type of operation and for the biosecurity measure being implemented.
  - If the technical review of the application identifies inconsistencies between the type/size of the operation and the expenditures or activities proposed, the program administrator may request additional information/documentation to assist with further evaluation of the application.
  - Approval of the application may be contingent on the provision of this additional information or justification.
- if there is an absence of activities/items under one of the three foundation sections of the biosecurity standards (Access Management; Animal Management; Operational Management), the program administrator *may* request further information from the applicant in order to justify the absence of activities/items in that area. Approval of the application may be contingent on the provision of this additional information or justification.

- the Program Administrator may approve parts or sections of the plan/application if some items are deemed ineligible.
- once the plans are approved, and other eligibility criteria are met, the application will be approved. Applicants with approved projects will be advised in writing, through an “Offer to Proceed”, of their eligibility to receive funding under the program. The Offer to Proceed will outline the terms and conditions of the funding, as well as the deadline dates for documentation required to receive the funding. The applicant will be required to sign and return the Offer to Proceed by a specified date.
- a copy of the applicant’s OAPR Premises Identification Number Certificate will be a requirement of the Offer to Proceed. For more information on registering your premises, please visit: [www.omafra.gov.on.ca/english/food/foodsafety/traceability/premisesid.htm](http://www.omafra.gov.on.ca/english/food/foodsafety/traceability/premisesid.htm)
- applicants are entirely responsible for securing all necessary approvals and permits for the proposed project before starting any construction, and complying with all applicable municipal bylaws and provincial or federal regulations. The program administrator reserves the right to require evidence of permits obtained as a condition of issuing project cost-share payments.
- applicants must complete their project(s) and submit appropriate proof of costs incurred and other documentation within the specified timelines to receive their cost-share payment. The program administrator will not issue cost-share payments for incomplete projects.
- applicants must complete a Claims Form to support their cost-share request. This form will be provided with the Offer to Proceed.
- OMAFRA may request an on-farm site visit or additional documentation to demonstrate implementation of the project(s).

## **Offer to Proceed:**

Applicants with approved projects will be advised in writing through an Offer to Proceed, which will outline the terms and conditions of funding. The signing officers of the applicant will be required to sign and return the Offer to Proceed by a specified date.

A copy of the Applicant’s OAPR Premises Identification Number Certificate for the property receiving funding will be required no later than the Offer to Proceed return due date.

An Applicant’s failure to meet any deadline date or documentation specified in the Offer to Proceed may result in the withdrawal of FBP funding.

## Claims Process:

Applicants will receive a Claims Form with the Offer to Proceed. When submitting a claim Applicants must:

- provide documentation to support expenditures including:
  - submit invoices that include a full signature of the vendor alongside his/her printed name on the invoice, and a notation which states “paid in full”
  - Proof of payment must also be provided (both sides of a cancelled cheque, credit card receipts or statements, bank account statements, wire documentation or equivalent loan agreement documentation).
  - Cash payments without supporting proof of payment will not be reimbursed.
- only invoices from vendors or service providers directly engaged in the business reflected in the item or service purchased in accordance with the approved application will be accepted with the project claim. The vendors or service providers cannot be directly linked to the applicant.
- when making a project claim for in-kind contributions, the figure added to the Claim Form must be supported by **An In-Kind Claim Declaration** form which details specific hours worked, dates the work was performed, and the hourly rate(s) charged. The In-Kind Claim Declaration form will accompany the Claim Form.
- eligible in-kind labour and/or equipment costs directly related to implementing the approved biosecurity project(s) under the program are:
  - In-kind labour:
    - activities that are undertaken by the applicant for which an invoice is not generated or a T4 slip or payroll records do not exist. The maximum labour rate for the purpose of the program is \$20/hour.
    - the program administrator will make a final determination of what a reasonable rate is and for the number of hours claimed, based on the nature of the project(s) being implemented.
  - In-kind equipment costs:
    - equipment owned and used by the applicant, the use of which is considered essential to successfully implement the approved project(s). Maximum in-kind equipment rate for a tractor and implement is \$50/hour of operation.
  - Total eligible in-kind funding requests that are less than or equal to \$1,500 will be accepted provided that the charges appear reasonable.

- If total eligible in-kind contributions for a project exceed \$1,500, the maximum amount of in-kind contributions eligible for claim will be limited to the cost of the activity or service as if it had been provided through the private sector.
  - the applicant will be required to submit to the program administrator two signed, detailed quotes from reputable third-party contractors for equivalent work or services. The component of the project the applicant is intending to complete with their own labour/equipment must be itemized in the quotations. The average of the two quoted costs will generally be used to determine the maximum amount of the applicant’s eligible in-kind contribution for the particular work done. The program rates for labour (\$20/hr) and equipment (\$50/hr) will be applied to the quoted hours to determine the cost for equivalent work or services.

## PART A: APPLICANT INFORMATION

All parts of the application must be completed.

### **Business Information**

Applicants are encouraged to submit their Premises ID number(s) at the time of application or in response to the Offer to Proceed. Refer to the Application Form for instructions on how to register for a Premises ID number.

### **Sector Information**

Applicants are to indicate which sector best describes their facility or operation as it applies to their application. Check only the boxes corresponding to activities relating to the funding requested. This information is a reporting requirement of the program.

## PART B: PROJECT DESCRIPTION

### **1. Poultry Farm Biosecurity Workshop**

**All applicants must attend a half-day Poultry Farm Biosecurity Workshop prior to submitting an application form.**

A copy of the Certificate of Participation in a Poultry Farm Biosecurity Workshop must be attached to the application form. At the workshop, Applicants will:

- learn about biosecurity risks to Ontario poultry operations and how those risks can be managed through the consistent application of sound biosecurity principles at the farm level.

- evaluate and identify key risk factors on their operation, and develop an Action Plan for making improvements, based on the National Avian On-Farm Biosecurity Standard.
- begin a Self-Assessment of their operation, leading to an Action Plan that will help to manage those risks. A completed Self-Assessment and Action Plan must be attached to the Applicants application to the Farm Biosecurity Program.

Poultry farmers may register for a Workshop by contacting the Agricultural Information Contact Centre at 1-888-479-3931.

## **2. Self-Assessment**

Applicants must complete a Self-Assessment, including the Farm Information section, and attach a copy to their application form

## **3. Action Plan**

Applicants must complete an Action Plan and attach a copy to their application form.

## **4. Proposed Project**

Applicants must list each of the proposed Expenditures or Activities and indicate how each will improve the biosecurity system at their facility by relating it to their Action Plan and Self Assessment.

OMAFRA will determine the eligibility of proposed expenditures or activities based on the descriptions provided. Each Expenditure or Activity must be linked to a specific biosecurity target outcome as outlined in the National Avian On-Farm Biosecurity Standards.

## **5. Indicate when you plan to complete the Expenditure or Activity**

The proposed expenditure or activity must be completed within 12 months of the signing of the Offer to Proceed by both the Applicant and the Ministry.

OMAFRA will determine reporting requirements and deadline dates based on the completion dates in the Applicant's application. OMAFRA may request that these dates be changed to ensure that the project progresses in a timely manner. Specific deadlines and reporting dates of an approved project will be set out in the Offer to Proceed. Failure to meet assigned dates may result in withdrawal of funding, the forfeiture of funds allocated to the approved project and the requirement that the applicant repay all or part of the funds received under the program

## **6. Costs**

Applicants can request a maximum of \$10,000 on a cost-share basis. A single price, not a price range is to be provided. If costs are not yet finalized, Applicants are to provide a best estimate. Do not include the rebateable/refundable GST.

OMAFRA will assess individual costs projected for each expenditure or activity line.

Once an application has been submitted, the total cost of the project cannot be changed.

# **PART C: DECLARATION OF THE APPLICANT**

For your application to be considered, you must include all of the required information. Please review the final checklist.

# **PART D: THE FINAL CHECKLIST**

Please read this section carefully. All boxes must be checked and authorized signing officers required to legally bind the applicant must be identified for the application to be considered.

# Confidentiality

The Farm Biosecurity Program (FBP) will be administered by the Ontario Ministry of Agriculture, Food and Rural Affairs. Any information supplied further to the FBP may be disclosed by OMAFRA where it is obligated to do so under the *Freedom of information and Protection of Privacy Act*, or by an order of a court or tribunal, or pursuant to a legal proceeding. Information contained in the application for the FBP may be disclosed by OMAFRA to verify cross-compliance with other provincial and federal funding initiatives, administered by OMAFRA or a third party delivery agent to ensure that there is no duplication of funding.

OMAFRA reserves the right to obtain information for the purposes of assessing, evaluating, verifying auditing and enforcing the application and payments made under the FBP.

Questions about the application process may be directed to the Farm Biosecurity Program by:

- email: [biosecurity.omafra@ontario.ca](mailto:biosecurity.omafra@ontario.ca)
- telephone: 1-888-479-3931 (1-888-GRWFWD1)
- fax: (519) 826-3398
- mail:  
Farm Biosecurity Program  
Ontario Ministry of Agriculture, Food and Rural Affairs  
1 Stone Road West, 4<sup>th</sup> Floor NW  
Guelph, ON N1G 4Y2

## CONTACT INFORMATION

Additional information and advice on how to develop a biosecurity program, or how to complete an application form, is available from the Ontario Ministry of Agriculture, Food and Rural Affairs toll-free at 1-888-479-3931 or by email at [biosecurity.omafra@ontario.ca](mailto:biosecurity.omafra@ontario.ca) or on our website at [www.omafra/growingforward](http://www.omafra/growingforward)



**For more information:**  
**Telephone:** 1-888-479-3931  
**Email:** [biosecurity.omafra@ontario.ca](mailto:biosecurity.omafra@ontario.ca)

**[www.ontario.ca/growingforward](http://www.ontario.ca/growingforward)**