

## Before you start

This form must be filled out using Adobe Acrobat Reader.

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

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

Non-Adobe software such as Microsoft Office products and internet web browsers (i.e. Google Chrome, Firefox, Internet Explorer, EDGE, and Safari) as well as scanned forms are NOT supported. All mobile devices including iPhones, Androids, iPads and MAC computers are also NOT compatible.

Applicants that do not complete this form in Adobe Acrobat Reader will be required to resubmit their form using Adobe Acrobat Reader.

## TO COMPLETE THIS FORM:

1. Download a free version of Adobe Acrobat Reader if you do not already have it installed on your computer. [Adobe Acrobat Reader](#)
2. Save this 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 Adobe Acrobat Reader.
  - You can work on completing the form at any time. Remember to save your file along the way.
  - Once complete, save the file.
4. Email the Adobe-completed PDF form as an attachment 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:

To be eligible to receive payment, your Business must be registered with Transfer Payment Ontario, and be registered to receive direct deposit payments through Supply Chain Ontario. Registrations must also be up to date.

Any Business can register. Visit [Transfer Payment Ontario](#) to register or to update the Business's information. Visit [Supply Chain Ontario](#) to register or to update the Business's information.

Confirm the Business is registered:

The Business is registered to get funding through Transfer Payment Ontario.

The Business is registered to receive direct deposit payments through Supply

**SECTION A: APPLICANT'S BUSINESS INFORMATION**

**1. Applicant's Business Name and Contact Information**

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 Mailing Address**

Address

City/Town

Municipality

Province

Postal Code

## Primary Contact for Project

First Name Last Name Job Title

Email Address Phone

## 2. Gross Business Revenue

|                       |                       |                       |
|-----------------------|-----------------------|-----------------------|
| Under \$10,000        | \$10,000 - \$24,999   | \$25,000 - \$49,999   |
| \$50,000 - \$99, 999  | \$100,000 - \$249,999 | \$250,000 - \$499,999 |
| \$500,000 - \$999,999 | \$1M - \$1.99M        | \$2M - \$4.99M        |
| \$5M - \$9.99M        | \$10M - \$49.9M       | \$50M - \$99.9M       |
| \$100M - \$199M       | \$200M and over       | Not-for-profit        |

## 3. Ownership Structure

|                     |                                     |                                   |
|---------------------|-------------------------------------|-----------------------------------|
| Sole Proprietorship | Registered Professional Partnership | Community or other not-for-profit |
| Cooperative         | Incorporated Business               | Broader Public Sector             |

## 4. Business Type - Identify your business type below (select only one):

Livestock Producer Municipality Other Agri-Business  
Waste Management Facility

## 5. 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. [Canada Revenue Agency](#)

RC 0 0 0 0

OR

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

## 6. 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- or 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

## 7. Premises Identification (PID) Number for the Project Location, if applicable

Please provide your Premises Identification Number (PID) for the location of the project. To obtain a valid Premises ID or update your Premises ID information, please visit [ontarioPID.ca](http://ontarioPID.ca) or call 1-888-247-4999.

N

OR

PID Number for the Project Location has been requested but not yet obtained

## 8. Number of Employees

| Employees                           | Number |
|-------------------------------------|--------|
| Full-time (30 hours or more/week)   |        |
| Part-time (less than 30 hours/week) |        |
| Temporary/Seasonal                  |        |

## 9. Describe the nature of your Organization/Business in Ontario and its Products/Services. (50 words maximum)

**10 a) Primary Commodity - Identify commodity that contributes to the majority of gross income**

**Crop Production**

Food Crops Grown Under Cover (11141)

Vegetable and Melon Farming (1112)

Fruit and Tree Nut Farming (1113)

Other Crop Farming (1119) (e.g. sugar beets, hay, herbs, spices, mint, hops)

Nursery and Floriculture Production (11142)

Maple Syrup and Products Production (111994)

Oilseed and Grain (1111)

**Animal Production**

Beef Cattle including feedlots (11211)

Dairy Cattle and Milk Production (11212)

Hog and Pig farming (11221)

Apiculture (112910)

Sheep Farming (11241)

Goat Farming (112420)

Aquaculture CAN (112510)

Poultry and egg Production (1123)

Fur-Bearing Animal and Rabbit Production (112930)

Horse and Other Equine Production (112920)

All other Animal Production (including deer, elk, and llama) (1129)

**Chemical Manufacturing**

Other basic organic chemicals manufacturing (325190)

Pharmaceutical and medicine manufacturing (3254)

Resin, synthetic rubber, and artificial and synthetic fibres and filaments (3252)

Pesticide, fertilizer and other agricultural chemicals manufacturing (3253)

Paint, coating and adhesives manufacturing (3255)

Other chemical manufacturing (3259)

**Wholesale and Retail Sales**

Farm Product Wholesaler-Distributors (4111)

Food, beverage and tobacco merchant wholesaler (413)

Machinery, equipment and supplies merchant wholesaler (417)

Food and Beverage Stores (445)

## Food and Beverage Processing

|   |  |  |
|---|--|--|
| Animal Food Manufacturing (31111)                       | Grain and Oilseed Milling (3112)                         | Dairy Product Manufacturing (3115)                   |
| Meat Processing and Meat Product Manufacturing (3116)   | Fruit and Vegetable Preserving and Specialty Food (3114) | Sugar and Confectionary Product Manufacturing (3113) |
| Bakeries and Tortilla Manufacturing (3118)              | Wineries including alcoholic cider (31213)               | Snack Food Manufacturing (31191)                     |
| Seasoning and Dressing Manufacturing (31194)            | Soft Drinks and Ice Manufacturing (312110)               | Seafood Product Preparation and Packaging (3117)     |
| Flavouring Syrup and Concentrate Manufacturing (311930) | Coffee and Tea Manufacturing (31192)                     | All Other Food Manufacturing (311990)                |
|   | Distilleries (31214)                                     | Breweries (312120)                                   |

## General Manufacturing

|  |  |  |
|--|--|--|
| Converted paper product manufacturing (3222) | Fibre, yarn and thread mills (3131)                                  | Tobacco Manufacturing (3122) (Note: Cigarette manufacturing is NOT eligible under the Partnership) |
| Fabric Mills (3132)                          | Agricultural, construction and mining machinery manufacturing (3331) |  |

## Other

|   |   |   |
|---|---|---|
| Support Activities for Crop Production (115110) | Support Activities for Animal Production (115210) | Veterinary services (541940)                          |
| Electric Power Generation (221119)              | Water supply and irrigation (22131)               | Rail transportation (482)                             |
| Truck Transportation (484)                      | Warehousing and Storage (493)                     | Professional, Scientific and Technical Services (541) |
| MULT- Multiple Industries                       |   |   |

**10b) (If applicable) Secondary Commodity – Identify commodity that contributes to at least 25% of gross income.**

**Crop Production**

Food Crops Grown Under Cover (11141)

Vegetable and Melon Farming (1112)

Fruit and Tree Nut Farming (1113)

Other Crop Farming (1119) (e.g. sugar beets, hay, herbs, spices, mint, hops)

Nursery and Floriculture Production (11142)

Maple Syrup and Products Production (111994)

Oilseed and Grain (1111)

**Animal Production**

Beef Cattle including feedlots (11211)

Dairy Cattle and Milk Production (11212)

Hog and Pig farming (11221)

Apiculture (112910)

Sheep Farming (11241)

Goat Farming (112420)

Aquaculture CAN (112510)

Poultry and egg Production (1123)

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All other Animal Production (including deer, elk, and llama) (1129)

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Pesticide, fertilizer and other agricultural chemicals manufacturing (3253)

Paint, coating and adhesives manufacturing (3255)

Other chemical manufacturing (3259)

**Wholesale and Retail Sales**

Farm Product Wholesaler-Distributors (4111)

Food, beverage and tobacco merchant wholesaler (413)

Machinery, equipment and supplies merchant wholesaler (417)

Food and Beverage Stores (445)

## Food and Beverage Processing

|   |  |  |
|---|--|--|
| Animal Food Manufacturing (31111)                       | Grain and Oilseed Milling (3112)                         | Dairy Product Manufacturing (3115)                   |
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| Bakeries and Tortilla Manufacturing (3118)              | Wineries including alcoholic cider (31213)               | Snack Food Manufacturing (31191)                     |
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| Flavouring Syrup and Concentrate Manufacturing (311930) | Coffee and Tea Manufacturing (31192)                     | All Other Food Manufacturing (311990)                |
|   | Distilleries (31214)                                     | Breweries (312120)                                   |

## General Manufacturing

|  |  |  |
|--|--|--|
| Converted paper product manufacturing (3222) | Fibre, yarn and thread mills (3131)                                  | Tobacco Manufacturing (3122) (Note: Cigarette manufacturing is NOT eligible under the Partnership) |
| Fabric Mills (3132)                          | Agricultural, construction and mining machinery manufacturing (3331) |  |

## Other

|   |   |   |
|---|---|---|
| Support Activities for Crop Production (115110) | Support Activities for Animal Production (115210) | Veterinary services (541940)                          |
| Electric Power Generation (221119)              | Water supply and irrigation (22131)               | Rail transportation (482)                             |
| Truck Transportation (484)                      | Warehousing and Storage (493)                     | Professional, Scientific and Technical Services (541) |
| MULT- Multiple Industries                       |   |   |



## SECTION B: APPLICANT'S PROJECT INFORMATION

### 11. Project Location

Check if same as the business mailing address indicated above:

Address

City/Town

Municipality

Province

Postal Code

**12. Please indicate the total number of applicable livestock present on the project premise.**

|                       |  |                        |  |
|-----------------------|--|------------------------|--|
| Dairy Cattle          |  | Beef Cattle            |  |
| Hogs and Pig          |  | Poultry                |  |
| Sheep                 |  | Horse and Other Equine |  |
| Goat                  |  | Deer, Elk and Llama    |  |
| Other, Please Specify |  |                        |  |

### 13. Overall Project Description (25 words maximum)

N.B. *If* approved, you must not amend, vary or change or deviate from the Project you described in any material way without first advising the Administrative Services Representative, Rural Programs Branch at OMAFRA at [AgRuralPrograms@ontario.ca](mailto:AgRuralPrograms@ontario.ca) The Ministry reserves the right to suspend and recover funding for amended Projects that do not continue to meet the Partnership's and the Initiative's criteria.

**14. Eligible Project Costs** – Itemize the project’s eligible expense costs for each category (in Canadian dollars; include quotes, estimates, etc.; omit any applicable taxes). Only eligible costs incurred within the eligible timeframe will be considered.

|  | Category Item *See Eligible Expenses in the program guidelines for more details | Description of the Eligible Cost (25 words maximum) | Nov-Dec 2021 | Jan-Mar 2022                             | Apr-Jun 2022 | Jul-Sep 2022 | Sub-Total |
|--|---|---|--------------|--|--------------|--------------|-----------|
| 1  |   |   |              |  |              |              |           |
| 2  |   |   |              |  |              |              |           |
| 3  |   |   |              |  |              |              |           |
| 4  |   |   |              |  |              |              |           |
| 5  |   |   |              |  |              |              |           |
| 6  |   |   |              |  |              |              |           |
| 7  |   |   |              |  |              |              |           |
| 8  |   |   |              |  |              |              |           |
| 9  |   |   |              |  |              |              |           |
| 10   |   |   |              |  |              |              |           |
| Total Eligible Cost  |   |   |              |  |              |              |           |
| Line A: Total Eligible Costs (from the above)                          |   |   |              | Line B: Per Cent Cost-Share (50 percent) |              |              | 50 %      |
| Line C: Calculate Cost-Share Funding (Line A x Line B, up to \$25,000) |   |   |              |  |              |              |           |

Cost Category: Assessments and Planning, Facility Upgrades, Equipment

\* Please refer to the Eligible Expenses list outlined in the Program Guidelines. Submit any supporting documentation identified for each eligible item required for project approval and reimbursement, i.e. site sketch. You are strongly encouraged to submit quotes for eligible costs.

## 15. Sources of Funding for this Project (e.g., cash, funding from other sources)

| Sources of Funds   | Amount of Funds | Confirmed/<br>Pending |
|--|-----------------|-----------------------|
| Partnership Cost-Share Funding Requested<br>(Line C from above)  |                 | Pending               |
| Applicant's Contribution   |                 |                       |
| Other Financing  |                 |                       |
| Other Provincial or Federal Funding*   |                 |                       |
| <b>TOTAL PROJECT VALUE</b> (Must equal line A above plus any other project costs not included on this application) |                 |                       |

\*Please provide details (e.g. what kind of financing (lease, loan, etc.), which provincial/federal program)

### SECTION C: CERTIFICATION, CONTRIBUTION AGREEMENT, NOTICE, AND CONSENT

If approved, funding is conditional upon the Applicant's entry into the terms and conditions of the Canadian Agricultural Partnership ("the Partnership") and the Increasing Deadstock Capacity Initiative ("the Initiative"). The Applicant may also be referred to as "you" (or "your") below.

You must certify on this application that:

- You have read, understand, and agree to abide by all requirements of the Partnership and the Initiative.
- All sources and pending sources of funding for the proposed project, other than the Applicant's own, have been fully disclosed in this Application Form, including funds from federal, provincial and municipal governments, and that such funds cumulatively do not, and will not, exceed 100 per cent of total project eligible costs.
- The Applicant does not currently owe any money to Ontario, or you have attached a detailed description of the Applicant's debt to Ontario to this application.
- You are not, nor is any officer, director or employee of the Applicant (if any) a current or former federal public office holder or federal public servant, or, if you, or any officer, director or employee of the Applicant (if any) are a current or former federal public officer holder or federal public servant, you or that officer, director or employee of the Applicant (if any) are in compliance with the *Conflict of Interest Act*, the *Conflict of Interest Code for Members of the House of Commons*, the *Values and Ethics Code for the Public Sector* and the *Policy on Conflict of Interest and Post-employment*, as applicable.

- You are not, nor is any officer, director or employee of the Applicant (if any), a member of the House of Commons or of the Senate, or if you, or any officer, director or employee of the Applicant (if any) are, you or the officer, director or employee of the Applicant (if any) are permitted under the Parliament of Canada Act to receive funding from Canada under the Partnership.
- The Applicant shall retain all records relating to any payments made to the applicant under this Initiative, including all invoices and proof of payment for at least seven (7) years from the date on which the Agreement expires or is terminated.

You accept that:

- The Initiative is a discretionary, non-entitlement initiative and the Applicant is not entitled to funding merely as a consequence of submitting an application. Applications will be assessed on first come, first served basis. Furthermore, payments, if any, are subject to approval of the project by way of a separate letter from the Ontario Ministry of Agriculture, Food and Rural Affairs (OMAFRA); Ontario receiving all the necessary appropriations from the Ontario Legislature; Ontario receiving all the necessary monies from Canada; the Applicant and the Applicant's project (including all activities) satisfying all of the eligibility criteria; eligible expenses criteria; as well as the Applicant's compliance with all terms and conditions of the Initiative and the Agreement.
- Any funding received will be used exclusively for the activities proposed by you to increase your capacity to manage deadstock, and may not be amended, varied or changed or deviate in any material way from the activities described by you in this application;
- The Ministry has a right to suspend and recover funding for your Project if you have amended, varied or changed or have deviated from your proposal in a material way such that you do not continue to meet the Partnership's and the Initiative's criteria;
- If it is determined the Applicant has received a payment the Applicant was not eligible to receive, through administrative error or otherwise or by reason of non-compliance with the terms and conditions of the Contribution Agreement (as described below), the Applicant will repay any and all payments as well as any surplus funding plus accrued interest upon it forthwith upon demand.
- Any payments made or payable to the Applicant may be subject to recovery or set-off against the Applicant's pre-existing debts to the Crown in Right of Ontario or Canada.
- There will be a ten per cent (10%) holdback on any reimbursement until a final report for the Project, in such form and with such content as OMAFRA shall determine, is received and approved by OMAFRA. At a minimum, the final report submitted for the Project will include an attestation that the Project has been completed as approved and has complied with the requirements of the Initiative.
- Terms not defined within this Application Form shall have the definitions assigned to them in the Guidelines and Minister's Order 0005/2018, as amended from time to time.

- Ontario, Ontario's program administrator (if any) or Canada, including their respective Ministers, directors, officers, agents, employees or representatives (as applicable), shall not be liable for any damage or loss whatsoever, or howsoever arising, including damage or loss arising from any advice, opinions, representations, warranties or the provision of information under the Partnership.
- The information you have provided may, with the exception of the Social Insurance Number of recipients of funding who are sole proprietors, partners in a partnership and members of unincorporated entities where they do not have a Canada Revenue Agency Business Number, be disclosed by Ontario or Ontario's program administrator (if any) on behalf of Ontario to verify compliance with other provincial and federal funding initiatives administered by Ontario or another program administrator on behalf of Ontario or by Ontario in order to confirm the information provided, to verify eligibility and to ensure there is no duplication of funding.
- The information you have provided may be subject to disclosure under the *Freedom of Information and Protection of Privacy Act* (Ontario) or the *Access to Information Act* (Canada) or *Privacy Act* (Canada).
- In the event of an error, omission, inconsistency or conflict between anything set out in this Application Form, the Initiative's Guidelines and the Minister's Order 0005/2018, the Guidelines will prevail over this Application Form, and the Minister's Order 0005/18 will prevail over the Guidelines.

You consent to the following on behalf of the Applicant:

- To provide accurate, timely and full information, including supporting documentation, to Ontario or Ontario's program administrator (if any) and will notify Ontario or Ontario's program administrator (if any) immediately in the event there are any changes to information provided.
- To provide Canada, Ontario and Ontario's program administrator (if any), as well as their authorized representatives, with any information or access to a person, place or thing within ten (10) business days of any request, field verification or audit.
- To comply with all onsite field inspections and/or audits by Ontario or Ontario program administrator (if any) upon notice, and during normal business hours, to verify eligibility, and to evaluate compliance with the requirements of the Initiative.
- To comply with reviews by Ontario of information related to other programs and initiatives delivered by, or for, Ontario in which the Applicant is enrolled or has applied.
- The use of the Applicant's name and contact information by Ontario, Ontario's program administrator (if any) and/or Canada to contact the Applicant for the purpose of evaluating the effectiveness and efficiency of the Partnership programming, or for any other similar purpose.
- Ontario and Ontario's program administrator (if any) may publish information about the project/activities funded including the agreement entered into, the amount of funding the Applicant has been approved to receive and/or has received, the nature and results of any project/activities funded, along with the Applicant's name.

**NOTICE OF COLLECTION OF PERSONAL INFORMATION:** Pursuant to the provisions of Minister's Order 0005/18, take notice that Ontario may collect, use and disclose the Social Insurance Number (SIN) of an Initiative funding recipient where that recipient is a sole proprietor, partner in a partnership or a member of an unincorporated entity, in order to meet its obligations under the *Income Tax Act* (Canada), and for the purposes of auditing and collection of over-payments, as required under Minister's Order 0005/2018, as amended from time to time. 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: 226-979-7884.

By submitting this Application Form, I further certify or agree as the case may be that:

- I have read, understand, and agree to all the requirements set out in the Guidelines;
- I am authorized by a business that meets the eligibility requirements under the Increasing Deadstock Capacity Initiative to submit this Application Form on behalf of the business and to bind the business to its contents and to the terms and conditions of the Partnership and the Initiative;
- *If* this application and the project are approved by way of a separate letter from OMAFRA, the terms and conditions of the Partnership and the Initiative as set out in its Guidelines (excluding the Frequently Asked Questions portion), this Application Form and in Minister's Order 0005/2018, as may be amended from time to time, in combination will create a binding agreement between the business and Her Majesty the Queen in right of Ontario, as represented by the Minister of Agriculture, Food and Rural Affairs, for a period of seven (7) years from the date on the approval letter ("Agreement"); and
- All the information submitted on this Application Form is true and complete to the best of my knowledge, information, and belief.

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

