

PART 1: PROJECT CATEGORY DESCRIPTION

FOR TRACEABILITY SYSTEM DEVELOPMENT, IMPLEMENTATION OR IMPROVEMENTS THROUGH: WRITING POLICIES, PROCEDURES AND RECORDS, EQUIPMENT PURCHASES, AND FACILITY UPGRADES.

WHO SHOULD APPLY?

Commingling facilities, including assembly yards, sales barns, auction markets, fairs and exhibitions, trucking rest stations, transporters, veterinary clinics and rendering facilities, that are implementing or improving traceability systems.

Preference is currently given to projects that:

- Support goats, sheep, farmed cervids, bison, cattle, pigs

TO APPLY YOU MUST:

- Read, understand and agree to abide by all requirements set out in the [Program Guidelines](#) as well as all requirements given in this Project Category Description
- Demonstrate a direct link between all project activities and the development or improvement of a written traceability system

THESE ACTIVITIES AND EXPENDITURES ARE ELIGIBLE:

- In-kind time (to a maximum of \$2,000 per project) or costs from a qualified third-party to develop or update written policies, procedures, schedules, records and associated training related to traceability
- In-kind time (to a maximum of \$2,000 per project) or third-party costs to modify existing written traceability systems
- Traceability equipment to support the implementation of written traceability systems
- Costs related to supporting or managing information sharing networks (e.g., cloud-based subscription costs, one-time dedicated project staff), limited to the duration of the project
- Barcoding systems and automated product identification systems
- Capital costs (building or production site upgrades) to support implementation of written traceability systems
- One-time labour costs specifically required for the project, such as third party advisory fees

THESE ACTIVITIES AND EXPENDITURES ARE NOT ELIGIBLE:

- Equipment or capital upgrades not related to traceability
- Consumable traceability related items (e.g., labels, ink)
- Multi-use items (e.g., laptops, computers, printers)
- Radio Frequency Identification (RFID) readers which have not met Canadian performance standards (<https://www.canadaid.ca/traceability/stationary-and-mobile-readers/>)
- Software licensing costs or fees beyond 12 months
- Travel and meal costs
- Ineligible activities and expenditures as detailed in the [Program Guidelines](#)

AVAILABLE COST-SHARE:

- 50 per cent, up to a maximum of \$75,000

YOU MUST SUBMIT THIS REQUIRED DOCUMENTATION WITH YOUR APPLICATION:

- Quote from the manufacturer to include a clear description of all equipment and equipment specifications
- Quote or proposal from a qualified, third-party detailing services to be provided, costs and outcomes

THIS MERIT ASSESSMENT CRITERIA WILL BE USED TO EVALUATE YOUR APPLICATION:

- Priority of commodity
- Traceability system status
- Ability of the project to improve traceability
- Outcomes and objectives of the project
- Extent to which the applicant will share information about the project to benefit the sector or industry (e.g., news releases, articles in trade magazines, presentations, social media/websites, hosting an open house)
- Impact on economic growth

PART 2: APPLICATION FORM

Before you start

This form must be filled out using Adobe Acrobat Reader.

In order to ensure that your application 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 applications 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 application using Adobe Acrobat Reader.

TO COMPLETE THIS APPLICATION 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 application 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 application at any time. Remember to save your file along the way.
 - Once complete, save the file.
4. Email the Adobe-completed PDF application form as an attachment to AgPartnership@ontario.ca.
 - Do not send your document using Adobe Cloud.
 - You will receive a file number once your application has been processed.
 - Once the application has been reviewed and a decision has been made you will be notified by email.

PART 2: APPLICATION FORM

OTHER BUSINESS – Traceability Systems Improvements (Animal Health)(AHEQ-OA-C)

Step 1: Applicant Information

First Name

Last Name

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

City/Town

Municipality

Province

Postal Code

ONTARIO

Business Email Address

Primary Phone

Step 2: Project Contact and Location

Check if same as above.

First Name

Last Name

Address (Line 1)

Primary Phone

Address (Line 2)

Email Address

City/Town

Province

Postal Code

Municipality

ONTARIO

2.1 Premises Identification (PID) Number for the Project Location

O **N**

OR

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

To obtain a valid premises ID or update your premises ID information, please visit

<https://www.ontariopid.com/en-CA/> or call 1-888-247-4999

2.2 My business/organization is certified organic

Yes

No

In transition towards organic

2.3 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 - \$49.99M	\$50M - \$99.99M
\$100M - \$199M	\$200M and over	Not-for-profit	

2.4 Indigenous Partners/Community

Yes No

2.5 Ownership Structure

Sole Proprietorship	Registered Professional Partnership	Incorporated Business
Cooperative	Community or Other Not-for-Profit	Broader Public Sector

2.6 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.

www.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

2.7 Number of Employees


Number of Employees at the Project Location	Number
Full-time (30 hours or more/week)	
Part-time (less than 30 hours/week)	
Temporary/Seasonal	

2.8 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)	Other
Maple Syrup and Products Production (111994)	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)
General Manufacturing	Apiculture (112910)	Soft Drinks and Ice Manufacturing (312110)	Veterinary Services (541940)
Tobacco Manufacturing (3122) (Note: Cigarette manufacturing is NOT eligible under the Partnership)	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)	Chemical Manufacturing	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)	
	Paint, coating and adhesives manufacturing (3255)	All Other Food Manufacturing (311990)	
	Other chemical manufacturing (3259)		

2.9 (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)
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	Other chemical manufacturing (3259)		




Step 3: Describe Your Business and Products (50 words maximum)

Step 4: Project Title (10 words maximum)

Step 5: Project Description

5.1 Describe what you are doing and why. Provide the challenges, issues and/or opportunities addressed by the project. (500 words maximum)



5.2 Describe the overall impacts you hope to achieve by completing this project.
(500 words maximum)

Step 6: Resources and Skills

Describe the personnel (including third-party organizations if applicable) and skills you will use to complete this project. (100 words maximum)

Step 7: Work Plan and Eligible Costs

7.1 List each activity necessary to successfully complete the project. Itemize costs to complete activity or purchases (in Canadian dollars; include quotes, estimates, etc.) Only eligible costs incurred and paid after the approval of the project will be considered. Attach additional sheets if necessary.

Proposed Project Start Date
(YYYY/MM/DD):

Proposed Project End Date
(YYYY/MM/DD):

(no later than September 30, 2022)

7.2 Activity/Key Milestone

Activity/Key Milestone	Estimated Completion Date (YYYY/MM/DD)
1.	
2.	
3.	
4.	
5.	
6.	
7.	
8.	

7.3 Eligible Costs

Eligible Costs Only	Jan-Mar 2021	Apr-Jun 2021	Jul-Sep 2021	Oct-Dec 2021	Jan-Mar 2022	Apr-June 2022	July-Sep 2022	Sub-Total
TOTAL COST								
Line A: Total Eligible Costs (from the above)								
Line B: Per Cent Cost-Share (enter percentage based on project category)							%	
Line C: Calculate Cost-Share Funding (Line A x Line B)								
Line D: Cost-Share Cap (\$ amount based on project category)								
Line E: Maximum Cost-Share Funding (i.e. reimbursement) (Lesser of Lines C and D)								

Step 8: Expected Sources of Funding for this Project (e.g., cash, funding from other sources)

Sources of Funds	Amount of Funds
Partnership Cost-Share Funding Requested	
Applicant's Contribution	
Other Financing*	
Other Provincial or Federal Funding*	
TOTAL	

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



Step 9: Project Details for Traceability System Improvements (AHEQ-OA-C)

9.1 Which commodities will be impacted by this project? (check all that apply):

Bison

Cattle

Sheep

Goats

Swine

Farmed cervid

Poultry

Other, specify:

9.2 What kind of traceability system is currently in place? (Select one):

Paper-based

Combination of paper and electronic


Fully electronic/automated

No formal traceability system

9.3 How will your project enhance the incident and emergency management capabilities of your operation? (Check all that apply):

Reduce emergency response times, explain:

Continued on Page 14



Enhance response readiness, explain:

Enhance data availability, explain:

Easier access to information, explain:

9.4 Is the project focused primarily on preparing for upcoming traceability requirements? (e.g. regulations)

Yes, specify what requirement(s):

No

9.5 You must complete and attach a Food Safety and Traceability Action Plan template to apply to this project category. In your completed Food Safety and Traceability Action Plan, have you identified qualified individual(s) (e.g., current staff or third-party consultants) and the necessary skills that will be required to complete the project?

Yes

No

9.6 For each piece of equipment identified in your completed Food Safety and Traceability Action Plan, have you included the creation or update of written procedures to address food safety risks?

Yes

No

9.7 What are the objectives of the project related to market opportunities and competitiveness?
(Check all that apply):

Implementation is essential for retaining share in the current market and meeting market requirements, explain:

Implementation will enable access to new markets, explain:

Implementation will help achieve a competitive advantage, explain:

None of the above

9.8 This project will facilitate (Check all that apply):

Animal identification

Premises identification

Movement recording within farm

Movement recording off the farm

Movement reporting


None of the above

9.9 This project will result in the following operational efficiencies (check all that apply):

Better control of animal inventory, explain:

Reduced time spent recording information, explain:

Identify and track sources and costs of waste, explain:



Track use of labour, inputs (e.g., animal health products) and/or equipment, explain:

Monitor costs for the movement of transport animals, products, and other materials, explain:

Reduced errors, explain:

Other, specify:

9.10 Have you completed training or education specific to food safety or traceability implementation to support your project?

Yes (attach certificate(s) of completion)

No

9.11 Do you plan to communicate your project results to benefit your sector or industry?

Yes (please attach your communications plan to your application)

No

9.12 Given the information you have provided about your project above, please explain how your project will contribute to economic growth especially as the agri-food sector is undergoing COVID-19 recovery. (350 words maximum)

Step 10: Declaration, Acknowledgements and Consent

To apply, you must agree to be bound by the Terms and Conditions of Canadian Agricultural Partnership (“the Partnership”) Cost-share Funding.

The applicant must be a legal entity that is eligible under the Partnership Cost-share Funding.


The individual who submits the application form must be a person who is authorized by the applicant to submit the form on behalf of the applicant and to bind the applicant to the contents therein. This person is referred to as “you” below.

You must certify on the Application that:

- You have read, understand, and agree to abide by all requirements of the Partnership Cost-share Funding. This Guide sets out the Terms and Conditions for the Partnership Cost-share Funding, and the Project Category Descriptions.
- All information submitted on the application is true and complete, to the best of your knowledge, belief and understanding.
- All sources of funding for the proposed project, other than the applicant’s, have been disclosed in this application, including sources and amounts from federal, provincial and municipal governments, and such funds do not, and will, not exceed 100 per cent of total project costs.
- The applicant does not currently owe any money to Ontario, or you have attached a 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.

You must further certify on the Application, that the applicant:

- Shall retain all records relating to any payments made to the applicant under the Partnership, including all invoices and proof of payment for at least seven (7) years from the date on which payment was received by the applicant.
- Shall consent to Ontario, Ontario’s program administrator (if any) or Canada publishing information about the project/activities funded including the amount of funding the applicant has been approved to receive and/or has received under the Partnership, the nature and results of any project/activities funded, along with the applicant’s name.



You must further acknowledge and accept that:

- The Partnership is a discretionary, non-entitlement program and that the applicant is not entitled to funding merely as a consequence of submitting an application. Payment is subject to 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 (and all activities) satisfying eligibility criteria, as well as the applicant's compliance with all terms and conditions of the Partnership.
- If it is determined the applicant has received a payment the applicant was not eligible to receive, through administrative error or otherwise, the applicant will repay any and all payments that the applicant was not eligible to receive as well as any surplus funding.
- Any payments made to the applicant may be subject to recovery or offset against the applicant's pre-existing debts to the Crown in Right of Ontario or Canada.
- 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 provided for the Partnership may 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 provided to the Partnership, with the exception of the Social Insurance Number of recipients of funding who are sole proprietors or unincorporated entities, may be subject to disclosure under the ***Freedom of Information and Protection of Privacy Act*** (Ontario), the ***Access to Information Act*** (Canada) or ***Privacy Act*** (Canada).

You must 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 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 Partnership.
- 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.

In the event of a conflict between anything set out in Guides, Guidebooks, Guidelines and the Minister's Order, the Minister's Order will prevail.

Errors and Omissions Excepted.

NOTICE OF COLLECTION OF PERSONAL INFORMATION: Ontario may collect the Social Insurance Number (SIN) of a Partnership 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, I AM ATTESTING THAT I AM AUTHORIZED TO DO SO ON BEHALF OF THE APPLICANT AND TO BIND THE APPLICANT TO THE TERMS AND CONDITIONS OF THE CANADIAN AGRICULTURAL PARTNERSHIP, AS WELL AS THE ABOVE,

Name

Title

Email

Date (YYYY/MM/DD)

Submit your form: By email:

agpartnership@ontario.ca

Only send files smaller than 10MB

Only send files that do not contain live links