

## **PART 1: PROJECT CATEGORY DESCRIPTION**

FUNDING TO ADOPT ADVANCED MANUFACTURING TECHNOLOGY THAT WILL IMPROVE LABOUR PRODUCTIVITY, IMPROVE INPUT EFFICIENCY, OR REDUCE WASTE

### **WHO SHOULD APPLY?**

Primary agri-food businesses that are ready to adopt advanced manufacturing technology so they can improve labour productivity, improve input efficiency, or reduce waste.

Applications from businesses that are located in Northern Ontario or are Indigenous partner businesses are preferred.

### **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
- Be a primary agri-food business\* that handles products in a facility with 199 employees or less, and is at least one of the following:
  - adopting advanced manufacturing technology (meaning technology that enhances manufacturing processes through automation, robotics or digitization)
  - located in northern Ontario
  - an Indigenous partner business
- Have completed a related labour productivity, input and/or waste audit, assessment or plan that demonstrates the need and impact of the project in addressing current deficiencies, opportunities and risks
- Have baseline Key Performance Indicators specifically related to the project, e.g., labour productivity, energy usage, waste management

\* Primary agri-food businesses are defined as Ontario agri-businesses that:

- are directly involved in primary handling of agri-food, agri-products and commodities (e.g., washing, sorting, and packaging of produce)
- do not meet the following definition of a processor:
  - any established company that is a manufacturer and is currently directly involved in the transformation of agricultural commodities, food, beverage or agri-based bio-products in Ontario. Transformation means physically or chemically changing an agricultural commodity, food, beverage or bio-product
- do not meet the following definition of a producer:
  - any established farm business that is a legal entity and produces agricultural commodities in Ontario under a valid Farm Business Registration Number, or an allowable exemption

## THESE ACTIVITIES AND EXPENDITURES ARE ELIGIBLE:

- Capital costs and installation or configuration costs for advanced manufacturing technology (meaning technology that enhances manufacturing processes through automation, robotics or digitization)\* for one or more of the following:
  - improved labour productivity
  - improved input efficiency
  - reduced waste
- Costs of software necessary for integration of advanced manufacturing technology
- Measurement, metering, monitoring and integration equipment for waste reduction management (for permanent systems intended to be left in place), as well as related software and reporting system costs
- Costs of development or translation of manufacturing policies, feedback systems, preventative maintenance procedures and standard operational procedures such as processing standards (time, temperature, speed, etc.), proactive preventative maintenance routines, and employee scheduling systems
- One-time costs associated with training key personnel on project-related new technology (e.g., train the trainer)
- One-time labour costs specifically required for the project for third party advisory fees (not including costs for an applicant's staff)
- One-time costs for rental of eligible technology or equipment

\*Manufacturing technology that is not considered advanced may be considered eligible for a business located in Northern Ontario or an Indigenous partner business.

## THESE ACTIVITIES AND EXPENDITURES ARE NOT ELIGIBLE:

- Costs of all building structure modifications including those required for the operation of eligible equipment
- Costs and activities associated with expansion to a new or existing facility
- Costs related to activities that focus on increasing capacity or production output
- Costs related to implementing or upgrading Enterprise Resource Planning systems
- Costs of equipment or components that are ancillary to the operation of eligible technology or equipment, meaning providing support, however necessary, to implement or operate eligible technology or equipment (e.g., pumps, boilers, conveyers)
- Costs for electrical and other utility or facility changes, upgrades or modifications that are required for the eligible technology or equipment
- Ongoing material or input costs required for normal production
- Travel and meal costs
- In-kind contributions
- Ineligible activities and expenditures as detailed in the [Program Guidelines](#)

## AVAILABLE COST-SHARE:

- 35 per cent, up to a maximum of \$100,000

## YOU MUST SUBMIT THIS REQUIRED DOCUMENTATION WITH YOUR APPLICATION:

- A labour productivity, input and/or waste audit, assessment or plan that demonstrates the need and impact of the project in addressing current deficiencies, opportunities or risks

- Quote or proposal from third-party organization or consultant, detailing services to be provided, costs and outcomes
- Quote detailing costs of eligible technology or equipment and, if applicable, software necessary for technology integration

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

Applications from businesses that are located in Northern Ontario or are Indigenous partner businesses are preferred.

Applications will be assessed against the extent to which:

- Labour productivity, input and/or waste audit, assessment or plan addressing input efficiency and/or waste reduction is fully developed and demonstrates need for the project
- Project leads to significantly improved labour productivity, improved input efficiency and/or reduced waste
- All components of the project are directly linked to improved labour productivity, improved input efficiency or reduced waste
- Project makes a measurable impact on Key Performance Indicators
- Relevant business impacts are anticipated and have been quantified, such as:
  - Reduced identified risks
  - Job creation or retention
  - Increased sales or revenue
  - Increased profitability
- Communication plan is fully developed and details how information about the project will be shared to benefit the sector or industry (may include a news release, an article in a trade magazine, presentations, social media/website, hosting an open house)
- The project results in significant secondary benefits for assurance systems and the environment
- Resources, experience and skills necessary to oversee and carry out the project are identified
- Project work plans are clearly defined and aligned to project goals

## 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](mailto: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 – Technology and Equipment to Improve Productivity  
(EMPT-OA-G)

### 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](http://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)	<b>Other</b>
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)
<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 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)	<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)	
	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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Maple Syrup and Products Production (111994)	Goat Farming (112420)	Dairy Product Manufacturing (3115)	Support Activities for Crop Production (115110)
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	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)		






**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 – Technology and Equipment to Improve Productivity (EMPT-OA-G)

### 9.1 Which of the following apply to your business? (Select all that apply)

A primary agri-food business that manufactures products in a facility with 199 employees or less that is adopting advanced manufacturing technology (meaning technology that enhances manufacturing processes through automation, robotics or digitization) to improve labour productivity, improve input efficiency, or reduce waste

A primary agri-food business located in Northern Ontario that manufactures products in a facility with 199 employees or less that is adopting manufacturing technology to improve labour productivity, improve input efficiency, or reduce waste

A primary agri-food business that is an Indigenous partner business that manufactures products in a facility with 199 employees or less and is adopting manufacturing technology to improve labour productivity, improve input efficiency, or reduce waste

### 9.2 Select the activities you will complete as part of the project?

*Note: for a business that is not located in Northern Ontario and is not an Indigenous partner business, manufacturing technology that is put in place must be advanced (meaning technology that enhances manufacturing processes through automation, robotics or digitization):*

Put in place manufacturing technology for labour productivity improvements

Put in place manufacturing technology for input efficiency improvements

Put in place manufacturing technology for waste reduction improvements

Put in place software necessary for integration of new technology

Put in place permanent systems for measurement, metering, and monitoring to support waste reduction management

Develop or revise manufacturing policies, feedback systems, preventative maintenance procedures and standard operational procedures such as processing standards (time, temperature, speed, etc.), proactive preventative maintenance routines, and employee scheduling systems

9.3 Provide current and projected annual totals for all documented Key Performance Indicators that will be impacted by this project:

DOCUMENTED BASELINE KEY PERFORMANCE INDICATORS	CURRENT ANNUAL FACILITY TOTAL	PROJECTED - ANNUAL FACILITY TOTAL FOR 12-MONTH PERIOD FOLLOWING PROJECT COMPLETION
<b>Labour (cost)</b> In \$		
<b>Production output (cost)</b> In \$		
<b>Downtime</b> In hrs per day		
<b>Water use (volume)</b> In m <sup>3</sup> (m-cubed)		
<b>Water use (cost)</b> In \$		NA
<b>Electricity use (volume)</b> In kW		
<b>Electricity use (cost)</b> In \$		NA
<b>Natural gas use (volume)</b> In m <sup>3</sup>		
<b>Natural gas use (cost)</b> In \$		NA
<b>Organic waste (volume)</b> In kgs		
<b>Organic waste disposal (cost)</b> In \$		
<b>Organic waste (volume, as % of inputs)</b> As%		
<b>Packaging waste (volume)</b> In kgs		
<b>Packaging waste disposal (cost)</b> In \$		NA
<b>Packaging waste (volume, as % of new packaging volume)</b> As %		

DOCUMENTED BASELINE KEY PERFORMANCE INDICATORS	CURRENT FACILITY ANNUAL TOTAL	PROJECTED - ANNUAL FACILITY TOTAL FOR 12-MONTH PERIOD FOLLOWING PROJECT
<b>Ingredient use</b> Indicate unit of measure: <b>Choices:</b> Lbs (pounds), g (grams) kg (kilograms) ml (millilitres) L (litres) metric ton Other, specify:		
<b>Wastewater (volume)</b> In m <sup>3</sup> (m-cubed)		
<b>Wastewater disposal (cost)</b> In \$		
<b>Other:</b>  <b>Describe:</b>		

9.4 Complete the following table to show the business results you are expecting from the project:

BUSINESS IMPACTS	ANTICIPATED IMPROVEMENTS AT PROJECT COMPLETION	PLEASE EXPLAIN AND QUANTIFY (I.E. DOLLAR VALUES, %, VOLUME)
Reduced identified risks	Yes No	
Job creation or retention	Yes No	
Value of increased sales revenue in international markets	Yes No	
Value of increased sales revenue in Canada	Yes No	
Increased profitability	Yes No	
Technical skills development and improved performance of personnel	Yes No	
Other business impacts:	Yes No	



9.5 What is the total investment that your business will make to implement this project (including but not limited to the eligible costs of this application):

9.6 In the table below, list each manufacturing technology for which funding is requested and provide a description and substantiation of its impact on labour productivity, input efficiency and/or reduced waste, and how it is considered advanced manufacturing technology (meaning technology that enhances manufacturing processes through automation, robotics or digitization).

<b>TECHNOLOGY</b>  <small>(List each manufacturing technology for which funding is requested)</small>	<b>IMPACT ON LABOUR PRODUCTIVITY, INPUT EFFICIENCY AND/OR REDUCED WASTE</b>  <small>(Description should include quantified labour productivity and/or input efficiency and/or waste reduction impacts for the specific manufacturing technology, and how it is necessary for the project)</small>	<b>ADVANCED MANUFACTURING TECHNOLOGY DESCRIPTION*</b>  <small>(Details should include how the specific technology is considered advanced manufacturing technology, meaning technology that enhances manufacturing processes through automation, robotics, or digitization) *Completing this column is optional for businesses located in Northern Ontario or Indigenous partner businesses</small>

9.7 Please describe below how you will share/communicate your project results with the Ontario food and beverage industry or within your business sector? (max 350 words)

9.8 Secondary benefits for assurance systems (check all that apply):

Does your project help incent public trust that you are implementing practices that result in healthy, humanely treated animals and ultimately, safe food?

Does your project help your business to improve your food safety and/or traceability program?

Does your project expand or maintain market access for your product(s) by improving your food safety or traceability system?

Describe the secondary benefit(s) you have selected and how they go beyond benefits that would be typical for this type of project:


9.9 Secondary benefits for the environment (check all that apply):

Does your project help your business reduce waste?

Does your project help preserve or improve water quality and or quantity?

Does your project help reduce your business' carbon footprint?

Describe the secondary benefit(s) you have selected and how they go beyond benefits that would be typical for this type of project:



9.10 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](mailto:agpartnership@ontario.ca)

Only send files smaller than 10MB

Only send files that do not contain live links