

PART 1: ENROLMENT

Complete your enrolment online at ontarioprograms.net

If you are unable to apply online (preferred method), please fill out the enrolment form clearly.

If you have already enrolled in the Canadian Agricultural Partnership and your information has not changed, you may move straight to PART 2: Application

Langue de correspondance préférée : Français

Salutation	First Name	Initial	Last Name	Job Title
Operating Name of Business/Organization (This is the name under which the business operates)				Primary Phone
Legal Name of Business/Organization (Complete name business is registered under) Same as above or:				Secondary Phone

Business Email Address

Business Mailing Address Address (Line 1)	City	
Address (Line 2)	Province ONTARIO	Postal Code
Business Location Address (Line 1) Same as mailing address	City	
Address (Line 2)	Province ONTARIO	Postal Code

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	

Authorized Signing Authorities

I/We have signing authority for this business

First signing authority	_____	_____	_____
	First Name	Last Name	Job Title
Second signing authority	_____	_____	_____
	First Name	Last Name	Job Title

Indigenous Partners/Community

Yes No

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

Summary

Please take a moment to review the information you have provided and ensure it is accurate.

Terms and Conditions

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 or 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. If you have any questions or concerns regarding the collection of this information, please contact the Administrative Services Representative, Rural Programs Branch, Ontario Ministry of Agriculture, Food and Rural Affairs, at 1 Stone Rd. W, Guelph ON N1G 4Y2, phone: 519-826-6616.

By checking the box below, I/we declare the information above to be true and correct and I/we agree to abide to all the program rules, procedures and conditions. I/We consent to the release of this information to the Ontario Ministry of Agriculture, Food and Rural Affairs (OMAFRA), and associated program partners for the purposes of future programming, program promotion and program evaluation.

I/We have read and agree to all the preceding terms and conditions.

Signing Authority Name	Signing Authority Signature	Date (YYYY/MM/DD)
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Submit your form: By email: agpartnership@ontario.ca
 By post: Canadian Agricultural Partnership
 1 Stone Road West, Guelph, ON N1G 4Y2

For Office Use Only		
Received by: _____	Signature: _____	Date (YYYY/MM/DD): _____

PART 2: APPLICATION FORM

PROCESSOR - Food Safety and Traceability Gap Assessment and Pre-audit (FSAP-PR-A)

For Office Use Only	
Project Category:	
Date Received:	
Op #:	App #:

Step 1: Business Contact Information

Salutation	First Name	Initial	Last Name	Job Title
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Legal Name of Business/Organization (Complete name business is registered under)

Business Location		Same as mailing address		
Address (Line 1)		City/Town	Province ONTARIO	
Address (Line 2)		Postal Code		
Primary Phone	Secondary Phone		Email Address	

Step 2: Project Contact and Location

Check if same as above.

Salutation	First Name	Initial	Last Name	Job Title
Address (Line 1)		City/Town	Province ONTARIO	
Address (Line 2)		Postal Code		
Primary Phone	Secondary Phone		Email Address	

Premises Identification (PID) Number for the Project Location

O N

To obtain a valid premises ID or update your premises ID information, please visit ontarioPID.ca or call 1-888-247-4999

Number of Employees at this Business Location

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

Step 4: Project Title (10 words maximum)

Step 5: Project Description

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

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

Step 6: Resources and Skills (100 words maximum)

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

Step 7: Work Plan and Eligible Costs

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): _____

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

Eligible Costs Only	Jan-Mar 2020	Apr-Jun 2020	Jul-Sep 2020	Oct-Dec 2020	Jan-Mar 2021	Apr-Jun 2021	Jul-Sep 2021	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*	

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

Step 9: Project Details for Food Safety and Traceability Gap Assessment and Pre-audit (FSAP-PR-A)

1. Check all of the food products that will be impacted by your project (check all that apply):

Ready-to-eat (RTE), minimally processed fruit and vegetables (e.g. peeled, cut, washed, dried, in order to be packaged)

RTE bagged salads or greens (e.g. salad mix, spinach)

RTE meat products (e.g. pate, meat spreads, frankfurters, deli meats, beef or poultry jerky)

Unripened or fresh soft cheese (e.g. cottage cheese, cream cheese, feta, ricotta)

Unpasteurized fruit/vegetable juice (e.g. apple cider)

Poultry or beef slaughter or processing

Dry/semi-dry fermented sausages

Sprouted seeds

Swine slaughter or processing

Sheep and other milk (e.g. water buffalo, mare)

RTE spreads and dips (e.g. hummus, tahini)

Shelf-stable canned products

Insect processing

Oilseeds (e.g. soybean, corn) and grains (e.g. wheat, pea and bean, rice) for processing

Fresh fruits and vegetables that are frozen, or cooked

Peanuts and tree nuts (e.g. hazelnuts, walnuts)

Maple syrup and honey

Beverages (e.g. pasteurized fruit juices, carbonated soft drinks, bottled water, alcohol)

Pickled meat

Baked goods

Semi-hard cheese (e.g. cheddar, brick, gouda)

Hard cheese (e.g. asiago, parmesan)

Processed cheese

Ice cream, fluid milk (cow & goat) and high fat and other dairy products

Other cultured milk products (e.g. yogurt, kefir)

Ready-to-serve meat products (e.g. meat pies, pizza)

Health and/or nutrition supplements

Other, specify: _____

Full Name: _____

2. What project are you doing? (check all that apply):

Assessment or gap analysis of a food safety program

Pre-audit

3. Indicate all activities that will be impacted by your gap assessment and/or pre-audit (check all that apply):

GFSI equivalency/ preparedness

Personnel and handling

Cleaning and sanitizing

Water testing and treatment

Pest Control

Preventative maintenance and calibration

Facility interior and exterior (e.g. facility environment)

Recall

Traceability

Shipping and receiving

Hazard Analysis Critical Control Points (HACCP) or Preventive Control Plan (PCP)

Process controls (e.g. procedures that indicate the minimum internal product temperature and the minimum holding time that produce lethality)

Validation studies

Other food safety practices (e.g. management commitment, food fraud, etc.), specify:

Full Name: _____

4. What is your current food safety certification status (select one):

Not currently working towards food safety certification

Working towards certification, specify which program (e.g., BRC, FSSC 22000, SQF): _____

Currently certified, specify which program (e.g., BRC, FSSC 22000, SQF): _____

5. What is your current mock recall status? (select one):

100% finished, product identified

Less than 100% finished, product identified

Have not conducted a mock recall

6. What type of traceability system is currently in place at your operation? (select one):

Paper-based

Combination of paper and electronic

Fully electronic or automated

No formal system

7. Who will conduct the gap assessment or pre-audit?

8. How will you use the information in the future?

9. Have you included a quote or proposal from a third-party detailing services to be provided, costs and outcomes? (Select one):

Yes (attached)

No

Full Name: _____

Declaration, Acknowledgements, Consent and Signature

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

The applicant must be a legal entity that is eligible under the Partnership Cost-share Funding for Processors. The individual who signs the application form must be a person who is authorized by the applicant to sign 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 for Processors. This Guide sets out the Terms and Conditions for the Partnership Cost-share Funding for Processors, 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 your own, 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.
- You do 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 you are not entitled to funding merely as a consequence of having submitted an application. Payment is subject to Ontario receiving all the necessary appropriations from the Ontario Legislature, Ontario receiving all the necessary monies from Canada, eligible activities criteria, eligible expenses criteria, ineligible activities criteria, ineligible expenses criteria, and priorities and target audiences, as well as the applicant’s compliance with all terms and conditions of the Partnership.
- If it is determined that 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 for the Partnership 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 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 that 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 Guidebooks, Guidelines and the Minister's Order, the Minister's Order will prevail.

Errors and Omissions Excepted.

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BY SIGNING BELOW, I AGREE TO BE BOUND BY THE TERMS AND CONDITIONS OF THE CANADIAN AGRICULTURAL PARTNERSHIP, AS SET OUT IN THE PROGRAM GUIDE THAT THIS FORM ACCOMPANIES, AND IS AUTHORIZED TO SIGN ON BEHALF OF THE APPLICANT AS WELL AS BIND THE APPLICANT TO THE ABOVE.

Print Name

Signature

Date (YYYY/MM/DD)

Submit your form:

By email:

agpartnership@ontario.ca

By post:

Canadian Agricultural Partnership Program
1 Stone Road West, Guelph, ON N1G 4Y2