

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

Ownership Structure Sole Proprietorship Registered Professional Partnership Incorporated Business Cooperative
 Community or other Not-for-profit Broader Public Sector **Year Established**

Yes

My business/organization is certified organic:

In transition towards organic

No

PRIMARY COMMODITY - Identify with an 'A'
 Commodity contributes to the majority of gross income

SECONDARY COMMODITY - Identify with a 'B'
 Commodity contributes to at least 25% of gross income (if applicable)

Crop Production

- Oilseed and Grain (1111)
- Vegetable and Melon Farming (1112)
- Fruit and Tree Nut Farming (1113)
- Food Crops Grown Under Cover (11141)
- Nursery and Floriculture Production (11142)
- Maple Syrup and Products Production (111994)
- Other Crop Farming (1119) (e.g. sugar beets, hay, herbs, spices, mint, hops)

General Manufacturing

- Tobacco Manufacturing (3122) (Note cigarette manufacturing is not eligible under CAP)
- Fibre, yarn and thread mills (3131)
- Fabric mills (3132)
- Converted paper product manufacturing (3222)
- Agricultural, construction and mining machinery manufacturing (3331)

Animal Production

- Beef Cattle including feedlots (11211)
- Dairy Cattle and Milk Production (11212)
- Hog and Pig Farming (11221)
- Poultry and Egg Production (1123)
- Sheep Farming (11241)
- Goat Farming (112420)
- Aquaculture CAN (112510)
- Apiculture (112910)
- 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)

Food and Beverage Processing

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

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)

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 (9541)
- MULT – Multiple industries

Farm Business Registration Number (FBRN)

A Farm Business Registration Number (FBRN) for a qualifying farm business can be received by registering with the OFA, CFFO or NFU-O. This is a five (5) to seven (7) 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 you do not have a FBRN, but qualify for an exemption, please select the option below. Further documentation may be required to verify your exemption status.

- Religious exemption
- Cultural exemption

I am a new farmer

Livestock: Indicate the approximate number of livestock on the business/organization in the past twelve months.

Beef Cattle	Dairy Cattle	Hogs	Poultry	Other Livestock (incl. description)

Farmland: Indicate farmland associated with your business/organization that you own, rent or lease.

Acres Owned (Crop or Pasture)	Acres Owned (Non-Crop or Non-Pasture)	Acres Rented/Leased	Number of Acres Irrigated

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 Adam Meyer, Manager, Rural Programs Branch, Ontario Ministry of Agriculture, Food and Rural Affairs, at 1 Stone Rd. W, Guelph ON N1G 4Y2, phone: 519-826-3791, or email: adam.meyer@ontario.ca

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: cap@ontariosoilcrop.org
 By post: Ontario Soil and Crop Improvement Association
 1 Stone Road West, Guelph, ON N1G 4Y2

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



PART 2: APPLICATION FORM

Program Year: 2019-2020

PRODUCER - Market Products Internationally (EMIM-PD-A)

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

Step 1: Business Contact Information

Business Name		Farm Business Registration Number (FBRN)	
Contact Name	Email	Phone Number	

Step 2: Project Location

Address Line 1	City/Town	Municipality
Address Line 2	Province ONTARIO	Postal Code

Conservation Authority

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

Step 3: Project Summary and Description

Project Summary (10 words maximum)

Project Description – describe your current facility and/or system and the proposed change you are making (100 words maximum):

Step 4: Work Plan

List each activity/key milestone necessary to successfully complete the proposed project, in order of estimated completion date. Attach additional sheets if necessary.

Estimated Project Start Date

Estimated Project End Date

Date (YYYY/MM/DD)

Date (YYYY/MM/DD)

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

Step 5: Cost Information

Eligible Costs (attach additional pages if necessary)

Cost Item Description (include all goods and services, equipment rentals)	Date Cost to be Incurred (YYYY/MM/DD)	Estimated Amount (\$ CAD)
TOTAL COST		

Eligible In-Kind Costs

(Includes reasonable hours of unpaid labour and/or use of farm business equipment. See the Program Requirements for details)

Description of Activity	Date Cost to be Incurred (YYYY/MM/DD)	Estimated Hours	Hourly Rate	Estimated Amount (Hours x Rate) (\$ CAD)
TOTAL COST				

Step 6: Other Sources of Funding

List all other sources of program funding that you expect to receive for the proposed project. DO NOT INCLUDE your own funds (e.g., operating lines, bank loans, credit).

Source of Funding	Amount (\$ CAD)

Step 7: Project Details for Market Products Internationally (EMIM-PD-A)

1. Select the activity/activities you will complete as part of the project (check all that apply):

Implementation of marketing plan for entry into new export market, or introduction of new product within existing export market, including:

Brand development

Focus group/consumer studies

In-market product demonstrations

Promotional material development

Product introductory campaigns for international markets

Sales, marketing, and/or promotional activities

Specially produced product samples (not from normal production) for market research, tradeshow, and/or specific events

Packaging design

Shipping tradeshow product samples not intended for resale

2. Does your project relate directly to goals and priorities as defined by your Growing Your Farm Profits Action Plan? (Select one):

Yes

No

3. Does your action plan specify timelines for this project? (Select one):

Yes

No

If yes, specify:

4. In which of the following areas does your export marketing plan provide guidance for the international market(s) that you will reach through this project (check all that apply):

- Culture and language
- Consumer preferences
- Suitability of current or planned product formulation
- Product certification(s) or other standards
- How product will reach the marketplace and other logistics
- Importers, distributors and in-market partners
- How you will measure success (e.g. new market exploration, sales)

5. Provide the following information about sales & sales projections

	CURRENT	PROJECTED AT THE END OF THE PROJECT	PROJECTED 2 YEARS AFTER PROJECT COMPLETION
Value of sales in international markets that will result from the Project per annum, according to projections			
Value of all business sales in international markets per annum			

Full Name: _____ **FBRN:** _____

6. Provide the following information about business impacts 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	
Increased profitability	Yes No	
Other business impact? Please identify:	Yes No	

Full Name: _____

FBRN: _____

7. Provide the following information about markets that will be retained, expanded or accessed as a result of this project:

	INDICATE IF: MARKET WILL BE RETAINED		INDICATE IF: ACCESS WILL BE EXPANDED (E.G. WITH A NEW PRODUCT)		INDICATE IF: MARKET WILL BE ACCESSED FOR THE FIRST TIME:	
Within Ontario	Yes	No	Yes	No	Yes	No
Within Canada (except Ontario)	Yes	No	Yes	No	Yes	No
USA	Yes	No	Yes	No	Yes	No
Mexico	Yes	No	Yes	No	Yes	No
Latin America	Yes	No	Yes	No	Yes	No
European Union (EU)	Yes	No	Yes	No	Yes	No
Other European	Yes	No	Yes	No	Yes	No
China (incl. Hong Kong)	Yes	No	Yes	No	Yes	No
Taiwan	Yes	No	Yes	No	Yes	No
Japan	Yes	No	Yes	No	Yes	No
Other Asia Pacific	Yes	No	Yes	No	Yes	No
Middle East, North Africa (MENA)	Yes	No	Yes	No	Yes	No
India	Yes	No	Yes	No	Yes	No
Other:	Yes	No	Yes	No	Yes	No

8. Is it common for your commodity to be exported to the new or expanded international market(s) that you are reaching through this project? (Select one):

Yes

No

I'm not sure

Explain your selection:

Full Name: _____

FBRN: _____

9. What is the pay-back period expected for the project? (i.e. the time required to recoup the funds you expect to spend to implement the project) (Select one):

Less than 1 year

1 year to less than 2 years

2 years to less than 5 years

5 years to less than 10 years

10 years or greater

10. 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): \$ _____

11. In considering assurance benefits, does your project (check all that apply):

Incent public trust that you are implementing practices that result in healthy, humanely treated animals and ultimately, safe food?

Improve animal health and lower the risk of spread or introduction of disease?

Improve plant health and lower the risk of spread or introduction of pests/disease?

Improve your food safety and/or traceability program?

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

Describe the assurance benefit(s) you have selected:

Full Name: _____

FBRN: _____

12. In considering environmental benefits, does your project (check all that apply):

Reduce wastes

Preserve or improve soil quality

Preserve or improve water quality and or quantity

Reduce your business' carbon footprint

Describe the environmental benefit(s) you have selected:

13. Does your project improve the labour working conditions of your business? (Select one):

Yes

No

If so, describe:

14. I have included the following required documentation with my application:

Certificate of completion for a Growing Your Farm Profits Workshop and a copy of your Action Plan, completed within the last five years

An export marketing plan, based on the specific market development opportunity that will be addressed through the project

Quotes or proposals for all activities that will be sourced from third-party suppliers (e.g., consultants) detailing services, outcomes and costs

Full Name: _____ **FBRN:** _____

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 Producers.

The applicant must be a legal entity that is eligible under the Partnership Cost-share Funding for Producers. 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 Producers. This Guide sets out the Terms and Conditions for the Partnership Cost-share Funding for Producers, 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:

cap@ontariosoilcrop.org

By post:

Ontario Soil and Crop Improvement Association
1 Stone Road West, Guelph, ON N1G 4Y2