

Before you start

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

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

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

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

TO COMPLETE THIS FORM:

1. Download a free version of Adobe Acrobat Reader if you do not already have it installed on your computer. [Adobe Acrobat Reader](#)
2. Save this form to your computer before you begin filling it out.
 - File > Save As > [give the file a name] > Save.
 - Do NOT fill out this form in your internet browser window.
3. Open the file from your computer.
 - Make sure that the file is opening in Adobe Acrobat Reader.
 - You can work on completing the form at any time. Remember to save your file along the way.
 - Once complete, save the file.
4. Email the Adobe-completed PDF form as an attachment to AgPartnership@ontario.ca
 - Do not send your document using Adobe Cloud.

IMPORTANT - Before you start, please complete the following steps:

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

Confirm the business is registered:

The business is registered to get funding through Transfer Payment Ontario. Visit [Transfer Payment Ontario](#) to register or to update the business's information

The business is registered to receive direct deposit payments through Supply Chain Ontario. Visit [Supply Chain Ontario](#) to register or to update the business's information.

SECTION A: APPLICANT'S BUSINESS INFORMATION

1. Applicant's Business Name and Contact Information

Operating Name of Business (Name under which the business operates)

Legal Name of Business (Complete name business is registered under)

Same as Operating Name or:

Business Mailing Address

Address

City/Town

Municipality

Province

Postal Code



Primary Contact

First Name

Last Name

Job Title

Email Address

Phone

2. Gross Business Revenue

Under \$10,000

\$10,000 - \$24,999

\$25,000 - \$49,999

\$50,000 - \$99,999

\$100,000 - \$249,999

\$250,000 - \$499,999

\$500,000 - \$999,999

\$1M - \$1.99M

\$2M - \$4.99M

\$5M - \$9.99M

\$10M - \$49.9M

\$50M - \$99.9M

\$100M - \$199M

\$200M and over

Not-for-profit

3. Ownership Structure

Sole Proprietorship

Registered Professional
Partnership

Community or other
not-for-profit

Cooperative

Incorporated Business

Broader Public Sector

4. Commodity (please check one) – business is involved in:

Other poultry production (112390) - [STATS CANADA](#)

Animal slaughtering and processing (311615) - [STATS CANADA](#)

Other agri-business, veterinary services (541940) - [STATS CANADA](#)

Other agri-business, grading stations, hatcheries and balut (112391) - [STATS CANADA](#)

5. Business Number – Canada Revenue Agency (CRA) Business Number

The Business Number is a 9-digit business identifier used in Canada to which clients can register program accounts with the Canada Revenue Agency (CRA). The program account number consists of three parts: The Business Number, the two-letter program identifier, and the four-digit reference number. [Canada Revenue Agency](#)

| | | | | |
|----|---|---|---|--|
| RC | 0 | 0 | 0 | |
|----|---|---|---|--|

OR

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

6. Farm Business Registration Number (FBRN), if applicable

An FBRN for a qualifying producer business can be received by registering with one of Ontario's three general farm organizations: the Ontario Federation of Agriculture, the Christian Farmers Federation of Ontario or the National Farmers Union-Ontario. This is a six- or seven-digit number. Farm businesses that earn a gross farm income of \$7,000 or more (for income tax purposes) are required by legislation to register their business.


If applicable, please indicate if the business has qualified for one of the exemptions. Further documentation may be required to verify the exemption status

Religious exemption

Cultural exemption

7. Number of Employees at the Business

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



8. Describe the nature of the business and its products/services and the types of farmed non-supply managed poultry in Ontario.
(200 words maximum)

9. Describe what work the business does involving the non-supply managed poultry sector in Ontario. (200 words maximum)

10. Location- please provide information for each location that will be participating in this Initiative. All identified locations must be associated with the same CRA Business Number provided above. Locations that do not fall under the above noted CRA Business Number will need to be submitted on a new (separate) application.

Note: Premises Identification (PID) Number must be also provided for each business location(s) where eligible expenses are being incurred, if the business is applying as a producer or a processor. To obtain a valid PID Number or update the PID information, please visit ontarioPID.ca or call 1-888-247-4999.

Location 1:

Address City/Town

Municipality Province Postal Code

Please provide your Premises Identification Number (PID) ON

Business Type:

Producer that is a legal entity that raises, owns or houses non-supply managed poultry with a minimum 300- bird flock under a valid FBRN or an allowable exemption.

Processor business that is a legal entity and involved directly in the slaughter of non-supply managed poultry.

Agri-business that is a legal entity servicing non-supply managed poultry and operating as a veterinary clinics, grading station, hatchery or balut.

Location 2: (if applicable)

Address City/Town

Municipality Province Postal Code

Please provide your Premises Identification Number (PID) ON

Business Type:

Producer that is a legal entity that raises, owns or houses non-supply managed poultry with a minimum 300- bird flock under a valid FBRN or an allowable exemption.

Processor business that is a legal entity and involved directly in the slaughter of non-supply managed poultry.

Agri-business that is a legal entity servicing non-supply managed poultry and operating as a veterinary clinics, grading station, hatchery or balut.

Location 3: (if applicable)

Address City/Town

Municipality Province Postal Code

Please provide your Premises Identification Number (PID) ON

Business Type:

Producer that is a legal entity that raises, owns or houses non-supply managed poultry with a minimum 300- bird flock under a valid FBRN or an allowable exemption.

Processor business that is a legal entity and involved directly in the slaughter of non-supply managed poultry.

Agri-business that is a legal entity servicing non-supply managed poultry and operating as a veterinary clinics, grading station, hatchery or balut.

Location 4: (if applicable)

Address City/Town

Municipality Province Postal Code

Please provide your Premises Identification Number (PID) ON

Business Type:

Producer that is a legal entity that raises, owns or houses non-supply managed poultry with a minimum 300- bird flock under a valid FBRN or an allowable exemption.

Processor business that is a legal entity and involved directly in the slaughter of non-supply managed poultry.

Agri-business that is a legal entity servicing non-supply managed poultry and operating as a veterinary clinics, grading station, hatchery or balut.

Location 5: (if applicable)

Address

City/Town

Municipality

Province

Postal Code

Please provide your Premises Identification Number (PID)

ON

Business Type:

Producer that is a legal entity that raises, owns or houses non-supply managed poultry with a minimum 300- bird flock under a valid FBRN or an allowable exemption.

Processor business that is a legal entity and involved directly in the slaughter of non-supply managed poultry.

Agri-business that is a legal entity servicing non-supply managed poultry and operating as a veterinary clinics, grading station, hatchery or balut.

NOTE: Should you wish to include more than five locations associated with the same CRA Business Number, please provide the same information as above as supplemental documentation.

11. Eligible Expenses

The following expenses may be eligible if they are specifically required for biosecurity improvements and/or HPAI prevention and preparedness activities for the non-supply managed poultry sector:

- In-kind contributions, including contributions of existing full or part-time staff's labour and own equipment, cumulatively up to \$2,000 in cost-share per location (up to \$2,857.14 in eligible in-kind expenses)
- One-time labour costs (not in-kind), meaning contract salaries, benefits and specific per diem fees for persons that are not full or part-time staff of the applicant and that are persons at Arm's Length to the applicant
- One-time costs for the rental of facilities, processing equipment, or machinery with the exception of Education, Training, Assessment and Planning activities.

For additional eligible expenses that depend on the type of activity conducted by the applicant refer to the Initiative [guidelines](#).

Following submission of the application form and assignment of a file number by Ontario Ministry of Agriculture, Food and Rural Affairs (OMAFRA) staff, the approved applicant will be provided with a link to the Claims Portal where expense claims can be submitted.

- **Eligible expenses must be Incurred between 12:01 a.m. (EST) April 1, 2022 and 11:59 p.m. (EST) February 17, 2023.**
- **The deadline to submit expense claims with all supporting documentation via the Claims Portal is 11:59 p.m. (EST) February 28, 2023.**

Note that:

- **Eligible and complete expense claims submitted prior to the deadline will be reviewed on a first-come, first-serve basis, and reimbursed up to the Initiative funding maximums, as long as funding is available.**
 - Claims that are incomplete will not be processed until all necessary documentation and/or information is provided to OMAFRA.
 - Submission of an incomplete claim (e.g., missing invoices) will not hold funds in queue.
- OMAFRA may request any additional information from the applicant that it considers necessary and reserves the right to inspect and verify costs and/or equipment associated with a claim (e.g., copies of any permits obtained by the applicant in incurring the expenses, photos).
- A business claiming Incurred expenses for multiple locations that are associated with the same CRA Business Number and were identified on the application form **must submit a separate claim for each location.**

I, the applicant, understand that (please check all boxes to indicate understanding and agreement):

Cost-share funding is calculated as 70 per cent of the verified eligible expenses incurred and paid as per Initiative guidelines, up to a maximum amount of \$100,000 per location. No single business is eligible to receive more than \$500,000.

Applicants approved under the Initiative and subsequently provided with access to the Claims Portal are not guaranteed funding under this Initiative. Funding to eligible applicants will be considered on a first-come, first-serve basis.

SECTION C: CERTIFICATION, NOTICE, AND CONSENT

If approved, funding is conditional upon the applicant's acceptance of the terms and conditions of the Poultry Biosecurity Preparedness Initiative ("Initiative") under the Canadian Agricultural Partnership (the Partnership).

The applicant may also be referred to as "you" (or "your") below.

You must certify on this application that:

- You have read, understand, and agree to abide by all requirements of the Initiative.
- All sources and pending sources of funding, including funds from federal, provincial and municipal governments, cumulatively, will not, exceed 100 per cent of costs.

- The applicant does not currently owe any money to Ontario, or you have attached a detailed description of the applicant's debt to Ontario to this application.
- You are not, nor is any officer, director or employee of the applicant (if any) a current or former federal public office holder or federal public servant, or, if you, or any officer, director or employee of the applicant (if any) are a current or former federal public officer holder or federal public servant, you or that officer, director or employee of the applicant (if any) are in compliance with the *Conflict of Interest Act*, the Conflict of Interest Code for Members of the House of Commons, the Values and Ethics Code for the Public Sector and the Policy on Conflict of Interest and Post-employment, as applicable.
- You are not, nor is any officer, director or employee of the applicant (if any), a member of the House of Commons or of the Senate, or if you, or any officer, director or employee of the applicant (if any) are, you or the officer, director or employee of the applicant (if any) are permitted under the *Parliament of Canada Act* to receive funding from Canada under the Partnership.
- The applicant shall retain all records relating to any payments made to the applicant under this Initiative, including all invoices and proof of payment for at least seven (7) years from the date on which the expense claim is paid.

You accept that:

- The Initiative is a discretionary, non-entitlement initiative and the applicant is not entitled to funding merely as a consequence of submitting an application. Applications will be assessed on a first-come, first-serve basis. Furthermore, payments, if any, are subject to approval by way of application, letter from OMAFRA; Ontario receiving all the necessary appropriations from the Ontario Legislature; Ontario receiving all the necessary monies from Canada; the applicant and the applicant's incurred, paid and submitted expenses satisfying all of the eligibility criteria; as well as the applicant's compliance with all terms and conditions of the Initiative and the Minister's Order 0005/2018, as may be amended from time to time.
- Any funding received will related exclusively to expenses for enhanced biosecurity preparedness and response against Highly Pathogenic Avian Influenza (HPAI) in Ontario.
- If it is determined the applicant has received a payment the applicant was not eligible to receive, through administrative error or otherwise or by reason of non-compliance with the terms and conditions of the Initiative and the Minister's Order 0005/2018, as may be amended from time to time), the applicant will repay any and all payments as well as any surplus funding plus accrued interest upon it forthwith upon demand.
- Any payments made or payable to the applicant may be subject to recovery or set-off against the applicant's pre-existing debts to the Crown in Right of Ontario or Canada.
- Terms not defined within this application form shall have the definitions assigned to them in the Guidelines and Minister's Order 0005/2018, as may be amended from time to time.

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

You consent to the following on behalf of the applicant:

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

NOTICE OF COLLECTION OF PERSONAL INFORMATION: Ontario may collect, use and disclose the SIN of an Initiative funding recipient where that recipient is a sole proprietor, partner in a partnership or a member of an unincorporated entity, in order to meet its obligations under the Income Tax Act (Canada), and for the purposes of auditing and collection of over-payments, as required under Minister's Order 0005/2018, as may be amended from time to time. If you have any questions or concerns regarding the collection of this information, please contact: Administrative Services Representative, Rural Programs Branch, Ontario Ministry of Agriculture, Food and Rural Affairs, at 1 Stone Rd. W, Guelph ON N1G 4Y2, phone: 226-979-7884.

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

- I have read, understand, and agree to all the requirements set out in the Initiative Guidelines;
- I am authorized by a business that meets the eligibility requirements under Initiative to submit this Application Form on behalf of the business and to bind the business to its contents and to the terms and conditions of the Partnership and the Initiative;
- If this application is approved by way of a separate letter from OMAFRA, the terms and conditions of the Initiative under the Partnership as set out in its Guidelines, this Application Form and in Minister's Order 0005/2018, as may be amended from time to time, in combination will be binding upon the business; and
- All the information submitted on this Application Form is true and complete to the best of my knowledge, information, and belief.

Name

Title

Email

Date (YYYY/MM/DD)

Submit your form: By email: AgPartnership@ontario.ca

Only send files smaller than 10MB Only send files that do not contain live links