

NOTICE – BEFORE YOU START

Please be advised of the following regarding this Application Form:

- Any capitalized terms herein will have the same meaning as set out in the [Guidelines](#).
- This Application Form **must** be filled out using Adobe Acrobat Reader. Applicants that do not use Adobe Acrobat Reader may be required to resubmit their Application Form using Adobe Acrobat Reader.

The Applicant's information **must** also be up to date with both Transfer Payment Ontario and Supply Ontario.

To register with, or update information previously submitted to, Transfer Payment Ontario, visit [Transfer Payment Ontario](#).

To register with, or update information previously submitted to, Supply Ontario, click on [Supply Ontario](#).

If you are the Applicant or are authorized to represent the Applicant, you can register and update the information referred to above.

COMPLETING THIS APPLICATION FORM

To complete this Application Form, please follow the following steps:

1. Download a free version of Adobe Acrobat Reader if you do not already have it installed on your computer. To receive a free version of Adobe Acrobat Reader, click on [Adobe Acrobat 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 Application Form in your internet browser window.
3. Open the file from your computer.
 - Make sure the file is opening in Adobe Acrobat Reader.
 - You can work on completing this Application Form at any time. Remember to save your file along the way.
 - Once the Application Form is complete, save the file.
4. Email the completed PDF Application Form as an attachment to SustainableCAP2@ontario.ca.
 - **Do not** send the Application Form or any supporting information using the Adobe Cloud.

I. APPLICANT'S ORGANIZATION INFORMATION

1. Organization Name and Contact

Operating Name of Organization (Name under which the organization operates)

Legal Name of Organization (Name under which organization is registered)

Same as Operating Name or:

Organization Mailing Information

Address

City/Town

Municipality

Province

Postal Code

Website Address (e.g., www.ontario.ca)

Organization Primary Contact for Project

First Name

Last Name

Job Title

Business Email Address

Business Phone Number

(e.g., ###-###-####)

Signatory for the Organization

Same as Organization Primary Contact above or:

First Name

Last Name

Job Title

Business Email Address

Business Phone Number

(e.g, ###-###-####)

2. Business Number – Canada Revenue Agency Business Number

The Business Number is a 9-digit business identifier used in Canada by which applicants 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.

RC 0 0 0 0 OR

I confirm I do not have
a CRA Number

3. Ownership Type – Organization is applying as:

I confirm the organization is a national or **Ontario provincial level Agricultural Commodity Group, Farm Organization or Affiliated Group.**

4. a) Number of current Full-time Employees at the Business/Organization (30 hours or more/week)
- b) Number of current Part-time Employees at the Business/Organization (less than 30 hours/week)
- c) Number of current Temporary/Seasonal Employees at the Business/Organization

5. Members of the Organization

Total number of current Members of the Organization

II. PROJECT INFORMATION

SECTION A: PROJECT TITLE AND LOCATION

6. Project Title (10 words maximum)

7. Project/Event Location

Same as Organization Mailing address or:

Address

City/Town

Municipality

Province

Postal Code

SECTION B: PROJECT DETAILS

8. Project Summary – Provide a brief one-to-two sentence summary of the proposed Project. (30 words maximum)

9. Select the activity/activities that will be completed as part of the proposed Project (check all that apply - see [Guidelines: Eligible And Ineligible Activities](#) for more details).

Displaying and distributing free promotional material kit of existing Mental Health Programs and Resources at member-only events

Hiring a speaker or facilitator for a primarily members-only event

Developing or customizing topic-specific mental health promotional materials for members

SECTION E – PROPOSED WORK PLAN AND PROJECT COSTS

14a.

Event Start Date (MM/DD/YYYY)

Event End Date (MM/DD/YYYY)

(No later than March 1, 2025)

Total days of the member-only event (This will align with the Eligible Project Cost in Question 14):

Day(s)

Number of anticipated attendees for this member-only event (Quantity of the materials will based on the anticipated attendees number):

14b. Duration speaker will be hired for and/or timeline to develop Mental Health Promotional Materials

Proposed Project Start Date (MM/DD/YYYY)

Proposed Project End Date (MM/DD/YYYY)

(No later than March 1, 2025)

15. Eligible Project Cost – List each Eligible Cost item (in Canadian dollars) based on quotes/estimates. Only Eligible Costs as per the Initiative Guidelines will be considered. Eligible costs must be incurred within the eligible time frame. (See [Guidelines: Eligible Costs Under The Initiative](#) for more details).

Eligible Cost Category*	Describe the Eligible Cost and how it will be used (20 words maximum)	Total Cost (A)	Refundable Tax** (B)	Net Cost (C=A-B)
1	event day(s) x \$500			
2				
3				
4				
5				
6				
7				
8				
9				
10				

* Eligible Cost Category: Display/Distribute Material, Hire Speaker(s), Develop Materials

** The portion of tax for which the Recipient has received, will receive or is eligible to receive, a rebate, credit or refund.

Note: In addition to a complete Application Form, Applicants must provide quotes detailing proposed Eligible Costs for the Project.

Line D: Total Eligible Costs (Sum of Net Cost from Column C above)	
Line E: Per Cent Cost-Share (100 per cent)	%
Line F: Calculated Cost-Share Funding (Line D x Line E) up to \$10,000	

16. Eligible Project Cost by Fiscal Year – Complete the following table indicating when eligible costs listed in Question 15 will be incurred. Fiscal Year runs from April 1 to March 31 (e.g., Fiscal Year 2024/2025 means April 1, 2024 to March 31, 2025)

	Description of the Eligible Cost (From Question 15)	Net Cost (C) (From Question 15)	Net Cost* in 2023/24 (G)	Net Cost* in 2024/25 (H)	Warning Message
1					
2					
3					
4					
5					
6					
7					
8					
9					
10					
	Total				

* Columns G and H reflect the breakdown of net costs from Column C ($G + H = C$) by fiscal year.

17. If the proposed Project is requesting over \$10,000 in cost-share funding, please provide an explanation. Attach document(s)/quote(s) to support the request. (50 words maximum)

18.Sources of Funding – Identify eligible and ineligible contribution amounts that are necessary for the completion of the proposed Project.

Sources of Funds	Amount
Cost-Share Funding Requested (Line F from Eligible Cost Table)	
Applicant's Contribution	
Other *	
Other*	
Total Project Value (Eligible and ineligible costs contribution)	

* Please provide details (e.g., federal/provincial program, in-kind contributions).

III. DEMOGRAPHIC QUESTIONS (VOLUNTARY)

Providing answers to the following questions is voluntary. Applicants will still be eligible to participate in the Initiative should they decline to provide this information. The responses to the questions will have no impact on the assessment of an Applicant's Application Form. Where Applicants provide this information including of others, such as members of their Board of Directors, they are acknowledging that there is consent to share the information with Canada and use it for the purpose set out in **IV. Notice of Collection of Personal Information.**

A. Does the Board of Directors of your organization have a diverse composition with significant representation (30% or more) from one or more of the following groups? (Select all that apply).

Individuals that identify as being an Indigenous Person: First Nations

Individuals that identify as being an Indigenous Person: Métis

Individuals that identify as being an Indigenous Person: Inuit

Individuals that identify as being an Indigenous Person: Unknown/Other

Women – refers to all people, including trans people, who identify as a woman.

Youth - 40 years old and younger

Not applicable

Decline to identify

B. Select any of the following who will directly benefit from the Project's activities.
(Select all that apply)

Individuals that identify as being an Indigenous Person: First Nations

Individuals that identify as being an Indigenous Person: Métis

Individuals that identify as being an Indigenous Person: Inuit

Individuals that identify as being an Indigenous Person: Unknown/Other

Women – refers to all people, including trans people, who identify as a woman.

Youth - 40 years old and younger

Not applicable

Decline to identify

IV. NOTICE OF COLLECTION OF PERSONAL INFORMATION

Where the demographic information collected by Ontario under III. **Demographic Questions (Voluntary)** may have the effect of identifying individuals, the information would be Personal Information. The purpose for this collection is for Canada and Ontario to improve access to the Sustainable CAP and address barriers to accessing Initiatives under the Sustainable CAP for underrepresented and marginalized groups. The authority for this collection is set out in the Minister's Order and Guidelines.

Ontario may collect the Social Insurance Number (SIN) of a Recipient that is eligible to receive an Initiative Payment where that Recipient is a sole proprietor, partner in a partnership or a member of an unincorporated entity and does not have a CRA BN. This collection is necessary for the purposes of enforcing the terms and conditions of the Initiative, including confirming the Recipient paid any applicable taxes on the Initiative Payment, conducting audits, and collecting any Overpayment or any other debt owing to Ontario or Canada arising prior to the Recipient's participation in the Initiative, as required by the Minister's Order and Guidelines.

If you have any questions or concerns regarding the collection of this personal 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.

V. CERTIFICATION AND CONSENTS

I, the undersigned, attest and certify the following:

• I am:

- The Applicant; or
- A duly authorized agent of the Applicant with the full and unqualified legal authority to bind the Applicant.

• That:

- All information submitted in this Application Form is true, accurate and complete, to the best of my knowledge, belief and understanding as of the date this Application Form was submitted.
- I will update the Ministry or cause the Ministry to be updated of any changes in the information that is set out in the Application Form as soon as practicable after the change arises.
- I have read the Guidelines and the Minister's Order and fully understand them.
- I, as the Applicant, meet the Eligibility Requirements set out in section 4 of the Guidelines; or
- The Applicant meets the Eligibility Requirements set out in section 4 of the Guidelines.

- I:
 - Agree to be bound by the terms and conditions of the Initiative, as set out in the Minister’s Order and Guidelines; or
 - Bind the Applicant to the terms and conditions of the Initiative, as set out in the Minister’s Order and Guidelines.

- That:
 - If I do not comply with the requirements of the Initiative set out under the Minister’s Order and Guidelines that I could lose my eligibility to participate in the Initiative and that I may have to return any Initiative Payments that I may have received; or
 - If the Applicant does not comply with the requirements of the Initiative set out under the Minister’s Orders and Guidelines, the Applicant could lose its eligibility to participate in the Initiative and that the Applicant may have to return any Initiative Payments the Applicant may have received.

Name of Applicant/Authorized Agent

Title

Date (MM/DD/YYYY)

Submit the required quotes and the completed Application form from the Applicant’s/authorized agent’s email account to SustainableCAP2@ontario.ca

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