

NOTICE – BEFORE YOU START

Please be advised of the following regarding this Application Form:

- Use the link on the [Initiative webpage](#) to download the latest Guidelines (PDF) for details and definitions of any capitalized terms found in this Application Form.
- To avoid delays in your Application Form being processed, the Application Form **must** be filled out using Adobe Acrobat Reader. Application Forms that are submitted without using Adobe Acrobat Reader will take longer to process and may be required to be resubmitted using Adobe Acrobat Reader.

Applicants should register or be up to date with Transfer Payment Ontario. To register with, or update information previously submitted to:

- Transfer Payment Ontario, visit [Transfer Payment Ontario](#).

If you are the Applicant or are authorized to represent the Applicant, you can register and update the information referred to above. This is required in order for Recipients to receive Initiative Payments from the Ministry.

COMPLETING THIS APPLICATION FORM

To complete this Application Form, please follow these 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 SustainableCAP1@ontario.ca.
 - **Do not** send the Application Form or any supporting information using Adobe Cloud.

I. APPLICANT'S BUSINESS/ORGANIZATION INFORMATION

1. Business/Organization Name and Contact

Operating Name of Business/Organization (Name under which the business/organization operates)

Legal Name of Business/Organization (Name under which business/organization is registered)

Same as Operating Name or:

Business/Organization Mailing Information

Address

City/Town

Municipality

Province

Postal Code

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

Business/Organization Primary Contact for Project

First Name

Last Name

Job Title

Email Address

Phone Number (e.g. ###-###-####)

Signatory for the Business/Organization

Same as Business/Organization Primary Contact above or:

First Name

Last Name

Job Title

Email Address

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	
----	---	---	---	--

OR

I confirm I do not have a CRA Number

3. Ownership Type – Type of structure business/organization filed with Canada Revenue Agency:

Incorporated Business

Sole Proprietorship

Community or Other Not-for-Profit

Partnership

Cooperative

Broader Public Sector

4. Business/Organization Type - Business/organization is applying as (see Guidelines: Eligibility Requirements for more details):

Indigenous Community

Indigenous Government

Industry Organization

Research Body

Municipality

5. Gross Business/Organization 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		

6. Number of Employees at the Business/Organization

a) Number of **Full-time Employees** (30 hours or more/week):

b) Number of **Part-time Employees** (less than 30 hours/week):

c) Number of **Temporary/Seasonal Employees**:

7. North American Industry Classification System (NAICS) code – Select the NAICS code to best describe the Applicant’s business/organization (see Guidelines: Appendix C for more details).

8. Business/Organization Overview – Provide a brief description of the Applicant’s business/organization. The description can include a brief history, strategic overview, services offered, clients served, and the part of your business/organization to which the application relates.
(1500 characters maximum)

II. PROJECT INFORMATION

SECTION A: PROJECT TITLE AND LOCATION

9. Project Title (100 characters maximum)

10. Project Location

Same as Organization Mailing address or:

Address

City/Town

Municipality

Province

Postal Code

SECTION B: PROJECT DETAILS

11. Project Summary – Provide a brief one- to two-sentence summary of the Project.
(300 characters maximum)

12. Project Description– Describe the Project and why funding is required. Provide details on the challenges, issues and/or benefits addressed by the Project. This should align with the activities in Question 14 and the Eligible Project Costs in Question 23.
(5000 characters maximum)

13. Indicate which of the following will be addressed by the Project and in the text box below explain how it will be achieved. (Check all that apply)

The Project will address the barriers to financing
(3000 characters maximum)

(Question 13 continues on page 6)

The Project will provide access to equipment to grow and/or process agri-food products
(3000 characters maximum)

The Project will provide access to spaces to grow and/or process agri-food products
(3000 characters maximum)

14. Select the activity/activities that will be completed as part of the Project.

(Check all that apply - see Guidelines: Eligible And Ineligible Activities for more details)

Time-limited land, facility or equipment rental to grow and/or process agri-food products

Coordination and facilitation of partners and activities for the Project

Development of information resources and websites

Purchase of equipment and technology to grow and/or process agri-food products

Supporting Activity: E.g., Development/delivery of training, mentoring, analysis, promotion

15. Select for Ultimate Beneficiaries (Primary Producers or Processors) of the Project if applicable (select all that apply):

Ultimate Beneficiaries of the Project are individuals from Underrepresented group(s) who plan to start an agri-food business with majority ownership (51% or more) from Underrepresented groups.

Ultimate Beneficiaries of the Project are individuals from Underrepresented group(s) who own an agri-food business with majority ownership (51% or more) from Underrepresented groups and have entered the agri-food sector within the preceding five (5) years.

16a. Select the Underrepresented Group(s) for Primary Producer(s) or Processor(s) who will benefit from the Project (Ultimate Beneficiaries): (Check all that apply – see Guidelines: Definitions for more details)

Youth

Women

Visible Minorities

2SLGBTQI+ People

Persons with Disabilities

English and French Linguistic Minority Communities

Indigenous Persons (Check all that apply)

First Nations

Métis

Inuit

Unknown/Other

16b. Explain how the Project will support the Underrepresented Groups identified above.
(2000 characters maximum)

17. Describe the partners / other parties from Underrepresented Groups involved in the Project: who they are, their role, how they will support the Project, their experience.

(5000 characters maximum)

18. Describe the anticipated short-term and long-term Project outcomes/impact.

(3000 characters maximum)

19. Describe in detail your approach to Knowledge Transfer and Translation to share the learnings and results from the Project.

(5000 characters maximum)

SECTION C: PROJECT IMPACTS AND BENEFITS

20. Project NAICS code - Select the best-fit NAICS code which will benefit the most from the Project (see Guidelines: Appendix C for more details). Note: Unlike Question 7 above, this question is specifically related to the Project and not the Applicant's business/organization. The response to this question will have no impact on the assessment of an Applicant's Application Form.

SECTION D – WORK PLAN AND PROJECT COSTS

21. Project Timeline (MM/DD/YYYY)

Project Start Date

Project End Date

(No later than 03/31/2027)

22. Additional cost-share percentage – Financial need

Due to financial need, I am requesting a cost-share greater than 70%, but no more than 85% and no more than \$100,000.

NOTE: Please modify Question 23 “Line E: Per Cent Cost-Share” to reflect the requested cost-share percentage.

If additional cost share percentage is requested, please clearly outline the circumstances of financial need.

(2500 characters maximum)

23. Eligible Project Cost – List each Eligible Cost item (in Canadian dollars) based on written quotes. Only Eligible Costs as per the Initiative Guidelines will be considered. Eligible Costs must be incurred within the eligible time frame. **Only projects with a minimum of \$25,000 in Eligible Costs will be considered.** See Guidelines: Eligible Costs Under The Initiative for more details.

Eligible Cost Category*		Description of the Eligible Cost and how it will be used (250 characters maximum)	Total Cost (A)	Refundable Tax** (B)	Net Cost (C=A-B)
1					
2					
3					
4					
5					
6					
7					
8					
9					
10					
* Eligible Cost Category: Equipment, Honorariums, Salary and wages, Third-party services, Travel					
** The portion of tax for which the Recipient has received, will receive or is eligible to receive, a rebate, credit or refund.			Line D: Total Eligible Costs (Sum of Net Cost from Column C above)		
*** Where a Recipient demonstrates financial need, a cost share of up to 85%, to a maximum of \$100,000 in funding, may be possible			Line E: Per Cent Cost-Share (70 per cent)***		%
Note: In addition to a complete Application Form, Applicants must provide written quotes detailing proposed Eligible Costs for the Project.			Line F: Calculated Cost-Share Funding (Line D x Line E) up to \$100,000		

24. Eligible Costs for the Project by Fiscal Year – Complete the following table indicating when eligible costs listed in Question 23 will be incurred. Fiscal Year runs from April 1 to March 31 (e.g., Fiscal Year 2025/26 means April 1, 2025 to March 31, 2026)

Description of Eligible Cost (From Question 23)		Net Cost (C) (From Question 23)	Fiscal Year* in 2024/25 (G)	Fiscal Year* in 2025/26 (H)	Fiscal Year* in 2026/27 (I)	Warning Message
1						
2						
3						
4						
5						
6						
7						
8						
9						
10						
	Total					

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

25. Sources of Funding for this Project – Identify contributions that are necessary for the completion of the Project.

Sources of Funds	Amount
Cost-Share Funding Requested (Line F from Eligible Cost Table)	
Applicant's Eligible Contribution (Line D minus Line F from Eligible Project Cost Table)	
Applicant's Additional Contribution toward total Project value	
Other *	

Total Project Value (Eligible and ineligible costs contribution)

* Please provide details (e.g., federal/provincial program, etc.).

SECTION E - FINAL CHECK BEFORE SUBMITTING THE APPLICATION FORM
(See Guidelines: Applying to the Initiative for more details)

- A **completed** Application Form (Mandatory).
- Written quotes from a third party detailing proposed Eligible Costs for the Project (Mandatory).
- To be eligible to receive an Initiative Payment, a Recipient must:
- be registered with, or update information previously submitted to [Transfer Payment Ontario](#)

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. Are the shares of your business/organization owned by a majority of individuals (50% or more) who identify as being one or more of the following Persons? (Select all that apply)

Indigenous Person: First Nations

Indigenous Person: Métis

Indigenous Person: Inuit

Indigenous Person: Unknown/Other

Woman

Youth: 40 years old and younger

Not applicable

Decline to identify

B. 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

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: Agricultural Information Contact Centre (AICC) at 1 Stone Rd. W, Guelph ON N1G 4Y2, phone: 1-877-424-1300.

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 SustainableCAP1@ontario.ca

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