

## 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 [SustainableCAP2@ontario.ca](mailto:SustainableCAP2@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	
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OR

The Applicant confirms they 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

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

Primary Producer

Processor

Industry Organization

## 5. For Processor Applicants Only – The response to this question is for data collection purposes. Is the Applicant a packing house that washes and/or packs products where the products are not chopped and/or changed in a permanent way?

Yes

No, the Applicant also, or exclusively does secondary processing, in which the product is chopped and/or changed in a manner that is irreversible.

## 6. 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	Not-for-Profit	

## 7. Number of Current 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**:

**8. 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).

**9. 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 the Applicant's business/organization to which the application relates. (1500 characters maximum)

## 10. For Primary Producer Applicant Only - Farm Business Registration Number (FBRN)

Farm businesses that earn a gross farm income of \$7,000 or more (for income tax purposes) are required by law to register their farm business with AgriCorp. For more information, please visit [AgriCorp](#).

If the Applicant doesn't have an FBRN, please select one of the following and provide a copy of the respective documentation with the Application Form:

- a) an Order from the Agriculture, Food and Rural Affairs Appeal Tribunal exempting the Applicant from having a FBRN.
- b) a letter from the First Nations Agriculture & Finance Ontario (formerly known as Indian Agriculture Program of Ontario).
- c) an exemption from the income eligibility requirement of the Farm Property Class Tax Rate Program, received from AgriCorp.

II. PROJECT INFORMATION

SECTION A: PROJECT TITLE AND LOCATION

11. Project Title (100 characters maximum)

12. Project Location

Same as Organization Mailing address or:

Address

City/Town

Municipality

Province

Postal Code

13. For Primary Producer and Processor Applicants Only - Premises ID (PID) Number for the Project Location - Please provide Applicant’s PID for the location of the Project. To obtain a valid PID or update the PID information, please visit [Provincial Premises Registry](#) or call 1-888-247-4999.

OR

PID Number for the Project location has been requested but not yet obtained

SECTION B: PROJECT DETAILS

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

15. Are you applying as a Primary Producer or Processor, Industry Organization or a Collaboration? – (See Guidelines: Funding For The Initiative and Definitions for more details)

- A Recipient operating as a Primary Producer or Processor
- A Recipient operating as an Industry Organization
- A Collaboration between two or more Primary Producers and/or Processors

(Question 15 continues on Page 6)

If applying as a Collaboration, list the businesses that will be collaborating on the Project including their business type (Primary Producer or Processor) and their contribution and roles:

Name of the business	Business Type	Contribution and roles (1000 characters maximum)
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1.

2.

3.

NOTE: Please have each additional Primary Producer and/or Processor contributing to Project implementation complete a separate Collaboration Form.

**16. 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)

Piloting incremental worker supports

Piloting incremental recruiting strategies

Development of new or incremental human resource policies and programs to address challenges that impact recruitment and retention of labour

Planning for on-site amenities for employees

**17. Project Description** – Provide a brief description of the Project. Outline what the project will achieve and the barriers that will be addressed by the Project activities, and explain why funding is required for Project implementation. This should align with the activities in Question 16 and the Eligible Project Costs in Question 25.

(5000 characters maximum)

**18. Describe the resources and skills the Applicant will use to manage and successfully complete the Project. Identify any individual(s)/organization(s) and their experience, resources, skills and governance they will contribute.**

(4000 characters maximum)

## SECTION C: PROJECT IMPACTS AND BENEFITS

**19. 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.

**20. Indicate which of the following outcomes will be achieved by the Project and in the text box below explain how Project activities will address these challenges.** (Check all that apply)

The Project will address labour attraction (3000 characters maximum)

The Project will address labour retention (3000 characters maximum)

The Project will address labour recruitment (3000 characters maximum)



**21. Knowledge sharing** – Identify and describe how Project outcomes will be measured (e.g., events attendance, staffing numbers), how information will be collected, and how findings and lessons learned will be shared.  
(4000 characters maximum)

**22. Industry/Sector Benefits and Impacts** – Describe any other anticipated benefits and impacts the Project will have to the sector/industry and describe any other support from organizations beyond the Applicant and Collaborators if applicable.  
(3000 characters maximum)

**SECTION D – WORK PLAN AND PROJECT COSTS**

**23. Project Timeline (MM/DD/YYYY)**

Project Start Date

Project End Date

(Before February 28, 2026)

**24. Project work plan** – Describe the key milestones and specific activities required to complete the Project.

	Key Milestone(s) and Activities (300 characters maximum)	Estimated Start Date (MM/DD/YYYY)	Estimated End Date (MM/DD/YYYY)
1			
2			
3			
4			
5			

**25. Eligible Project Cost** – List each Eligible Cost item (in Canadian dollars) based on written quotes when applicable. 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*		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					
<div>* Eligible Cost Category: Goods and supplies, Third-party services, Venue/facilities rental, Travel costs (to attend events), Transportation</div> <div>** The portion of tax for which the Recipient has received, will receive or is eligible to receive, a rebate, credit or refund.</div> <div>*** Line F: Primary Producer and Processor are eligible to receive up to \$40,000. Industry Organizations or Collaborations are eligible to receive up to \$100,000.</div>					
			Line D: Total Eligible Costs (Sum of Net Cost from Column C above)		
			Line E: Per Cent Cost-Share (50 per cent)		%
			Line F: Calculated Cost-Share Funding (Line D x Line E) ***		

**26. Eligible Costs for the Project by Fiscal Year** – Complete the following table indicating when Eligible Costs listed in Question 25 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 25)		Net Cost (C) (From Question 25)	Fiscal Year* 2024/25 (G)	Fiscal Year* 2025/26 (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.

**27. Eligible Costs:** If transportation is selected as one of the Eligible Costs in question 25, please explain how and why the method of transportation has been chosen as well as the departure and or destination points. Describe the need and demonstrate the incremental benefit.  
(1000 characters maximum)

**28. 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	
Applicant’s Additional Contribution toward total Project value*	
Contribution of Collaborator(s) toward total Project value*	
Other *	

**Total Project Value (Eligible and Ineligible Costs contribution)**

\* Please provide details (e.g., in-kind contribution; federal/provincial program funding, 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 any third party providing a good, service or both to the Applicant detailing the proposed Eligible Costs for the Project, with the following exception: Eligible Costs that are dependent upon Project implementation (e.g., local transportation costs).

A completed Collaboration Form for each additional Primary Producer and/or Processor that will be contributing to Project implementation if applying as a Collaboration.

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

Women

Youth: 40 years old and younger

Not applicable

Decline to identify

**Go to Question C if your business/organization does not have a Board of Directors.**

**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

Women

Youth: 40 years old and younger

Not applicable

Decline to identify

**C. Select any of the following who will directly benefit from the Project's activities. (Select a 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

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 [SustainableCAP2@ontario.ca](mailto:SustainableCAP2@ontario.ca)

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