

Before you start

Please read the [Program Guidelines](#) before completing this application form

Applications will be assessed based on the *Rural Ontario Development (ROD) Program Guidelines – Community Development*, which can be viewed on the [ROD Program](#) website.

The **Applicant's** information must 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 ROD Program payments.

Completing this application form

To avoid delays in your Application Form being processed, the Application Form must be filled out using Adobe Acrobat software, such as Adobe Reader or Adobe Pro. Application Forms that are submitted without using Adobe Acrobat Software will take longer to process and may be required to be resubmitted using Adobe Acrobat Software.

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 the 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 RODProgram@ontario.ca
 - **Do not** send the Application Form or any supporting information using Adobe Cloud.

Step 1 Applicant Information

1.1 Applicant and Primary Project Contact

Consult the Who is Eligible section of the [ROD Program Guidelines – Community Development](#) to ensure the **Applicant** is eligible to apply under the ROD program.

Preferred Language	English	French	
First Name	Last Name	Job Title	
Email	Primary/Business Phone		
Full Legal Name / Corporate Name of Organization			
Operating Name (if different from Legal Name)			
Same as above or:			
Street Address:			
City/Town	Municipality	Province	Postal Code
Organization Type	Municipality	Not-for-profit	
	Ontario Indigenous Community or Indigenous non-profit organization	Local Services Board	

1.2 Secondary Project Contact for Applicant

First Name	Last Name	Job Title
Email	Primary/Business Phone	

Street Address (if different from above)

Same as above or:

City/Town

Municipality

Province

Postal Code

1.3 Business Number - Canada Revenue Agency Client 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: business number, two letter program identifier, and a four-digit reference number.
[Canada Revenue Agency \(CRA\)](#)

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OR

I confirm the **Applicant** does not have a CRA Number

1.4 Organization Description

Please describe your organization. Include a brief history, services offered, clients served, the ability of the organization to deliver the project successfully, and the part of your organization to which the application relates. (Maximum 200 words)

1.5 Partners

Identify any partners who will be contributing financial or in-kind resources to the project and their role in the project. Consult the Who is Eligible section of the [ROD Program Guidelines – Community Development](#) for information on Partners.

Partner Name	Role in the Project
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Step 2 - Proposed Project Information

2.1 Project Title (10 words maximum)

2.2 Project Location

List the municipalities / counties / regions / districts / Ontario Indigenous Communities or Organizations that would be impacted by this project:

2.3 Project Streams and Types

Please choose the stream/sub-stream and type that best suits the project (see [ROD Program Guidelines - Community Development](#) for a description of Project Types).

Economic Diversification, Competitiveness and Capacity Building Stream

Strategies and Plans

Strategies and Plans

Economic Diversification and Competitiveness

Business retention and expansion

Downtown revitalization

Entrepreneurship/business succession

Regional marketing and outreach

Technology adoption/ innovation initiatives

Capacity Building Events

Events

Workforce Development, Attraction and Retention

Attraction, retention and training of workers

Community Infrastructure Enhancements Stream

Project Type:

Rehabilitation of cultural, heritage or tourism attractions

Redevelopment of vacant and/or underutilized buildings

Streetscaping and landscaping

Sub-stream (Community Infrastructure Enhancements Stream only):

Small Project (less than \$25,000)

Large Project (\$25,000 to \$250,000)

Please consult the Selection Process –Stage 2: project assessment section of the [ROD Program Guidelines](#) – Community Development for all assessment criteria and how they may apply to your project.

2.4 Project Rational

i) Project Description

Describe your project, the activities to be undertaken, what the project will achieve through the project activities and how the project will benefit Rural Ontario. These should align with activities listed in the work plan and budget in Step 3. (Maximum 500 words)

ii) Project need

Describe why this project is needed and how the project will address an economic development need or opportunity. Reference any plans or studies where these needs or opportunities have been identified. (Maximum 300 words)

2.5 Program Outcomes

Select a minimum of one and up to a maximum of four ROD Program outcomes that best align with the project. Please review Program Outcomes and Performance Measures in the [ROD Program Guidelines – Community Development](#) for the program outcomes with more detailed definitions.

If there are additional ROD Program outcomes that strongly align with the project, please submit supplemental documentation outlining the specific outcome including how the project activities will address the outcome.

Outcome 1:

Describe in detail how the project activities will address the chosen outcome.

Outcome 2:

Describe in detail how the project activities will address the chosen outcome.

Outcome 3:

Describe in detail how the project activities will address the chosen outcome.

Outcome 4:

Describe in detail how the project activities will address the chosen outcome.

2.6 Planned Results and Implementation

i) Performance Measures

Identify performance measure(s) for each program outcome selected in step 2.5. Please review the [ROD Program Guidelines – Community Development](#) for example performance measures. Not required for projects requesting less than \$25,000.

Program Outcomes	Performance Measure	Target	Collection Method
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ii) Sustainability

Describe how the project activities and outcomes will continue / be maintained after the ROD Program funding ends. Not required for projects requesting less than \$25,000. (Maximum 300 words)

2.7 Project Timelines

Project start date:
(YYYY/MM/DD)

Project end date:
(YYYY/MM/DD)

No earlier than Jan 1, 2026

Step 3 - Work Plan and Budget

3.1 Project Work Plan

List each activity necessary to successfully complete the project and the anticipated start and end date of each activity. Consult the Project description, work plan and budget section of the [ROD Program Guidelines – Community Development](#) for information on how to complete this section. If there is relevant documentation to support your application, you may provide this with your completed application.

Note: Project activities starting prior to the approved project start date and ending after the project completion date are not eligible.

Project Activity	Start Date (YYYY/MM/DD)	End Date (YYYY/MM/DD)
e.g. Organize a virtual community consultation event	2026/04/01	2026/06/01

3.2 Project Budget

List each cost item needed for the project and provide a description. Fill in the “Eligible Costs” and “In-Kind / Ineligible” fields with the cost in Canadian dollars. Attach detailed budget documents and consider attaching quotes and estimates to strengthen the application for costs over \$10,000. Consult the [ROD Program Guidelines – Community Development](#) for eligible cost criteria.

Community Infrastructure Enhancement projects are required to install a permanent sign acknowledging the support of the ROD Program. Eligible expenses for the design, fabrication, and installation of the sign will be reimbursed up to a maximum of \$300, based on a total eligible cost of \$857.14.

Note: Costs incurred prior to **project start date** are not eligible for funding.

Cost Category*	Description of Cost Items	Eligible Costs (\$)	In-Kind / Ineligible (\$) [If Applicable]
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*Cost categories; New Hires, Professional Fees, Technology Costs, Events/Marketing and Promotion Costs, Honorariums, Workshop/Materials/Training/Speakers, Transportation/ Meals/ Catering/Accommodations, Minor Capital Costs, Contingency costs, ROD Recognition Signage	Total Project Costs	Total Eligible Costs	Total In-Kind/ Ineligible
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3.3 Financial Commitment

Please indicate which of the following statements apply to you:

My organization is requesting the standard provincial cost-share support identified for the project type applied for.

My organization is requesting an increased level of provincial cost-share support and/ or an amount of provincial funding above the maximum amount set out in the Program Guidelines due to extenuating circumstances.

If the second statement above was selected, explain in detail the significant barriers or opportunities your organization is facing and provide a rationale for the additional funding request:

3.4 Funding Requested

Completion of step 2.3 is required for the Funding Requested table to populate correctly

Line A	Total Eligible Costs (from Project Budget table)	
Line B		
Line C		

*Refer to step 2.3 for project streams and types.

**Refer to the Stream Overview in the [ROD Program Guidelines – Community Development](#) for maximum funding percentage and funding amount for the specific project streams and types.

3.5 Project Costs by Fiscal Year

Complete the following table indicating when eligible costs will be incurred. Costs should be broken down by fiscal year for the duration of the proposed project. Fiscal Year runs from April 1 to March 31 (e.g., Fiscal Year 2025/26 means April 1, 2025 to March 31, 2026)

Projected Eligible Costs by Fiscal Year (April 1 to March 31)

Fiscal Year	2025-26	2026-27	2027-28	Total Costs*
Eligible Project Costs				

*Total Costs must equal Total Eligible Costs from 3.2 Project Budget table

Please confirm the following statement if you are requesting an initial payment of 20% of the approved funding. Consult the [ROD Program Guidelines – Community Development](#) for the conditions that must be met prior to being approved for a 20% initial payment.

The **Applicant** confirms, acknowledges, accepts and agrees or represents that:

- Some of the approved funds are intended for immediate use in fiscal year 2025-26 (before March 31, 2026), and
- The initial 20% payment will be used solely for eligible costs permitted under these Guidelines and the Contribution Agreement.

3.6 Applicant(s) Contribution and Additional Funding Sources

List all sources of funding
(see Project Funding and Costs in the [ROD Program Guidelines - Community Development](#))

Please Note:

- List all sources of funding for this project. Failure to disclose all potential or confirmed funding sources may result in the termination of your application or Contribution Agreement.
- **Projects receiving any other provincial funding under any other provincial program are ineligible for funding under this ROD Program intake.**

* Secured funding means written commitment from a partner and/or other sources. All sources of funding must be listed below, whether or not they are secured. The Ministry may request further documentation to support the financial contribution

Funding Sources for the Project (Legal Name)	Secured Funding*	Eligible Cash (\$)	Ineligible Cash/ In-kind (\$)	Total Project Costs (\$)
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ROD Program Cost Share Requested
(Line C from 3.4 above)

Applicant:

Partners:

Partners:

Partners:

Partners:

Partners:

Partners:

Other government funding:

Other funding:

Other funding:

Totals (must equal Total Eligible Costs of Step 3.2)

Step 4 - Important: Read Before Submitting an Application

Check for the most up-to-date ROD Program information on the website

The ROD Program Guidelines and this application form are subject to change from time to time without notice. Consult the website at [ROD Program](#) for the most up-to-date information, or contact us at 1-877-424-1300 or by email at RODprogram@ontario.ca

Final check before submitting application

Only fully completed applications will be assessed. Please include the following:

A **completed** ROD Program application form (Mandatory).

Letters from partners confirming their financial or in-kind contribution to the project (Recommended - Encouraged to show funding is secured).

Quotes / estimates to support the project budget for cost items greater than \$10,000 (Recommended).

Other supporting documentation (e.g. feasibility studies, strategic plans, reports, relevant research, or anything else that supports the need for the project and anticipated impacts (Recommended).

Email completed applications to: RODprogram@ontario.ca by 5:00 p.m. ET on September 24, 2025.

4.1 Application Requirements

By submitting an application, the **Applicant** confirms, acknowledges, accepts and agrees or represents that:

1. The **Applicant** has read the Rural Ontario Development (ROD) Program Guidelines –Community Development and is aware of the provisions and requirements of the ROD Program.
2. The ROD Program is a discretionary non-entitlement program and that even if the application meets all of the ROD Program Guidelines, there is no guarantee that such application will be approved under the ROD Program, or that the total amount of funds requested will be approved.
3. An authorized representative of the **Applicant** has obtained all necessary permits and approvals to proceed with this application.
4. The Government of Ontario has a right to obtain, use and disclose information for the purposes of assessing, evaluating, verifying, auditing and enforcing the ROD Program.
5. The Minister of Rural Affairs has exclusive discretion to select or reject any application.
Applicants shall not be eligible for funding under the ROD Program or have any claim or demand or action against His Majesty the King in Right of Ontario, his ministers, directors, officers, employees, servants, appointees or agents, solely by reason of having made an application.

6. The **Applicant** shall provide in a timely manner any additional information that the Province or its authorized agent(s) may reasonably require for the purposes of assessing the application and administering the ROD Program in a timely manner.
7. The **Applicant** authorizes His Majesty the King in Right of Ontario, as represented by the Minister of Rural Affairs and the ministry's employees and agents (the "Province") to contact bankers, accountants, solicitors and insurance agents of the Applicant; law enforcement agencies; credit bureaus; and other government ministries and agencies to verify the information concerning the affairs of the Applicant as described in the application and/or to obtain such credit and other reports as the Province and/or its authorized agent(s) consider necessary to assess the application. This may include, but is not limited to, the Office of the Superintendent of Financial Institutions and the Financial Transactions and Reports Analysis Centre of Canada.
8. The information provided in the application including, but not limited to, any documentation submitted herewith and any and all information associated with reviews conducted by the Province and its authorized agent(s) may be shared with other ministries of the Ontario government, experts and/or authorized agent(s) for the purposes of assessing the application and administering the program and satisfying any and all Government of Ontario accountability and reporting obligations.
9. Application information and any supporting documentation is true, complete and accurate to the best of the **Applicant's** knowledge, information and belief. The **Applicant** acknowledges that any misrepresentation or omission may result in immediate disqualification, termination of funding, and/or any other remedies set out in the Contribution Agreement.

4.2 Disclosures and Confidentiality

By submitting an application, the **Applicant** further confirms, acknowledges, accepts and agrees or represents that:

1. The **Applicant** is in compliance with all Requirements of Law and, should the ministry select the project for funding, will continue to remain in compliance with all Requirements of Law for the term of its Contribution Agreement with the Province of Ontario. "Requirements of Law" is defined in the ROD Program Guidelines – Community Development.
2. The ministry may contact the **Applicant** during or after the term of the Contribution Agreement to request information about the outcomes of the project for purposes of evaluation.
3. The application forms and supporting material submitted to the Province of Ontario are subject to the Freedom of Information and Protection of Privacy Act (FIPPA). Any information submitted in confidence should be clearly and prominently marked "CONFIDENTIAL". Nevertheless, information supplied to the ROD Program may be disclosed by Ministry of Rural Affairs (MRA) where it is obligated to do so under FIPPA or by an order of a court, tribunal or pursuant to a legal proceeding. Information contained in an application to the ROD Program may also be disclosed by the Ministry of Rural Affairs to verify compliance with other provincial and federal funding initiatives administered by the Ministry of Rural Affairs, other provincial ministries, federal ministries, or a third-party delivery agent, to ensure that there is no duplication of funding. Inquiries about confidentiality should be directed to the ROD Program.

4. The **Applicant** will comply with the Communication requirements as set out the ROD Program Guidelines – Community Development.

4.3 Consent and Certification

In addition to sections 4.1 and 4.2 above in this application, the **Applicant** further confirms that they:

- have not received funding for this project in whole or in part from a provincial funding source to date.
- will not receive funding for this project in whole or in part from a provincial source other than as results from this application, should the ministry select the project for funding.

By submitting this application, I am attesting that I am an authorized signing officer on behalf of the Applicant and have the authority to bind the Applicant to the terms of conditions of the ROD Program and to the representations made in the application form.

Insert name, title and date below.

Signatory Name (First and Last Name)

Title

Email

Date (YYYY/MM/DD)