

Sustainable Canadian Agricultural Partnership

Competitive. Innovative. Resilient.

INCREASING DEADSTOCK CAPACITY INITIATIVE APPLICATION FORM

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 Increasing Deadstock Capacity Initiative Guidelines.

The purpose of the Increasing Deadstock Capacity Initiative (the Initiative) is to provide cost-share funding support for deadstock management to address immediate and short-term deadstock capacity needs at businesses and municipalities in Ontario through increasing capacity and improving sustainability. The \$1.5 million Initiative, funded by the Sustainable Canadian Agricultural Partnership (Sustainable CAP), will run for two years subject to the availability of funding allocated to the Initiative.

Refer to the Increasing Deadstock Capacity Initiative Guidelines to learn more. All documents can be found at the AAC website, at <https://adaptcouncil.org/program/deadstock>.

If you have any questions regarding your eligibility or the application process, email the Agricultural Adaptation Council (AAC), at info@adaptcouncil.org or call 1-800-769-3272.

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.
 - a. File > Save As > [give the file a name] > Save
 - b. Do not fill out this Application Form in your internet browser window.
3. Open the file from your computer.
 - a. Make sure the file is open in Adobe Acrobat Research.

- b. You can work on completing this Application Form any time. Remember to save your file along the way.
 - c. Once the Application Form is complete, save the file.
- 4. Email the completed PDF Application Form as an attachment to AAC at: info@adaptcouncil.org.
 - a. Do not send the Application Form or any supporting information using the Adobe Cloud.

PART 1: APPLICANT 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

Postal Code

Municipality

County

Website Address

Business/Organization Primary Contact for Project

First Name

Last Name

Job Title

Business Email Address

Business Phone Number

Signatory for the Business/Organization

Same as Business/Organization Primary Contact above or:

First Name

Last Name

Job Title

Business Email Address

Business Phone Number

2. Business Number – Canadian 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.

RC000

- 3. Producers only: Farm Business Registration Number (FBRN)** (Farm businesses that earn a gross farm income of \$7000 or more are required by law to register their farm business with Agricorp. Please enter the 5-7 digit FBRN)

If you don't have a FBRN, please select one of the following:

(Copies of the respective documentation may be requested by AAC)

An order from the Agriculture, Food and Rural Affairs Appeal Tribunal exempting you from having a FBRN

A letter from First Nations Agriculture & Finance Ontario

An exemption from the income eligibility requirement of the Farm Property Class Tax Rate Program, received from Agricorp

New Producer

4. Ownership Type

Type of structure business/organization file to Canada Revenue Agency

5. Applicant Type

Business/Organization is applying as: (see Initiative Guideline for more details)

Primary Producer

Primary Producer

Service Provider

Existing deadstock service provider

New deadstock service provider

Commercial operation requiring deadstock services - Meat Processor
Commercial operation requiring deadstock services - Livestock Auction Market

Waste management company - Waste Management of Canada Corporation

Provincial / Territorial / Municipal Government

Municipality - Upper-tier or lower-tier municipality in a two-tier structure or a single-tier municipality with (or establishing) a waste disposal site

Industry Organizations

Commodity association - Live animal, red meat and other animal product organization
Commodity association - Accredited farm organization
Commodity association - County federation of agriculture

Are you a Licensed Deadstock Operator?

If yes, year licensed:

If yes, I attest that I am licensed and in compliance with the following for my business operations: Deadstock-related Requirements of Law; Environmental-related Requirements of Law; Labour-related Requirements of Law; Tax-related Requirements of Law; and, Material compliance with all other Requirements of Law.

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. Employees

Number of current Full-time Employees at the Business/Organization
(30 hours or more/week)

Number of current Part-time Employees at the Business/Organization
(less than 30 hours/week)

Number of current Temporary/Seasonal Employees at the
Business/Organization

8. For Producers Only - Acres

Total number of acres of crops or pasture currently owned by the applicant

Total number of acres currently owned for other purposes

Total number of acres currently rent or leased by the applicant

Total number of acres currently irrigated

9. Applicant NAICS Code

Enter the best fit NAICS code to describe the Applicant's Business/Organization.
Refer to the Statistics Canada website to find the 5-digit NAICS code

10. Business/Organization Overview – Provide a brief explanation of the Applicant’s business/organization such as how long the business/organization has been in operation and description of the products/services offered. Highlight involvement and experience with deadstock collection in Ontario. (150 words maximum)

PART 2: PROJECT INFORMATION

11. Project Title (10 words maximum)

12. Project Location

Same as Business/Organization mailing address, or:

Address

City/Town

Postal Code

Municipality

County

13. For Producer and Meat Processor Applicants Only - Premises ID (PID) Number for the Project Location

Please provide your PID for the location of the proposed Project. To obtain a valid PID or update your PID information, visit Provincial Premises Registry or call 1-888-247-4999.

ON

14. Project NAICS Code

The following NAICS code will be used for all projects under this Initiative.

15. What is the proposed project's primary activity? (see Guidelines for more details)

Planning and assessment activities to determine capacity options and contingency planning for licensed activities under Ontario Regulation 105/09 and for municipalities

Purchasing, retrofitting, and/or modifying equipment to haul, store, or collect deadstock

Retrofitting or modifying site for transfer stations, rendering, salvaging, and composting

Activities for construction or modifications related to increasing deadstock disposal capacity

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

17. Project Description - Describe what you are doing and why funding is required. Provide the deadstock removal challenges issues and/or opportunities addressed by the proposed Project. This should align with Part 6 Eligible Project Costs and Activities and Sources of Funding. (500 words maximum)

PART 3: BUSINESS PLANNING INFORMATION

18. Resources and Skills - Describe the applicable resources, experience, skills, and knowledge in your business/organization to support implementation of the proposed project. (300 words maximum)

19. Project Impacts and Benefits - Describe how the project will provide broad impact/benefit for deadstock management in Ontario to address immediate and short-term deadstock capacity needs. Describe any new market(s) that are to be accessed or existing markets that are to be expanded as a result of the proposed project to increase deadstock capacity and/or improve sustainability (e.g., new geographic region in Ontario, new client/customer segment). (500 words maximum)

20. Risk Mitigation - Describe any risks that could impact the successful completion of the project and the risk mitigation actions you will undertake. (300 words maximum)

21. Execution - Describe any promotional strategies or outreach activities that are planned to share the outcomes of the project (e.g., events, reports, locations, facilities). (300 words maximum)

22. Proposed Project Timelines (MM/DD/YYYY)

Proposed Project Start Date

Proposed Project End Date

PART 4: 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 other, 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 *Notice of Collection of Personal Information* included below.

Notice of Collection of Personal Information

Where the demographic information collected by AAC under **Part 4: 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.

The AAC 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 is 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 and Overpayment or any other debt owing to Ontario or Canada arising prior to the Recipient's participation in the Initiative, as a required by the Minister's Order and Guidelines.

If you have any questions or concerns regarding the collection of this personal information, please contact: Attn: Privacy Compliance Officer, Agricultural Adaptation Council, 7382 Wellington County Road 30, UNIT B, Guelph, ON N1H 6J2, Phone: 1-800-769-3272

**23. 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 Peoples: First Nations

Indigenous Peoples: Métis

Indigenous Peoples: Inuit

Indigenous Peoples: 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

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

(Skip if your business/organization does not have a Board of Directors.)

Individuals that identify as being an Indigenous Peoples: First Nations

Individuals that identify as being an Indigenous Peoples: Métis

Individuals that identify as being an Indigenous Peoples: Inuit

Individuals that identify as being an Indigenous Peoples: 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

**25. 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 Peoples: First Nations

Individuals that identify as being an Indigenous Peoples: Métis

Individuals that identify as being an Indigenous Peoples: Inuit

Individuals that identify as being an Indigenous Peoples: 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

PART 5: DECLARATION

I acknowledge that by electronically submitting this Application Form I agree to the following:

Use and/or Disclosure

AAC may collect, use, retain, disclose, reproduce and distribute any part of or the whole of the documentation provided in or with this Application Form, within AAC, to Ontario and with its authorized third parties, including other Government Departments, for purposes consistent with the receipt, assessment and subsequent treatment of the Application.

To obtain a copy of Agricultural Adaptation Council's Privacy Policy or to pose questions or concerns regarding privacy issues, contact: Agricultural Adaptation Council Privacy Compliance Officer, 7382 Wellington County Road 30, UNIT B; Guelph, ON N1H 6J2, Phone: 1-800-769-3272

Declaration

The Applicant must be a legal entity that is eligible under the Initiative. The individual who signs the Application Form on behalf of the Applicant must be a person who is authorized by the Applicant to sign the form on behalf of the Applicant and to bind the Applicant to the contents therein. This person is referred to as "you" below.

You must certify that:

- You have read, understand, and agree to abide by all requirements of the Initiative, as set out in this Guidelines.
- All information submitted on the application is true and complete, to the best of your knowledge, belief and understanding.
- All sources of funding for the proposed Project, other than the Applicant's, have been disclosed in this application, including sources and amounts from federal, provincial and municipal governments, and such funds do not, and will, not exceed 100 per cent of total Eligible Costs.
- The Applicant does not currently owe any money to Ontario, or you have attached a 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 (Canada)*, as applicable and will remain in compliance during the term of the Funding Agreement.
- You are not, nor is any officer, director or employee of the Applicant (if any), a member of the House of Commons or 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 (Canada)* to receive funding from Canada under the this Initiative and will remain eligible to receive funding during the term of the Funding Agreement.

- You have completed an Environmental Assessment, if required to meet regulatory requirements for project activities.

You must further certify, that the Applicant:

- Shall retain all records relating to any payments made to you under this Initiative including, all invoices and proof of payment for at least seven (7) years from the date on which payment was received by the Applicant.
- Shall consent to the AAC, Ontario and Canada publishing information about the Recipient and its Project, including: the name of the Recipient; amount of funding the Recipient is eligible to receive under the Initiative; amount of Initiative Payments the Recipient received; and description of the Project.

You must further acknowledge and accept that:

- Funding under this Initiative is a discretionary, non-entitlement program and the Applicant is not entitled to funding merely as a consequence of submitting an application. Payment is subject to Ontario receiving all the necessary appropriations from the Ontario Legislature, Ontario receiving all the necessary monies from Canada, Ontario's program administrator receiving all the necessary appropriations from Ontario, the Applicant and the Applicant's project (including all activities) satisfying eligibility criteria, eligible expenses criteria, as well as the Applicant's compliance with all terms and conditions of the Partnership.
- The Initiative may be terminated at any time without prior notice. Where the Initiative is terminated, the following will apply: a notice will be placed on the website that hosts the Guidelines setting out the date on which the Initiative is terminated; and, Any Claims submitted: (i) Prior to the day on which the Initiative is terminated will, if eligible, be paid, and, (ii) After the day on which the Initiative is terminated will not be paid.
- If it is determined the Applicant has received a payment the Applicant was not eligible to receive, through administrative error or otherwise, the Applicant will repay any and all payments that the Applicant was not eligible to receive as well as any surplus funding.
- Any payments made to the Applicant may be subject to recovery or offset against the Applicant's pre-existing debts to the Crown in Right of Ontario or Canada.
- Canada, Ontario or, the AAC, 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 Partnership.
- The information provided under this Initiative may be disclosed by Ontario or the AAC 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 Applicant will be asked to provide certain demographic information, such as whether Indigenous Persons, women and/or youth (namely, forty years old or younger) have an ownership interest in the Applicant. Providing this information is voluntary. Should the Applicant decline to provide this information, they will still be eligible to participate in the Initiative. The responses to the questions will have no impact on the assessment of an application. An Applicant may withdraw their consent at any time and the Ministry will not share the demographic information after the consent has been withdrawn.
- The information provided under this Initiative may, with the exception of the Social Insurance Number, be subject to disclosure under the *Freedom of Information and Protection of Privacy Act* (Ontario), the *Access to Information Act* (Canada).
- Any Applicant that is abusive toward any AAC staff responsible for administering the Initiative will receive one written warning regarding their conduct from the AAC. If the Applicant continues with their abusive behaviour, the Applicant will lose their eligibility to participate in the Initiative or will have their eligibility to participate in the Initiative revoked.
- The rights and obligations under the Initiative will be governed by Ontario law and applicable federal laws of Canada.
- Ontario's courts will have exclusive jurisdiction over any dispute arising under the Initiative.

You must consent to the following on behalf of the Applicant:

- To provide accurate, timely and full information, including supporting documentation, to the AAC and will notify the AAC within five (5) Business Days in the event there are any changes to information provided.
- To provide Canada, Ontario and the AAC, as well as their authorized representatives, with any information or access to a person, place or thing as soon as practicable after any request, field verification or audit.
- To comply with and provide reasonable assistance to the AAC, Ontario or Canada, including any of their delegates, who may, upon providing at least 24 hours' notice beforehand, conduct an audit of an Applicant in relation to 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 Canada, Ontario and/or the AAC to contact the Applicant for the purpose of evaluating the effectiveness and efficiency of this Initiative or other Sustainable CAP programming, or for any other similar purpose.
- In the event of a conflict or omissions between the Application Form and Guidelines, the Guidelines will prevail. In the event of a conflict between the Guidelines and the Minister's Order, the Minister's Order will prevail.
- The AAC may amend the Guidelines at any time without prior notice. Any amendments to the Guidelines will be posted on the same website as where the Guidelines was originally posted. Any amendments to the Guidelines will not have a retroactive effect.
- The authority for the Initiative comes from the Sustainable CAP and Minister's Order.

Errors and Omissions Excepted.

Disclaimer:

In no event will Canada, Ontario or the AAC be liable for any damages (including, without limitation, damages for loss of data, loss of revenues or the incapacity to reach any objective) related to any of the activities contemplated hereunder, even if Canada, Ontario or the AAC has been notified of the possibility of such damage.

The applicant hereby declares that the information in this application, including the representations and warranties as stated in Part 5 are true and complete, to the best of its knowledge, belief and understanding.

Name of Applicant/Authorized Agent

Title

Email Address

Phone Number

Date (MM/DD/YYYY)

SUBMITTING THE APPLICATION

Save the application form and review all the fields before you email the application and accompanying documentation listed on the checklist below to info@adaptcouncil.org. Submissions will not be considered complete if you are missing information.

Completed Part 6: Eligible Project Costs and Activities in Excel

Quotes from the third-party providing the good or service to the Applicant

The submission of this Project Application Form by the Applicant creates no obligation on the part of the Agricultural Adaptation Council to provide funding for the Applicant’s Project proposed therein.

Submit the completed Application Form and accompanying documentation from the Applicant’s/authorized agent’s email account to info@adaptcouncil.org.

The Increasing Deadstock Capacity Initiative (the Initiative) is funded through the Sustainable Canadian Agricultural Partnership (Sustainable CAP). Sustainable CAP is a five-year (2023-2028), \$3.5-billion investment by federal-provincial and territorial governments to strengthen competitiveness, innovation, and resiliency of the agriculture, agri-food and agri-based products sector. The Agricultural Adaptation Council (AAC) is delivering the Initiative on behalf of the Ontario Ministry of Agriculture, Food and Agribusiness.

