



Growing Forward 2

A federal-provincial-territorial initiative

Cost-share Funding Assistance Program Guide for Producers

2016-17 Program Year
Version 1*

These Guidelines are subject to change from time to time without notice. Consult our web site at www.ontariosoilcrop.org for the most up-to-date information on *GF2* opportunities for producers or contact us by phone toll free: 1-800-265-9751, or by email: gf2@ontariosoilcrop.org

*Changes were not significant moving to program Year 2016-17.

The Program Guide for the 2015-16 Program Year Version 2.1 may still be used for reference.



Growing Forward 2

Growing Forward 2 (GF2) is a five-year commitment by Canada's federal, provincial and territorial governments to encourage innovation, competitiveness and market development, adaptability and industry sustainability in Canada's agriculture, agri-food and agri-based bio-products sector. *GF2* builds on the successes of Growing Forward and the Agricultural Policy Framework.

In Ontario, *GF2* will help agriculture, agri-food and agri-based bio-products producers, processors, organizations and collaborations expand markets, manage shared risks and grow their profits through cost-share programs for projects in key areas.

Through *GF2*, the federal and provincial governments invest in other initiatives that support Ontario's agriculture, agri-food and agri-based bio-products sector.

See www.omafra.gov.on.ca/english/about/growingforward/gf2-index.htm for more information on services and information available to Ontario producers.

Cost-share programs

Whether you are just starting out, or have been in business a long time, *GF2* offers practical and flexible cost-share funding assistance that can help you reach your business goals.

Strong partnerships ensure that *GF2* provides the tools you need to succeed:

- The **Ontario Soil and Crop Improvement Association (OSCIA)** administers *GF2* cost-share funding assistance to producers across the province.
- The **Agricultural Adaptation Council (AAC)** administers *GF2* cost-share funding assistance to organizations and collaborations across the province.
- The **Ontario Ministry of Agriculture, Food and Rural Affairs (OMAFRA)** administers *GF2* cost-share funding assistance to processors across the province.

Getting started

Producers must enrol for *GF2* cost-share funding through the [GF2 Client Portal](#). Producers may also enrol in hard copy format. Enrolment must be completed and submitted by a person who is authorized to sign the form on behalf of the farm business and bind the farm business.

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GF2 Program Updates

While this Guide will provide further detail, please note the following updates to the GF2 Program were effective beginning April 1, 2015:

- All GF2 funding opportunities will be assessed based on Merit-based Application Evaluation Criteria
- Cost-share caps per project have been introduced for each eligible Project Category
- To be eligible, cost-share funding will only apply to invoices dated after a letter approving a funding allocation has been issued by OSCIA.

Important information before you start

Training and skills development are important: GF2 encourages producers to take advantage of cost-share opportunities to improve their education and skills.

Assessment and planning is the foundation for success: To successfully operate in today's business environment, producers need to anticipate the opportunities, understand the risks and plan for the future. GF2 supports assessment and planning as best practices.

GF2 is a merit-based program: Applicants need to be specific about the results they plan to achieve and demonstrate the knowledge, analysis and planning that will lead to a successful project. GF2 is intended to drive positive change, therefore only the most impactful projects will be funded (i.e., only applications that receive the highest scores will be awarded cost-share funding). See Appendix 2 for information on the Merit-based Application Evaluation Criteria for all project categories.

Innovation is key: Accelerating the pace of innovation and encouraging the adoption of new technologies will help create a more competitive and innovative agriculture, agri-food and agri-based bio-products sector. Projects that meet all eligibility requirements and demonstrate a high level of innovation may be eligible for 50 per cent cost share funding. See Appendix 3: Checklist for Innovation Funding for more information.

GF2 is results-oriented. GF2 is designed to help businesses expand markets, manage shared risks, and grow profits. GF2 will support projects that help producers work towards achieving the following results:

- Use best business and leadership practices
- Use energy, water and other inputs efficiently
- Be better able to adapt to climate change
- Maximize labour productivity
- Access new and emerging markets
- Retain and expand existing markets
- Market products that meet buyer demand through adoption of assurance systems and/or adding value such as agri-products and food for health
- Respond quickly and effectively to risks
- Reduce key risks

All projects must achieve one or more of these results.

Basic eligibility requirements

All applicants must meet these basic eligibility criteria:

- The applicant is eligible under *GF2* (see Appendix 1: Who can apply).
- The applicant is in compliance with all Requirements of Law and agrees to remain in compliance with all Requirements of Law for the duration of the project. “Requirements of Law” means all applicable requirements of law, as may be set out in statutes, regulations, by-laws, codes, rules, ordinances, official plans, approvals, permits, licences, authorizations, decrees, injunctions, orders and declarations, or any other similar requirement of law.

All projects must meet these basic eligibility criteria:

- The project’s sole purpose is not to come into compliance or maintain compliance with Requirements of Law that pertain to current business operations.
- The project does not support normal operating costs associated with carrying out a business.
- The project does not support activities that promote Ontario products explicitly over those of another province or territory.
- The project does not support basic research (experimental or theoretical work undertaken primarily to acquire new knowledge without a commercial or other specific application in view).
- The project does not, and the project activities do not, directly influence and/or lobby any level of government.

Applicants and projects that do not meet these basic eligibility criteria are not eligible. Note that OSCIA reserves the right to require supporting documentation to substantiate eligibility and to independently verify eligibility.

Project information: An overview

GF2 cost-share funding assistance supports projects that fall under the following six focus areas:

A. Environment and climate change adaptation

Environment and climate change challenges can impact the sustainability and profitability of the industry. Through funding to improve manure management, cover crops and erosion, nutrient recovery, fuel storage, irrigation water efficiency, water well management and habitats, producers can improve their overall environmental performance related to air and soil quality, water quality and quantity and biodiversity.

B. Assurance systems (Food safety, Traceability and Animal welfare)

The assurance systems focus area is designed to ensure producer businesses use recognized standards and put systems in place to effectively manage risk, access new markets and retain and expand existing markets. Assurance systems include food safety, traceability, and animal welfare.

C. Market development

New and emerging markets and expansion of existing markets all represent a tremendous growth opportunity for the industry. The Market development focus area supports projects that help producers understand and plan marketing approaches for potential new markets at home and abroad, meet industry standards or certification requirements, implement a marketing plan, and develop new products or processes. As a result of *GF2* funding, it is expected that businesses will generate new or expanded sales channels through retailers, food service companies and suppliers, brokers and others to gain entry to domestic markets within Ontario or across Canada, and/or to export markets such as the USA.

D. Animal and plant health

Animal and plant disease and pest outbreaks can affect profitability and potentially close markets to trade, resulting in serious economic hardship. *GF2* funding is intended to help producers better understand and plan to address the risks to their operation and to better manage/improve traffic flow, manure/plant culls, cleaning and disinfection, quarantine and segregation facilities and animal health and pest monitoring. It is anticipated that *GF2* funded projects will reduce the spread of disease and pests onto, within and off farm operations and assist businesses with addressing national or industry standards for biosecurity.

E. Labour productivity enhancement

Improvements in labour productivity occur when the costs of labour inputs are reduced, or the value of outputs is increased while maintaining labour productivity costs. *GF2* funding enables producers to increase their understanding and planning related to labour productivity in their operations, and to make equipment, technology, system and policies and procedures improvements. Projects are intended to encourage the improvements in personnel performance, automation, and reduce waste and downtime.

F. Business and leadership development

Investing in business and leadership development can help a business to anticipate, adapt and thrive in a rapidly changing business environment. *GF2* provides funding to producers to better understand farm finances and cost of production, develop improved business and leadership skills and to plan and take the necessary steps for succession, expansion or diversification, financial risk management, human resources, or overall business management. Completion of projects will improve business' understanding of their business operations and position them to make informed decisions related to business growth, production efficiencies and increased profitability.

See Appendix 2 for more information.

Cost-share funding

Producers can access:

- Up to 50 per cent cost-share funding, up to a pre-determined cost-share cap, for projects under the assessment or audit, planning, skills development and training project categories (project categories 0.1, 0.2 and 0.3)
- Up to 35 per cent, up to a pre-determined cost-share cap, for remaining project categories
- Remaining project categories may access an additional 15% (up to 50%), up to a pre-determined cost-share cap, for approved projects that meet the criteria for innovation (See Appendix 3).

Applicants will receive a reimbursement, based on the cost-share percentage and up to the cap defined for each category, for approved projects.

Specific cost-share caps for each project category are identified in Appendix 2 and Appendix 6.

Program cost-share funding cap

GF2 runs from April 1, 2013 to March 31, 2018. The maximum cost-share funding a single producer business can receive over the five-year timeframe of *GF2* is \$350,000.

Eligible costs

Eligible costs are one-time costs of goods, services, supplies; rental of facilities, equipment or machinery; communication materials; travel and meals; and capital costs provided that those costs are directly related to the project.

Cost-share funding is based on eligible costs. In order to be eligible, costs must be:

- Incurred and paid by the applicant after the project has been approved (i.e., the date OSCIA communicates its approval in writing of the project funding allocation to the applicant).
- For single year projects, incurred prior to the claim deadline for the project.
- For multi-year projects, incurred prior to the claim deadline for the annual budget allocation.
- Paid prior to the claim deadline for the project.
- In accordance with the requirements indicated in Appendix 4: Eligible Costs.
- Directly attributable to the execution of an approved project.

See Appendix 2, Appendix 4 and Appendix 5 for more information on eligible and ineligible costs.

Multi-year projects

Multi-year projects generally extending up to two years may be funded. Years are defined based on the government fiscal year, April 1 to March 31. The application for a project planned to be implemented over multiple years must clearly identify annual project milestones and the associated budget allocation required for each milestone. A single annual funding allocation is to be claimed for completed work, supported by the required invoices and proofs of payment. A claim form will be issued by OSCIA for each year of the approved multi-year project. If a producer fails to meet an accepted milestone in regard to completion of that stage of work, the allocation for that project year will be forfeited. The application for a multi-year project must be made no more than one year before activities are to begin. No allocations will be made for work to be completed beyond December 15, 2017 (i.e. just prior to the scheduled end of the program).

Innovation

GF2 encourages projects that will introduce new, leading edge technologies, processes and products that can dramatically impact the agriculture, agri-food and agri-based bio-products sectors in Ontario. The innovations supported will have the potential to open the doors to significant domestic and global markets that are not currently accessed. The innovations supported can provide value to other Ontario industry participants. Over time and where practical, innovation projects will include activities that transfer knowledge gained through the project.

Where a project presents a significant innovation to the sector or to Ontario, *GF2* may provide up to 50 per cent cost-share funding, recognizing the project involves higher risk. This does not apply to projects under the assessment or audit, planning, skills development and training project categories.

Projects considered for innovation funding must fall within the list of eligible project categories, meet the general *GF2* Eligibility Criteria and the Merit-based Application Evaluation Criteria. The producer must indicate that he/she wants the project to be reviewed as innovative, and provide additional detail as requested on the Application. An additional evaluation process will be applied to determine if the proposed project is eligible for the enhanced innovation cost-share funding.

****OMAFRA staff will not provide letters of support for any applications****

Applicants are strongly encouraged to provide independent support from industry, academia or other credible, non-biased sources to prove that the project is indeed innovative and has the potential to benefit the sector. Independent support letters should not be from sources with a direct financial stake in or other close connection to the project (e.g., a member of the company's board of directors, an employee of a company supplying a new piece of equipment for the project or a collaborator in the project).

Support letters should address the innovation criteria found in Appendix 3. Name and contact information should be included with the independent support sources, in case reviewers have questions.

See Appendix 3 for more information.

Completing an application

A separate application for each project is required (as defined by a single project category in Appendix 2).

Make sure each section of the Application Form (with the exception of Step 12, which is optional) is complete, the appropriate Focus Area Project Information Form is complete and any required documentation is attached. Additional sheets may be attached as necessary for any section.

Some project categories have required conditions that must be met and/or completed before you can apply for cost-share funding in that category. In most cases, where there are required conditions, additional documentation must be provided as evidence that the condition has been met. The project category descriptions in Appendix 2 provide all necessary required conditions and documentation for each best management practice.

Before Submitting the Application

Before submitting an Application Form, applicants must complete and submit a *Growing Forward 2 (GF2)* Enrolment Form. The Enrolment Form must be completed and submitted either online at www.ontarioprograms.net or in hard copy format by a person who is authorized to complete the application form on behalf of the farm business and bind the farm business.

A number of education workshops are supported through *GF2*, and may be a required step to apply for funding. To see if a workshop is required to access cost-share funding, please see Appendix 2 (See To apply you must have). The workshops include:

- Canada-Ontario Environmental Farm Plan (New Fourth Edition available now)
- Growing Your Farm Profits
- Biosecurity (Commodity-specific)
- Food Safety
- Traceability

For more information on enrolling in the *GF2* Program or on the available workshops and how to register, visit our website at www.ontariosoilcrop.org.

Step 1 - Basic Eligibility Requirements

All these conditions must be met for an application to be considered. See Appendix 1 of this Program Guide.

Step 2 – Business Contact Information

Complete the business contact information.

Step 3 – Project Location

Complete the project location information.

Step 4 – Premises Identification Number

A Premises Identification Number is a unique identifying number assigned to a parcel of land where agriculture, agri-food and agri-based bio-product activities occur. Applicants need a valid and up-to-date Premises Identification Number to apply for *GF2* funding. To register or update your premises information, visit the Provincial Premises Registry (PPR) website at www.ontarioppr.com or call 1-855-697-7743.

Step 5 – Project Title and Description

Provide a title (10 words or less) and a description (100 words or less) for the proposed project. Be clear and concise. The title should state exactly what you are doing. The description should provide details about the challenges, issues and/or opportunities addressed by the project.

Step 6 – Project Category (Best Management Practice)

PLEASE BE AWARE THAT THE LEVEL OF COST-SHARE AND MAXIMUM FUNDING PER PROJECT ARE IDENTIFIED FOR EACH BEST MANAGEMENT PRACTICE UNDER APPENDIX 2 AND ALSO APPEAR IN APPENDIX 6. Identify one of the specific best management practices that best describes the proposed project.

Please check one box only. If the proposed project does not fall within one of the proposed best management practices, the project is not eligible for funding. If the project fits under multiple best management practices, please choose only the one that best fits the project. You must complete the Focus Area Project Information Form for the best management practice you are applying to, and include all required documentation. (See Project Information: An Overview and Appendix 2: Project Categories.)

Step 7 – Expected Outcomes

Indicate the expected outcomes for the project (check all that apply).

Step 8 – Work Plan

Provide a brief work plan for the project that highlights significant activities or milestones to completion. For each activity/milestone, provide an estimated completion date. Application reviewers will want to see evidence the project has been reasonably planned and that completion dates for activities listed are realistic.

Step 9 – Resources and Skills

Outline the resources and skills that will be used to successfully manage and complete the proposed project. These may include existing resources or skills (e.g., existing staff within the business) or project consultants or other professionals retained for the proposed project.

Step 10 – Cost Information

List only eligible costs of the project in Canadian dollars and provide the estimated date by when the costs will likely be incurred. Estimated dates for each cost are converted to the appropriate fiscal year (April 1 to March 31). Attach additional sheets if necessary. See Appendix 2 for a list of eligible costs for each project category. See Appendix 4 and Appendix 5 for additional information about eligible costs and ineligible costs.

Section 10 (a) is for all costs, while Section 10 (b) is for in-kind labour and equipment costs. The maximum allowable labour rate for in-kind is \$20 per hour. The maximum allowable in-kind equipment rate for a tractor and implement is \$50 per hour of operation. See Appendix 4 for additional information about eligible in-kind costs.

Only eligible costs incurred and paid after written approval of the funding allocation is made by OSCIA will be considered. Please note that under the assessment and audit, planning, skills development and training project categories (0.1, 0.2, 0.3), producers can access up to 50 per cent cost share, up to a pre-determined cost-share cap. Under all other project categories, producers can access up to 35 per cent cost share, up to a pre-determined cost-share cap. **Cost-share percentages and maximum funding levels for all best management practices are listed in Appendix 6.**

Step 11 - Other Sources of Funding

List all other sources of of-farm funding for the proposed project and the expected amounts. Other off-farm sources of funding for the project include federal, provincial, municipal and organizations (not including operating funds or bank financing). The maximum level of total assistance provided from all sources, including other government and non-government sources, must not exceed 100 per cent of the total eligible costs.

Step 12 – Request for Innovation Funding

Only complete this section if enhanced innovation funding assistance is being sought. Projects considered for innovation funding must fall within the list of eligible best management practices, meet the general GF2 eligibility criteria and the specific focus area Merit-based Application Evaluation Criteria.

See Appendix 3 for a Checklist for GF2 Innovation Funding.

ADDITIONAL DOCUMENTATION TO COMPLETE AN APPLICATION

A Focus Area Project Information Form **MUST** be completed for each application. The Focus Area Project Information Form is specific to each focus area, and must be filled out for the appropriate best management practice for which you are applying. Focus Area Project Information Forms are available for download on the GF2 Portal and at www.ontariosoilcrop.org. Additional documentation may be required to verify that conditions are met for the best management practice that applies to the proposed project.

Submitting an application

Check the website at www.ontariosoilcrop.org for the current version of the Application Form and current information on submission deadlines. Applications will only be accepted during designated intakes.

Before submitting the application, ensure that

- The application is complete
- All conditions have been met
- Required documentation, including the Focus Area Project Information Form, is attached.

Applications can be submitted on-line at www.ontarioprograms.net, or in hard copy. Please ensure that all required documentation is included and that the application will be received by OSCIA before the close of the intake.

Hard copy applications and all required documentation may be submitted to OSCIA by post or courier (1 Stone Road, Guelph, ON N1G 4Y2), fax (519-826-4224) or email (GF2@ontariosoilcrop.org).

To request a hard copy Application Form, contact OSCIA at 1-800-265-9751 or email GF2@ontariosoilcrop.org

Number of Projects

A producer may submit up to two applications in each intake, provided at least one application is for a project from the assessment or audit, planning, skills development and training project categories (0.1, 0.2 or 0.3). You may submit only one application per intake for a project falling under the remaining project categories (e.g. A.8 Fuel storage improvements, B.4 Improvements to animal handling procedures and practices, etc.).

Producers may have up to three projects on-going at any one time (i.e. in order to apply for a fourth project, the producer would be required to complete and submit the claim for one of their existing approved projects before submitting another application). Each proposed project must be submitted on a separate Application Form.

If a producer reaches the accepted number of applications and/or projects, subsequent applications will immediately be rejected.

How Applications Will Be Assessed

All completed applications received in a given intake will be evaluated once the intake closes. Applications will be assessed using Merit-based Evaluation Criteria. There is no advantage whatsoever for an application received early in the intake period, versus one received late in the intake period, or one received through portal versus hardcopy applications. However, all applications must be received within the intake period and must be complete.

If an application is considered by OSCIA to be incomplete, it will be rejected from the intake and the applicant will be notified. If the applicant wishes to address the missing information, he/she may choose to re-submit the full application, including any missing information, for consideration in a future intake.

Complete applications for eligible projects must meet General Eligibility Criteria before they are assessed against the Merit-based Application Evaluation Criteria. Applications that do not meet the General Eligibility Criteria will be rejected.

1. General Eligibility Criteria

- Applicant has completed and submitted a *GF2* Enrolment Form.
- The application is complete: all required fields are complete (i.e. all steps in the application with the exception of Step 12, which is optional), any required conditions are met and required documentation is attached, including the Focus Area Project Information Form.
- Steps have been taken to ensure necessary permits and approvals can be obtained for the project. Projects that do not have the necessary permits and approvals in place at the time of the application may be approved upon the condition of such permits and approvals being in place.
- All Basic Eligibility Requirements have been met, as detailed on Step 1 of the Application Form.
- The project clearly falls within one of the *GF2* best management practices (Step 7 Project Categories on the Application Form).
- Applicant has acknowledged her/his agreement with the terms and conditions of *GF2* cost-share funding assistance (Declaration on the Producer Application Form).

Note that OSCIA reserves the right to require verification.

2. Merit-based Application Evaluation Criteria

- The project must address a demonstrated need or business improvement as identified through various planning and/or assessment activities (e.g. Action Plan from Environmental Farm Plan, Growing Your Farm Profits Action Plan, Food Safety Self-Assessment).
- Merit-based Application Evaluation Criteria are specific to each best management practice, and are detailed in Appendix 2.

This is a merit-based evaluation procedure; only the very best projects will receive cost-share. A denial for funding does not mean the proposed project was not eligible. Some projects that meet the eligibility criteria will be denied due to available funding limitations. Applicants will be notified by post once the applications have been reviewed and a decision has been made. Notification is expected to occur within 45 normal business days from the closing date for the application intake. An applicant whose project has been approved will receive confirmation of claim procedures and submission deadlines. Applicants that have not received approval for their proposed project will be given brief supporting reasons for the decision.

Conditional approval for funding may be granted if additional information is required to finalize approval of the proposed project. Applicants will be required to provide specific information so the review of the proposed project can be completed, and the funding allocation can be either approved or not approved. For some projects, a Project Justification and Assurances Form, which asks for additional information such as if permits have been obtained and the project's ability to meet Requirements of Law (e.g., municipal, provincial, federal) will be required. For details on which best management practices require a Project Justification and Assurances Form, please see Appendix 6.

Claim Information

Claim Submission

In order to receive a funding allocation, approved projects must be completed and all claims with respect to approved eligible costs must be submitted to OSCIA. The approved project must be complete and operational before a claim is submitted (for a multi-year project, the promised annual milestone must be met before the producer makes the allowed interim annual claim). Projects that are not complete and operational by the claim submission deadline identified in their approval letter will forfeit their allocation.

In order to make a claim for an approved project, all necessary paperwork as well as claim deadlines will be confirmed with the approval letter. You will be required to submit the following to OSCIA:

- Completed Claim Form
- Proofs of payment (see details below)
- Scanned copy of all paid invoices
- Completed Final Report Form
- In-Kind Claim Declaration Form (if applicable)
- A copy of the audit report, plan or assessment (if applicable)

Proof of payment may be any one of the following:

- Copy of front and back of cancelled cheque
- Electronic image of processed cheque
- Statement from banking institution indicating that cheque has cleared
- Credit card or debit card receipt or credit card or debit card statement clearly identifying payment (applicant to black out credit card or debit card numbers and other information, including costs that are unrelated to its project)

Completing the Claim Form

In order for OSCIA to release a cost-share funding payment for an APPROVED claim, tax information must be provided. If the business reports farming income as part of an incorporated BUSINESS, the 9-digit Business Number must be submitted on the claim form (this number will include the letters RC, not RT or RP). The legal, registered name of the farm business must also be included on the claim form.

If the business reports farming income as part of a PERSONAL income tax return, a Social Insurance Number (SIN) and matching name must be provided on the claim form. This would apply to a producer that is a sole proprietor, a partner in a partnership or an unincorporated entity.

The Claim Form, paid invoices, proofs of payment and Final Report Form may be submitted to OSCIA by post (1 Stone Road, Guelph, ON N1G 4Y2), fax (519-826-4224) or email (GF2@ontariosoilcrop.org).

Important Notes BEFORE You Submit a Claim

a) Documentation of Costs:

Only one claim can be submitted per project per program year, and only one payment will be made per claim form. Interim payments will only be permitted for approved multi-year projects that satisfy strict milestones for each program year. Reimbursement cheques will be payable to the name of the individual or legal farm business name as indicated in the Enrolment Form.

b) Additional documentation may be necessary:

Producers are entirely responsible for securing all necessary approvals and permits for the proposed project *before* starting construction, and complying with all Requirements of Law. OSCIA reserves the right to request further documentation before processing a claim (e.g., a copy of the permits or approvals to verify they were properly obtained).

c) Project Inspection:

Random project inspections will be performed by OSCIA. Projects chosen for inspection will be determined based on random selection and/or the level of risk or project value. Inspections will be carried out upon receipt of the completed claim form, and before cost-share funding is paid. The producer will be notified and a mutually agreeable time will be set for the farm visit. Biosecurity protocols are followed by all OSCIA project inspectors.

d) Funding from additional other off-farm sources:

When completing the claim form, you must show all other off-farm sources of funding received for eligible project costs must be listed. The maximum level of total assistance provided from all sources, including other government and non-government sources, must not exceed 100 per cent of the total eligible costs. An individual project can only receive a single allocation of cost-share funding from all *GF2*-funded sources. Stacking of cost-share funding from one or more applicants towards the same project is not permitted.

e) Tax status of cost-share funds

All money that a producer receives through *GF2* cost-share funding is considered declarable income to the business for tax purposes. OSCIA will issue the appropriate tax form (AGR-1) to the business or individual. OSCIA will also report the amount paid to the Canada Revenue Agency.

OSCIA will issue the AGR-1 to the individual or legal farm business name identified on the Enrolment Form by the applicant. If this information changes, OSCIA must be notified in writing. The applicant should consult his or her tax advisor to learn about the income tax implications of the cost-share opportunities available through the *GF2*.

f) Use of approved projects:

Approved projects are only to be used for the sole purpose as set out in the application (e.g., relying on covered manure storage periodically for housing livestock, feed storage, or machinery is not permissible).

Terms and Conditions

The applicant is the eligible farm business (in accordance with Appendix 1: Who can apply). The person who signs the application form must be a person who is authorized by the farm business to sign the form on behalf of the farm business. This person is referred to as “you” below.

You must certify on the Application that:

- You have read, understand, and agree to abide by all requirements of the *GF2* Program Guide for Producers.
- All information you have submitted on the application and Focus Area Project Information Form is true and complete, to the best of your knowledge, belief and understanding.
- You have disclosed all proposed sources of funding for the proposed project, including, but not limited to, sources and amounts from federal, provincial and municipal governments and such funds do not, or will, not exceed 100% of total project costs.
- The applicant does not currently owe any money to Ontario or, you have attached a description to this application of what the applicant owes.
- If you are or if any directing mind of the applicant (if any) is a current, or former, federal public office holder, or federal public servant, you, as well as any other directing mind 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, as applicable.
- You are not, nor is any directing mind of the applicant (if any) a member of the House of Commons, or of the Senate, or you are permitted, and any directing mind of the applicant (if any) is permitted under the Parliament of Canada Act to receive funding from Canada under *GF2*.

You must further certify on the Application, that the applicant:

- Shall retain all records relating to any payments made to the applicant including, but not limited to, 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 Ontario or Canada publishing the amount of funding the applicant has been approved to receive and/or has received under *GF2*, the nature of any project or activity funded, along with the applicant's name.

You must further acknowledge that:

- *GF2* is a discretionary, non-entitlement program. Payment is subject to Ontario receiving all the necessary appropriations from the Ontario Legislature, Ontario receiving all the necessary monies from Canada and the applicant's compliance with all terms and conditions.
- If it is determined that the applicant has received a payment that the applicant was not eligible to receive, through administrative error or otherwise, the applicant will be required to repay any and all payments that the applicant was not eligible to receive, as determined.
- 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.
- Not Ontario nor Canada nor OSCIA, nor any of their respective Ministers, directors, officers, agents, employees or representatives shall be liable for any damage or loss whatsoever, or howsoever arising, including but not limited to, damage or loss arising from any advice, opinions, representations, warranties or the provision of information under *GF2*.
- The information provided for *GF2* may be disclosed by Ontario or any program administrator 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 information submitted in connection with the funding may be subject to disclosure under the Freedom of Information and Protection of Privacy Act (Ontario) or the Access to Information Act (Canada).

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

- To provide accurate, timely and full information, including supporting documentation, to OSCIA and will notify OSCIA immediately in the event that there are any changes to information provided.
- To provide Canada, Ontario and OSCIA, as well as their authorized representatives, with any information or access to a person, place or thing within five (5) business days of any request, field verification or audit.
- On-site field inspections and/or audits, by Ontario or OSCIA, upon notice, and during normal business hours, to verify eligibility, and to evaluate compliance with the requirements of *GF2*.
- 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.
- Applicant's name and contact information to be used by Ontario and/or Canada, and/or their authorized representatives to contact the applicant for the purpose of evaluating the effectiveness and efficiency of *GF2* programming, or for any other similar purpose.

For more information

Visit our web site at www.ontariosoilcrop.org for the most up-to-date information on *GF2* opportunities for producers. You may also contact us by phone toll free: 1-800-265-9751, or by email: GF2@ontariosoilcrop.org.

Appendix 1: Who can apply

Established Ontario farm businesses can apply for cost-share opportunities under the *GF2 Cost-Share Funding Assistance Program*. Eligible farm businesses must meet the following eligibility criteria:

- Constitute a legal entity;
- Produce agricultural commodities in Ontario;
- Be in compliance with all Requirements of Law at the time of the application and remain in compliance for the duration of the project. “Requirements of Law” means all applicable requirements of law, as may be set out in statutes, regulations, by-laws, codes, rules, ordinances, official plans, approvals, permits, licences, authorizations, decrees, injunctions, orders and declarations, or any other similar requirement of law.
- File business and/or farm income/loss taxes in Ontario;
- Have a valid and up-to-date Premises Identification Number for the farm property where the proposed project is taking place; and,
- Have a valid Farm Business Registration Number (FBRN), or can provide one of the following exemptions:
 - Religious Exemption requires a copy of the Religious Exemption Letter as provided by the Agriculture, Food and Rural Affairs Appeal Tribunal;
 - Cultural Exemption for First Nations producers requires a letter from Indian Agriculture Program of Ontario verifying the farm business operates in the First Nations community; or
 - A Gross Farm Income Exemption Certificate granted by OMAFRA may also be provided.

New Producers that do not meet the above criteria are eligible to apply only to assessment, audit, planning or skills development and training project categories (0.1, 0.2 and 0.3) under *GF2*. New Producers must meet the following criteria:

- Are new entrants to the agricultural production industry that do not meet the criteria above;
- Have business projections that demonstrate potential annual gross business income of \$7,000 or more within three years of applying; and proof of ownership or control of productive agricultural assets to generate farm income;
- File personal income taxes in Ontario;
- Have not had more than \$7,000 in gross farm income two and three years prior to enrolling in *GF2*
- Have a valid and up-to-date Premises Identification Number for the farm property where the proposed project is taking place.

If you are a New producer, contact OSCIA at 1-800-265-9751 or gf2@ontariosoilcrop.org for a copy of the New Farm Business Application.

Don't have a Premises Identification Number (Premises ID) or need to update your premises information?

A Premises Identification Number is a unique identifying number assigned to a parcel of land where agri-food and agri-based bio-product activities occur. In Ontario, premises are identified and registered in the Provincial Premises Registry (PPR). Applying for a Premises ID is free and easy.

To register, provide an update or for more information go to: ontarioppr.com or call 1-855-697-7743 (MY PPR ID).

Aquaculture Sector

Activities related to aquaponic food production, and to aquaculture, seaweed, fish and seafood production and processing are ineligible for *GF2* funding with the following exceptions:

- International marketing for fish and seafood products;
- Traceability for fish and seafood products.

Horse Sector

Horse Breeding Producer Businesses that file business and/or farm income/loss taxes in Ontario are eligible for all *GF2* programming.

Horse racing stable businesses and horse boarding stable businesses are eligible to apply only to assessment, audit, planning or skills development and training project categories (0.1, 0.2 and 0.3) under *GF2*.

Appendix 2: Project categories

A producer must submit one application per project. A project is defined as an activity (or activities) contained within a single best management practice category (BMP). You may submit up to two applications per intake (refer to page 10 for details on number of projects). Appendix 2 provides important details for all categories of BMPs. Details for each BMP should be reviewed before submitting an application. All BMPs require a complete Focus Area Project Information Form, which must be included with the application. Details provided in Appendix 2 include:

- What a project should focus on for each BMP
- Conditions that must be met to be eligible for the BMP, if applicable
- **Eligible and ineligible activities and expenditures** (in addition to Appendices 4, 5 and 6)
- **Cost-share percentage** (percentage of eligible costs that will be reimbursed to you upon completion of the project and submission of the claim)
- **Maximum available cost-share per project** (the maximum reimbursement you could receive)
- **Required documentation** listed MUST be submitted in order for the application to be considered complete
- **Merit-based application evaluation criteria** - assessed using the Focus Area Project Information Form and Required documentation.

A. Environment and climate change adaptation

Environment and climate change challenges can impact the sustainability and profitability of the industry. Through funding to improve manure management, cover crops and erosion, nutrient recovery, fuel storage, irrigation water efficiency, water well management and habitats, producers can improve their overall environmental performance related to air and soil quality, water quality and quantity and biodiversity

A.0.1 Energy assessment or audit

Projects will focus on improving the use of energy resources.

To apply you must have

- Completed a third or fourth edition Environmental Farm Plan (EFP) Workshop and Action Plan Review¹ within the last five years.

Eligible activities and costs

- Consultative services of a professional engineer or qualified technical service provider to complete a first-time energy-use assessment or audit, and to provide written advice on energy control measures and energy efficiency technologies.
- Consultative services could include:
 - Audit preparation
 - Farm survey and inspection/monitoring
 - Thermal imaging
 - Data analysis
 - Documenting outcomes and development of plans
 - Consultations and design of energy systems/improvements
 - Review of audit with producer

Ineligible activities and costs

- Activities and expenditures as detailed in Appendix 5
- Consultative services not directly related to a farm energy audit or assessment
- Consultative services for renewal of an existing energy audit/assessment

¹ Equivalencies may be accepted.

Cost-share per cent

- Up to 50 per cent

Maximum available cost-share per project

- \$5,000

Required documentation

- Certificate of completion or letter of verification for third or fourth edition Environmental Farm Plan workshop indicating action plan completed within the last five years

Merit-based application evaluation criteria

- Ability of project to facilitate short-term goals and/or planning to improve energy efficiency and/or decrease energy usage
- Ability of project to address a risk identified in your EFP action plan

A.0.2 Planning

Projects will focus on the prioritization of agri-environmental resource management activities.

To apply, you must have

- Completed a third or fourth edition EFP Workshop and Action Plan Review¹ within the last five years

Eligible activities and expenditures

- Consultative services for a qualified professional (e.g. nutrient management specialist, certified crop advisor, engineer, biologist, etc.) to conduct a first-time assessment and develop one of the following written plans
 - Nutrient Management Plan (NMP)
 - Integrated Pest Management Plan
 - Grazing Management Plan
 - Soil Erosion Plan
 - Biodiversity Enhancement Plan
 - Water Management Plan/Wastewater Management Plan
 - Riparian Health Assessment
 - Crop Nutrient Plan
 - Livestock Nutrition Plan to Reduce Greenhouse Gases
- Consultative services may include
 - Data collection, materials and sampling/analysis
 - Report preparation
 - Engineering design services and hydro-geological assessments for the siting of manure storages
 - Review of plan with producer
- Planning and decision support tools (e.g. initial purchase of computer software, aerial photos)
- Maps and land resource information costs

Ineligible activities and expenditures

- Activities and expenditures as detailed in Appendix 5
- Consultative services not directly related to a one of the plans specified under Eligible activities and expenditures
- Consultative services for renewal of an existing plan
- Ongoing and/or annual planning

¹ Equivalencies may be accepted.

- Field-specific agronomic practices (e.g., variable rate application of crop inputs)
- Routine crop advice
- Soil fertility analysis costs beyond macro-nutrients, lime and pH
- Soil physical property analysis beyond the requirements necessary for a Nutrient Management Strategy (NMS)
- Global Positioning Systems (GPS) field mapping and soil sampling not part of a written NMS/ NMP/Crop Nutrient Plan
- Soil testing (i.e., soil sample analysis and soil physical property analysis) beyond the requirements for NMP/NMS and soil testing not associated with a written plan or report
- Field specific agronomic practices (e.g., variable rate application of crop inputs, seed selection, fertility requirements) for an annual cropping plan
- Routine sampling and analysis, routine crop advice, etc., to determine annual requirements for crop and animal nutrients or pest control
- Costs associated with developing engineer reports for municipal drainage projects
- Purchase and installation of irrigation monitoring equipment
- Water source development, drilling and changes to water licensing agreements
- Upstream water distribution systems that are not part of a farmer's operations
- Repeat services on the same crop acres or production area
- Feed additives (as related to the livestock nutrition planning to reduce greenhouse gases)

Cost-share per cent

- Up to 50 per cent

Maximum available cost-share per project

- \$5,000

Required documentation

- Certificate of completion or letter of verification for third or fourth edition Environmental Farm Plan Workshop indicating action plan completed within the last five years

Merit-based application evaluation criteria

- Ability of project to facilitate multi-year goals and/or planning to improve resource management activities
- Ability of project to address a risk identified in your EFP action plan

A.0.3 Skills development and training

Projects will focus on development of skills required to actively manage agri-environmental resource management activities to reduce risks and to achieve efficient resource use.

To apply you must have

- Completed a third or fourth edition EFP Workshop and Action Plan Review¹ within the last five years

Eligible activities and expenditures

- Costs of training and education from a third-party training institution or consultant, on topics related to the environment and climate change, and efficient use of resources (e.g., soil, water, energy) on the farm

Ineligible activities and expenditures

- Activities and expenditures as detailed in Appendix 5
- Training, materials and skills development projects that fulfill any academic requirements toward completion of a professional certificate, diploma or degree program

¹ Equivalencies may be accepted.

Cost-share per cent

- Up to 50 per cent

Maximum available cost-share per project

- \$1,000

Required documentation

- Certificate of completion or letter of verification for third or fourth edition Environmental Farm Plan Workshop indicating action plan completed within the last five years
- Course outline or description of topics to be covered by the consultant or training institute

Merit-based application evaluation criteria

- Identification of specific knowledge or skills gaps that exist within your workforce that will be addressed by this training
- Ability of project to facilitate short-term goals and or planning to improve agri-environmental resource management

Nutrient Management Best Management Practices

A.1 Manure storage improvements

Projects will focus on improvements to current manure storage systems to reduce potential risks identified with storages, in accordance with section 69 of Ontario Regulation 267/03 as amended, for 240 days volume of manure for barn capacity as of April 1, 2013, in identified geographical regions.

To apply you must have

- A project location in one of the following geographical regions:
 - Lake Erie Watershed
 - Lake St. Clair Watershed
 - Lake Huron Watershed
 - Lake Simcoe Watershed
 - Designated source protection areas:
 - Well Head Protection Areas A or B (WHPA-A or WHPA-B)
 - Intake Protection Zone 1 or 2 (IPZ-1 or IPZ-2)
 - Remedial Action Plan (RAP) Area
- Completed a third or fourth edition EFP Workshop and Action Plan Review¹ within the last five years
 - Reviewed Environmental Farm Plan (EFP) action plan, with the project identified as an action in the plan, and effectively moving a “1” or “2” rating to “3” or “4” (best) rating
- A Nutrient Management Strategy (NMS), Nutrient Management Plan (NMP) or written confirmation from an OMAFRA environmental specialist or engineer that confirms the appropriateness of storage facility
- A copy of the approved Nutrient Management Strategy from OMAFRA demonstrating that the proposed storage meets the Manure Storage Sizing Calculation (MSTOR) sizing requirements of section 69 of Ontario Regulation 267/03 as amended

Eligible activities and expenditures

- Liquid manure storage improvements
 - Circular concrete or steel, rectangular (below barn), or combination liquid manure and runoff storages
 - Slurry storage covers to reduce odours and greenhouse gas emissions and liquid volume

¹ Equivalencies may be accepted.

- Storage liners for secondary containment
- Safety fences
- Solid manure storage improvements
 - Permanent roofs, supporting structures and floors including impermeable bases
 - Safety fences
- Decommissioning of unsafe storages upon recommendation in writing from a professional engineer if part of a new replacement storage project
- Professional costs directly related to design, construction and installation of eligible technology and features
- Equipment for moving manure from edge of barn or livestock holding area to manure storage

Ineligible activities and expenditures

- Activities and expenditures as detailed in Appendix 5
- Transfer systems to move manure from barn or to the field
- Agitation systems
- Storage tank aeration systems
- Feed and rations to reduce manure nutrient levels or to improve feed efficiencies
- Manure storage additives
- In-barn manure collection systems (e.g., slatted floors)
- Conventional farm equipment (tractors with buckets, skid steer loaders, etc.)
- New facilities for new barns built since April 1, 2013 or facilities for greater than 240 days of storage
- Multi-use facilities (also used for storage of feed, animals and/or machinery)
- If production expansion has occurred since April 1, 2013, the project is not eligible for *GF2* cost-share

Cost-share per cent

- Up to 35 per cent

Maximum available cost-share per project

- \$25,000

Required documentation

- Certificate of completion or letter of verification for third or fourth edition Environmental Farm Plan Workshop indicating action plan completed within the last five years
- A Nutrient Management Strategy (NMS), Nutrient Management Plan (NMP) or written confirmation OMAFRA environmental specialist or engineer that confirms the appropriateness of storage facility
- A copy of the approved Nutrient Management Strategy from OMAFRA demonstrating that storage meets the Manure Storage Sizing Calculation (MSTOR) sizing requirements of section 69 of Ontario Regulation 267/03 as amended

Merit-based application evaluation criteria

- Geographical locations
- Project addresses risk identified in EFP action plan
- Level of existing environmental risk to water quality
- Degree of risk reduction estimated to be achieved through project

A.2 Manure composting

Projects will focus on responsible nutrient management, through development of manure composting structures and specialized and dedicated equipment necessary to support composting.

To apply, you must have

- A project location in one of the following geographical regions:
 - Lake Erie Watershed
 - Lake St. Clair Watershed
 - Lake Huron Watershed
 - Lake Simcoe Watershed
 - Designated source protection areas:
 - Well Head Protection Areas A or B (WHPA-A or WHPA-B)
 - Intake Protection Zone 1 or 2 (IPZ-1 or IPZ-2)
 - Remedial Action Plan (RAP) Area
- Completed a third or fourth Edition EFP Workshop and Action Plan Review¹ within the last five years
 - Reviewed Environmental Farm Plan (EFP) action plan, with the project identified as an action in the plan, and effectively moving a “1” or “2” rating to “3” or “4” (best) rating.

Eligible activities and expenditures

- Containment structures (i.e., pads, walls, covers, biofilters), which must be constructed and operated according to OMAFRA guidelines and meet the composting facilities’ site requirements in the Ministry of Environment and Climate Change’s (MOECC) document, the Guideline for the Production of Compost in Ontario, July 25, 2012, and the Ontario Compost Quality Standards, July 25, 2012
- Specialized and dedicated composting equipment
- Professional costs directly related to the design, construction and installation of eligible structures and equipment

Ineligible activities and expenditures

- Activities and expenditures as detailed in Appendix 5
- Conventional farm equipment (tractors, skid steer loaders, etc.)
- Materials for packing or bagging of compost
- Repair and maintenance of compost equipment
- Manure storage additives and related technology

Cost-share per cent

- Up to 35 per cent

Maximum available cost-share per project

- \$25,000

Required documentation

- Certificate of completion or letter of verification for third or fourth edition Environmental Farm Plan Workshop indicating action plan completed within the last five years

Merit-based application evaluation criteria

- Geographical locations
- Project addresses risk identified in EFP action plan
- Level of existing environmental risk to water quality
- Degree of risk reduction estimated to be achieved through project

¹ Equivalencies may be accepted.

A.3 Land application of manure

Projects will focus on responsible nutrient management, through specialized modification of equipment for improved manure application in the field.

To apply, you must have

- A project location in one of the following geographical regions:
 - Lake Erie Watershed
 - Lake St. Clair Watershed
 - Lake Huron Watershed
 - Lake Simcoe Watershed
 - Designated source protection areas:
 - Well Head Protection Areas A or B (WHPA-A or WHPA-B)
 - Intake Protection Zone 1 or 2 (IPZ-1 or IPZ-2)
 - Remedial Action Plan (RAP) Area
- Completed a third or fourth edition EFP Workshop and Action Plan Review¹ within the last five years
 - Verified Environmental Farm Plan (EFP) action plan, with the project identified as an action in the plan, and effectively moving a “1” or “2” rating to “3” or “4” (best) rating

Eligible activities and expenditures

- Conversion of existing application equipment or the specialized components of new equipment required to convert to a direct injection, below canopy, incorporation or pre-tillage methods
- Hitched attachments, splash plate, injectors, injector opener (e.g., coulters)
- Air pumps to facilitate proper emptying of manure pipe systems
- Rate monitors, sensors and flow meters on liquid manure equipment
- Scales to weigh solid manure spreading equipment going to field
- Spreader tank agitator to keep the solids in suspension
- Modifications to make existing spreading units operate at lower rates as specified in the applicant’s Nutrient Management Plan (e.g., vertical beater systems)
- Slurry/splash guards on box spreaders to prevent spillage
- Remote shut-off devices for direct flow manure application systems
- Surface inlet control valves, sentinel tiles, tile outlet markers, monitoring equipment to detect and prevent manure from moving into tile drains
- Modifications to spreaders to allow tire pressures to be adjusted at field edge to minimize compaction

Ineligible activities and expenditures

- Activities and expenditures as detailed in Appendix 5
- Equipment to move manure from storage to the field
- Manure delivery or drag hose systems
- Complete units of manure application equipment (e.g., tankers and farm vehicles with tankers, box spreaders, etc.)
- Separate pass cultivation unit or incorporation equipment (e.g., aeration tillage unit) that is not part of the one-pass injection unit
- Custom application of manure
- Tires
- Transportation costs of exported manure or local haulage of manure

¹ Equivalencies may be accepted.

Cost-share per cent

- Up to 35 per cent

Maximum available cost-share per project

- \$7,000

Required documentation

- Certificate of completion or letter of verification for third or fourth edition Environmental Farm Plan Workshop indicating action plan completed within the last five years

Merit-based application evaluation criteria

- Geographical location
- Project addresses risk identified in EFP action plan
- Level of existing environmental risk to water quality or soil health (e.g., improved application method to increase soil organic matter)
- Degree of risk reduction estimated to be achieved through project

A.4 Livestock facilities runoff control

Projects will focus on responsible nutrient management, supporting improvements to reduce or control runoff from existing livestock yards.

To apply you must have

- A project location in one of the following geographical regions:
 - Lake Erie Watershed
 - Lake St. Clair Watershed
 - Lake Huron Watershed
 - Lake Simcoe Watershed
 - Designated source protection areas:
 - Well Head Protection Areas A or B (WHPA-A or WHPA-B)
 - Intake Protection Zone 1 or 2 (IPZ-1 or IPZ-2)
 - Remedial Action Plan (RAP) Area
- Completed a third or fourth edition EFP Workshop and Action Plan Review¹ within the last five years
 - Verified Environmental Farm Plan (EFP) action plan, with the project identified as an action in the plan, and effectively moving a “1” or “2” rating to “3” or “4” (best) rating
- Written confirmation from an OMAFRA environmental specialist confirming design is appropriate and addresses runoff from entire yard for construction of an impermeable base and roofing of a livestock yard

Eligible activities and expenditures

- Upstream diversion around existing farmyards (e.g., surface water diversions, berms, surface inlet [catch basin], eaves troughs on existing livestock buildings to divert clean water from entering the livestock yard)
- Impermeable surfaces and curb walls (e.g., concrete), with a maximum height of 0.6 metres above grade on livestock yards to direct runoff to storage or treatment areas
- Downslope collection and treatment (e.g., runoff diverted from livestock yard) with a vegetative filter strip system designed by a professional engineer or constructed wetlands designed by a professional engineer for wastewater treatment
- Storage for runoff (concrete)
- Observation and shut-off stations
- Silage leachate collection, transfer and storage systems

¹ Equivalencies may be accepted.

- Removal and/or plugging of tile drains within 15 metres of livestock facilities
- Construction of an impermeable base coupled with roofing of a livestock yard accompanied by written confirmation from an OMAFRA environmental specialist or engineer confirming design is appropriate and addresses runoff from entire yard)

Ineligible activities and expenditures

- Activities and expenditures as detailed in Appendix 5
- Runoff control for new buildings or sites built since April 1, 2013
- Runoff control on outdoor sites, where livestock are confined inside
- Eaves troughs not associated with reducing or controlling runoff from existing livestock yards (e.g., pig or poultry barns with contained storage where runoff is not likely to enter the storage)
- New barns built since April 1, 2013
- Electrical components that may be part of a roofed livestock yard
- Costs associated with feed bunks, water bowls, walls, bedding mats, penning, stalls, or other components that may be part of a roofed livestock yard

Cost-share per cent

- Up to 35 per cent

Maximum available cost-share per project

- \$20,000

Required documentation

- Certificate of completion or letter of verification for third or fourth edition Environmental Farm Plan Workshop indicating action plan completed within the last five years
- Written confirmation from an OMAFRA environmental specialist confirming design is appropriate and addresses runoff from entire yard for construction of an impermeable base and roofing of a livestock yard

Merit-based application evaluation criteria

- Geographical location
- Project addresses risk identified in EFP action plan
- Level of existing environmental risk to water quality
- Degree of risk reduction estimated to be achieved through project

¹ Equivalencies may be accepted.

Soil Protection Best Management Practices

A.5 Cover crops

Projects will focus on responsible soil resource management, through use of specific non-harvested, non-grazed cover crops to protect soil from erosion and enhance soil organic matter.

To apply you must have

- Completed a third or fourth edition EFP Workshop and Action Plan Review¹ within the last five years
 - Verified Environmental Farm Plan (EFP) action plan, with the project identified as an action in the plan, and effectively moving a “1” or “2” rating to “3” or “4” (best) rating

Eligible activities and expenditures

- Seed and establishment costs for non-harvested, non-grazed cover crops to a maximum of 100 acres on a farm operation where cover crops of any kind have not been grown in last five years
- Winter cover crops seeded across an entire field to provide undisturbed cover over winter months (e.g., winter or spring cereals, oilseed radish, etc.)

Ineligible activities and expenditures

- Activities and expenditures as detailed in Appendix 5
- Red clover or alfalfa cover crops
- Repeat projects by the same farm business, regardless of cover crop species or farm location
- Mechanical or chemical termination of the cover crop
- Equipment purchase or modification costs
- Fertilizer and crop protection costs

Cost-share per cent

- Up to 35 per cent

Maximum available cost-share per project

- \$3,000

Required documentation

- Certificate of completion or letter of verification for third or fourth edition Environmental Farm Plan Workshop indicating action plan completed within the last five years

Merit-based application evaluation criteria

- Soil erosion potential of the proposed project site, and whether other conservation practices are employed
- Project addresses risk identified in EFP action plan
- Level of existing environmental risk to water quality or soil health
- Degree of risk reduction estimated to be achieved through project

A.6 Structural erosion control

Projects will focus on responsible soil resource management, through use of soil erosion control structures.

To apply you must have

- Completed a third or fourth edition EFP Workshop and Action Plan Review¹ within the last five years
 - Verified Environmental Farm Plan (EFP) action plan, with the project identified as an action in the plan, and effectively moving a “1” or “2” rating to “3” or “4” (best) rating

Eligible activities and expenditures

- Ditch bank stabilization
- Shoreline stabilization bank shaping, revetment, gabions, riprap, crib walls, re-vegetation, erosion control blankets, bioengineering
- Grade control structures (e.g., rock chute spillways, drop pipe inlet structures, in-channel control structures) to reduce velocity and erosive force of water and provide fish habitat (e.g., pools and riffles, natural channel design)

¹ Equivalencies may be accepted.

- Water and Sediment Control Basins (WaSCoBs) designed to reduce storm runoff flow rates, trap sediments, and fully discharge all water in a short period of time
- Grassed waterways
- Contour terraces
- Gully stabilization
- Tile outlet structures to upgrade existing eroded ones (all structures must include rigid outlet pipe, rodent gate, proper rock protection with filter cloth underneath)

Projects must be properly designed in accordance with specifications included in OMAFRA publication 832 titled Agricultural Erosion Control – A Design and Construction Manual.

Ineligible activities and expenditures

- Activities and expenditures as detailed in Appendix 5
- Systematic tile and other subsurface drainage systems that are not an integral part of an erosion control structure
- Converting open channels to closed drainage systems
- Construction of new drainage channels or repair of existing drainage systems (e.g., drainage ditch clean-outs, french drains)
- Costs of tile and installation that exceeds 30 metres for riparian drop inlet structure projects
- Installation of drop inlets for drainage of ponded surface water (e.g., not associated with an erosion control structure)
- Header tile systems
- Levelling of land/fields
- Tile outlet structures associated with new tile drainage installations
- Retrieving topsoil from areas of deposition and transporting it upslope to eroded hillsides
- Construction and land improvement activities not associated with soil erosion control
- Applying the cost share to projects initiated through the Drainage Act

Cost-share per cent

- Up to 35 per cent

Maximum available cost-share per project

- \$25,000

Required documentation

- Certificate of completion or letter of verification for third or fourth edition Environmental Farm Plan Workshop indicating action plan completed within the last five years

Merit-based application evaluation criteria

- Soil erosion potential of the proposed project site, and whether other conservation practices are employed
- Project addresses risk identified in EFP action plan
- Level of existing environmental risk to water quality or soil health
- Degree of risk reduction estimated to be achieved through project

Water Protection Best Management Practices

A.7 Nutrient recovery from wastewater

Projects will focus on responsible water and nutrient resource management through use of nutrient recovery systems.

To apply you must have

- Completed a third or fourth edition EFP Workshop and Action Plan Review¹ within the last five years
 - Verified Environmental Farm Plan (EFP) action plan, with the project identified as an action in the plan, and effectively moving a “1” or “2” rating to “3” or “4” (best) rating

Eligible activities and expenditures

- Modifications to existing greenhouse irrigation systems for recycling of waste water and nutrient recovery (e.g., collection, storage, transfer and treatment system)
- Recycling of wastewater streams from existing milk houses, fruit and vegetable washing facilities, greenhouses and horticultural facilities in order to recover nutrients
 - Treatment trench systems, constructed wetlands or vegetated filter strip systems must be designed by a professional engineer
 - Milk house washwater systems must be designed in accordance with the specifications in OMAFRA Publication 28 Milking Centre Washwater Disposal Manual
- Manure dewatering systems (e.g., on-farm liquid concentration systems using flocculants, membranes or other suitable technology)

Ineligible activities and expenditures

- Activities and expenditures as detailed in Appendix 5
- Design, construction and installation costs of items not directly related to the recycling process (e.g., buildings, benches, etc.)
- Repair and maintenance of existing nutrient recovery equipment
- Installations in new structures (e.g., new greenhouses or dairy barns built since April 1, 2013)

Cost-share per cent

- Up to 35 per cent

Maximum available cost-share per project

- \$30,000

Required documentation

- Certificate of completion or letter of verification for third or fourth edition Environmental Farm Plan Workshop indicating action plan completed within the last five years

Merit-based application evaluation criteria

- Geographical location
- Project addresses risk identified in EFP action plan
- Level of existing environmental risk to water quality or site-specific environmental concerns
- Degree of risk reduction estimated to be achieved through project

A.8 Fuel storage improvements

Projects will focus on responsible water protection through fuel storage improvements.

To apply you must have

- Completed a third or fourth edition EFP Workshop and Action Plan Review¹ within the last five years

¹ Equivalencies may be accepted.

- Verified Environmental Farm Plan (EFP) action plan, with the project identified as an action in the plan, and effectively moving a “1” or “2” rating to “3” or “4” (best) rating

Eligible activities and expenditures

- Modification or construction of improved fuel storage facilities for on-farm vehicles, barn/greenhouse heating and generators (e.g., tanks, fuel pumps, gauges, dispensers, and safety features such as bollards and fire extinguishers)

Ineligible activities and expenditures

- Activities and expenditures as detailed in Appendix 5
- Heating fuel storages for domestic, office or bunkhouse use
- Personal safety equipment such as gloves or breathing helmets
- Portable fuel storage tanks
- Cost of equipment operation and maintenance

Cost-share per cent

- Up to 35 per cent

Maximum available cost-share per project

- \$5,000

Required documentation

- Certificate of completion or letter of verification for third or fourth edition Environmental Farm Plan Workshop indicating action plan completed within the last five years

Merit-based application evaluation criteria

- Geographical location
- Project addresses risk identified in EFP action plan
- Level of existing environmental risk to surface and ground water
- Degree of risk reduction estimated to be achieved through project

A.9 Irrigation water efficiency improvements

Projects will focus on responsible water resource management, through improvements to existing irrigation systems.

To apply you must have

- Completed a third or fourth edition EFP Workshop and Action Plan Review¹ within the last five years
 - Verified Environmental Farm Plan (EFP) action plan, with the project identified as an action in the plan, and effectively moving a “1” or “2” rating to “3” or “4” (best) rating
- Monitored water usage levels for the current irrigation system to demonstrate usage/savings projected with the proposed project (unless water metering equipment is part of the proposed project)

Eligible activities and expenditures

- Low pressure sprinkler nozzles and drop tubes
- Carts to provide low clearance
- Booms for low pressure extensions/carts
- Delivery hose and small diameter flexible pipe, filters and emitters for trickle or drip systems
- Modification of planters to handle trickle tape installation
- Associated installation costs

¹ Equivalencies may be accepted.

- Monitoring equipment such as soil moisture sensors, evapotranspiration monitoring equipment, flow meter (with totalized output), rain gauges, electronics/RF units to link meters/sensors to computer
- Purchase, modification, and installation of fertigation equipment, including containment tanks, mixing/blending/metering systems, and backflow valves in existing operations
- Water meters on farm buildings or irrigation systems
- All activities must be for existing irrigation systems to improve water use efficiency

Ineligible activities and expenditures

- Activities and expenditures as detailed in Appendix 5
- Intake systems associated with new water supply development projects
- Establishing a new irrigation system to support increased irrigation acres
- Pumps, pump houses, pipe infrastructure (e.g., centre pivot, wheel move structures, traveling reels, mainline pipe) and water source development costs
- Repair or maintenance of an existing backflow prevention system
- Delivery hoses and reels
- Repairs to existing systems

Cost-share per cent

- Up to 35 per cent

Maximum available cost-share per project

- \$15,000

Required documentation

- Certificate of completion or letter of verification for third or fourth edition Environmental Farm Plan Workshop indicating action plan completed within the last five years

Merit-based application evaluation criteria

- Geographical location (to address low water conditions)
- Project addresses risk identified in EFP action plan
- Level of existing environmental risk related to available water quantities
- Degree of risk reduction estimated to be achieved through project
- Level of water savings due to implementation of project

A.10 Water well management

Projects will focus on responsible water resource management through protection of existing wells from surface contamination and through proper sealing of old water wells no longer in use to reduce risks of groundwater contamination.

To apply you must have

- Completed a third or fourth edition EFP Workshop and Action Plan Review¹ within the last five years
 - Verified Environmental Farm Plan (EFP) action plan, with the project identified as an action in the plan, and effectively moving a “1” or “2” rating to “3” or “4” (best) rating

Eligible activities and expenditures

- Fees of a licensed well professional
- Sealing and capping of old water wells no longer in use
- Upgrades to existing water wells

¹ Equivalencies may be accepted.

- Upgrading/maintenance of sanitary seal
- Annular seal
- Replace caps
- Flow-control for an artesian well
- Install anti-backflow protection
- Grading and mounding to redirect surface flow away from the well
- Extending external casing
- Installation of pitless adapters

All work must be completed by a licensed well professional, according to the standards set out in Regulation 903 under the Ontario Water Resource Act. A well record must be sent to the Ministry of Environment and Climate Change, and a copy submitted to OSCIA with the project claim form

Ineligible activities and expenditures

- Activities and expenditures as detailed in Appendix 5
- Plumbing not directly associated with protecting existing water wells from surface contamination
- Pump house construction
- Repair and maintenance of private water systems and equipment beyond wellhead area
- Trenching and other waterline costs
- Pumps, pressure tanks, piping and electrical work
- Relocation of barns, yards or driveways
- New water wells
- Drilling existing wells deeper

Cost-share per cent

- Up to 35 per cent

Maximum available cost-share per project

- \$6,000

Required documentation

- Certificate of completion or letter of verification for third or fourth edition Environmental Farm Plan Workshop indicating action plan completed within the last five years

Merit-based application evaluation criteria

- Project addresses risk identified in EFP action plan
- Level of existing environmental risk to water quality
- Degree of risk reduction estimated to be achieved through project

Wildlife/Biodiversity Best Management Practices

A.11 Actions for biodiversity/habitat enhancements (e.g., pollinators)

Projects will focus on supporting biodiversity through improvements to habitats and reducing risks to food and water sources for biodiversity.

To apply you must have

- Completed a third or fourth edition EFP Workshop and Action Plan Review¹ within the last five years
 - Verified Environmental Farm Plan (EFP) action plan, with the project identified as an action in the plan, and effectively moving a “1” or “2” rating to “3” or “4” (best) rating

Eligible activities and expenditures

- Buffer establishment (up to 60 metres in width in riparian areas)
 - Purchase and planting of permanent native or non-invasive introduced species of grass, legumes, herbaceous plants, trees and shrubs
 - Weed control systems and mulch
 - A mixture of species in the buffer area plantings is encouraged to provide flowering species that bloom in sequence throughout the year to provide pollen and nectar for pollinator species
- Native rangeland or habitat restoration or establishment in riparian or upland areas (includes native prairie and savannah)
 - Planting native species of grasses, shrubs and trees
- Constructed Wetlands: restoration of wetlands as close as possible to the original size, depth and ecological function as assessed by a conservation authority specialist or recognized conservation group (e.g., Ducks Unlimited Canada)
 - The following indicators must be present and with evidence provided to
 - Verify original existence
 - Verify that previous alteration resulted in negative impact
 - Verify ecological function can be restored
 - Earthwork, ditch plugs, equipment rental, consultant fees, vegetative establishment, and fencing to prevent livestock access to the restored wetland area
- Native grass restoration (grazing and haying for farm use permitted after mid-July, but no off-farm sales)
- Management to enhance wildlife survival and pollinators
 - Purchase and installation of flushing bars on forage harvesting equipment to reduce nesting wildlife mortality during hay cutting operations, pollinator nest sites, nesting and other habitat enhancing structures (e.g., snake hibernaculum, nest boxes, etc.)
- Shelterbelt and native vegetation establishment for farmyards, fields, livestock facilities, snow trap, wildlife habitat enhancement
 - Farm windbreaks
 - Plant seeds, seedlings or plugs
 - Increase diversity of species planted (e.g., extend bloom season) and increase buffer width around existing habitats, including field margins, riparian areas, wetlands, ponds, and other sensitive features
 - Connecting native habitat parcels
 - Tree guards
- Modification of existing air seeders/vacuum planters to install dust deflectors to direct exhausted air from the planter/seeder vacuum fan toward the ground
 - Purchase and installation of factory-made/ready-made dust deflector units based on equipment manufacturer’s specifications
 - Purchase and installation of custom-made dust deflectors to modify existing seed planting equipment

¹ Equivalencies may be accepted.

Tree planting and establishment costs cannot be more than \$20 per tree inclusive of all costs, including in-kind labour and site preparation

Ineligible activities and expenditures

- Activities and expenditures as detailed in Appendix 5
- Construction of farm ponds designed primarily for irrigation, recreation, fire control and aesthetics
- Restored wetlands on livestock farms not fenced to prevent livestock entry
- Opportunity costs associated with payments for land taken out of production
- Ongoing maintenance costs
- Pasture renovation and forage management costs
- Planting of non-native tree and shrub species
- Landscape quality or landscape type plantings
- Shelterbelt rejuvenation
- Establishment of trees, shrubs and native vegetation that is intended for harvest for economic benefit within 15 years such as fruit orchards, Christmas trees and ornamental nursery stock
- Equipment modifications which do not directly support the reduction of dust drift from vacuum planters/air seeders
- Routine maintenance of planting equipment, replacement of worn out components
- Warranties for equipment/components used for modification of equipment

Cost-share per cent

- Up to 35 per cent

Maximum available cost-share per project

- \$15,000

Required documentation

- Certificate of completion or letter of verification for third or fourth edition Environmental Farm Plan Workshop indicating action plan completed within the last five years

Merit-based application evaluation criteria

- Level of proposed benefits /change from existing conditions
- Project addresses risk identified in EFP action plan
- Level of existing environmental risk to water quality or site-specific environmental concerns
- Degree of risk reduction estimated to be achieved through expected benefits for biodiversity/habitat enhancement and support

Weather Risk Mitigation

Producers in Ontario face many weather risks that can damage crops. It is important to recognize the weather risks based on location, and develop a strategy to reduce or eliminate the potential impact. The implementation of strategies to mitigate risk of loss due to cold weather and/or frost helps ensure producers are able to continue to meet demand and maintain markets. Weather risk mitigation practices help protect crops and ensure a steady, competitive supply of Ontario crops.

A.12 Weather risk mitigation strategies and practices

Projects under this category will focus on on-farm practices and strategies to address cold weather risk for perennial, edible horticulture crop producers, except for producers of wine grapes.

Eligible activities and expenditures

- Purchase and installation costs for cold weather mitigation equipment (portable or fixed wind machines, heating and air movement devices, insulating devices, overhead irrigation systems, crop covers) and associated controllers to manage risk of frost, cold damages and losses in fruit and specialty crops
- Professional costs directly related to system design and placement

Ineligible activities and expenditures

- Activities and expenditures as detailed in Appendix 5
- Equipment or devices that do not address cold weather risk mitigation
- Equipment or devices to protect grapes grown for the production of wine
- Equipment or devices to protect new crops (not grown in the previous two growing seasons) and/or to support expanded production.
- On-going consumables or operating costs (e.g., sprays, fungicides, fuel sources for burning or smudge pots, etc.)
- Repair and maintenance of existing frost protection devices
- Design, construction and installation costs not directly related to frost protection devices
- Rental of helicopters or fixed wing aircraft to minimize cold injury in crops

Cost-share per cent

- Up to 35 per cent

Maximum available cost-share per project

- \$31,500

Merit-based application evaluation criteria

- Previous production losses
- Level of risk reduction
- Percentage of crop addressed by the project
- Inclusion of a weather risk mitigation strategy

B. Assurance systems (Food safety, Traceability, and Animal welfare)

The assurance systems focus area is designed to ensure producer businesses use recognized standards and put systems in place to effectively manage risk, access new markets and retain and expand existing markets. Assurance systems include food safety, traceability and animal welfare.

B. Assessment systems – Food safety

Food safety programs control risks by preventing, reducing or eliminating potential food safety hazards. *GF2* is a highly competitive program with only the very best projects receiving funding. Therefore, applicants need to be clear and specific about the food safety results their project will achieve.

Cost-share funding assistance is available for

- Food safety assessments and audits
- Training and education
- Equipment and facility modifications to support food safety practices
- Lab testing
- Development of written food safety practices, operating procedures and food safety programs

Priority ranking of commodities

In funding projects under food safety for *GF2*, priority will be given to those commodities that possess the greatest food safety risk. Below is a table outlining the level of priority given to various commodities, based on their level of food safety risk.

Priority Levels for Commodities	
High Priority	Medium Priority
<ul style="list-style-type: none"> • Ready-to-eat lettuce and leafy greens eaten raw (e.g., arugula, spinach, baby salad greens, other mixed lettuces) • Broad-leaf herbs (e.g., basil, cilantro, parsley) 	<ul style="list-style-type: none"> • Green onions, tomatoes • Greens which could be eaten raw (e.g., radicchio, dandelion greens, endive, mustard greens) • Rough-skinned berries (raspberries, strawberries) • Dairy (sheep, water buffalo, mare, etc.) • Seeds for sprouting
Low Priority	
<ul style="list-style-type: none"> • Oilseeds (e.g., soybean, corn) and grains (e.g., wheat, pea, bean and rice) for processing • Fresh fruits and vegetables that are frozen or cooked (e.g., eggplant, Brussels sprouts, cabbage) • Garlic • Fresh legumes (green or yellow beans and peas) • Leafy greens usually cooked (beet greens, bok choy, Swiss chard, collards, kale, turnip greens) • Root vegetables usually cooked (beets, horseradish, kohlrabi, parsnip, parsley root, potatoes, rutabaga, sweet potatoes, turnip) • Pumpkin, rhubarb, squash, sweet corn for direct consumption • Peanuts and tree nuts (e.g., hazelnuts, walnuts) • Smooth-skinned, low-consumption berries (currants, elderberries, gooseberries) • Maple syrup and honey • Beef cattle ranching and farming, including feedlots • Hog and pig farming 	<ul style="list-style-type: none"> • Broiler, chicken, turkey production and poultry hatcheries • Sheep and goat meat production • Cow and goat milk • Rabbit, quail, pigeons • Cantaloupe • Mushrooms • Hot peppers, sweet peppers • Asparagus, broccoli, cauliflower, celery, cucumber, zucchini • Other herbs (e.g., oregano, sage, thyme, rosemary) • Root vegetables, which can be consumed raw (radishes, bulb onions, shallots, fennel, etc.) • Smooth-skinned, high-consumption berries (blueberries, cranberries, Saskatoon berries) • Grapes • Tree fruit (apples, apricots, pears, cherries, nectarines, peaches, etc.) • Eggs • Duck

Food safety tools

To assist applicants with identifying food safety gaps in their operations and prioritizing risks, the following tools are available, at no cost, and may help you develop an impactful project:

- Food Safety Workshops (www.ontariosoilcrop.org/en/programs/workshops.htm)
- Food Safety Self-Assessment for Producers (www.omafra.gov.on.ca/english/about/growingforward/gf2-assurance-fs-pdSAP.htm)

B.0.1 Food safety audit/assessment

Audits

Projects will focus on a first-time audit of a farm operation against a national or international food safety program or standard (e.g., CanadaGAP, Verified Beef Program)

Assessments

Projects will focus on obtaining an assessment or gap analysis of the food safety risks in your operation by a third-party to identify opportunities for food safety improvements.

Eligible activities and expenditures

- Costs for a first-time assessment or gap analysis by a third-party (e.g., consultant, auditor or industry expert) to identify opportunities for food safety improvements in your operation
- Costs for a first-time audit or certification by a third-party to national or international program standards (e.g., CanadaGAP, Verified Beef Program)

Ineligible activities and expenditures

- Activities and expenditures as detailed in Appendix 5
- Non-food safety related assessments, gap analysis or product attribute verification (e.g., organic)
- Consultant costs to complete the OMAFRA food safety self-assessment tool
- Writing, development, implementation or audit of a food safety program
- Capital expenses or costs of equipment required to put a food safety program in place
- Time or services to perform ongoing monitoring or verification activities
- Recertification of an existing food safety program

Cost-share per cent

- 50 per cent

Maximum available cost-share per project

- \$2,500

Merit-based application evaluation criteria

- Food safety priority (high, medium or low) of the food product produced
- Current food safety program certification status to national or international program standards (e.g., CanadaGAP, Verified Beef Program)
- Goals/outcomes of the project
- Ability of the project to improve food safety and control risks
- Training relevant to the project
- Submission of a food safety assessment that identifies the need for the project
- Ability of project to increase market access

B.0.2 Food safety skills development and training

Projects will focus on increasing knowledge of food safety risks, risk prevention and food safety programs through education or training directly related to food safety.

Eligible activities and expenditures

- Costs of training and education from a third-party training institution or industry expert on topics focused on food safety and/or food safety programs
- Training may be offered by
 - Colleges or universities
 - National or international food safety program owners
 - Accredited/approved auditing bodies for national or international food safety programs
 - Not-for-profit industry organizations
 - Licensed pest control companies
 - Sanitation companies

Ineligible activities and expenditures

- Activities and expenditures as detailed in Appendix 5
- Training, materials and skills development projects that fulfill any academic requirements toward completion of a professional certificate, diploma or degree program
- Training of staff on newly developed or updated procedures, policies or practices related to food safety
- Mentoring and/or coaching services
- Specific training and/or courses (please go to www.ontariosoilcrop.org for a list of ineligible courses and training)
- Writing, development or implementation of a food safety or other program
- Capital expenses or cost of equipment required to put a food safety program in place

Cost-share per cent

- 50 per cent

Maximum available cost-share per project

- \$2500

Required documentation

- Course outline and/or outline of topics to be covered

Merit-based application evaluation criteria

- Food safety priority (high, medium or low) of the food product produced
- Current food safety program certification status to national or international program standards (e.g., CanadaGAP, Verified Beef Program)
- Goals/outcomes of the project
- Ability of the project to improve food safety and control risks
- Training relevant to the project
- Submission of a food safety assessment that identifies the need for the project
- Ability of project to increase market access

B.1 Manage food safety risks

Projects under this category will focus on developing and implementing written food safety programs, purchasing equipment, making facility upgrades and conducting laboratory testing specifically required to reduce food safety risks.

Eligible activities and expenditures

- Third-party costs or staff time to develop food safety policies, procedures, schedules, and records, including
 - Worker practices
 - Cleaning and sanitizing
 - Water treatment and testing
 - Pest control
 - Building maintenance and access
 - Soil amendments
 - Validation
 - Preventative maintenance and calibration
 - Facility interior and exterior (e.g., facility environment)
 - Shipping and receiving
 - Other food safety practices (e.g., management commitment, food defense)
- Applicant and staff time for training on newly developed or updated procedures, policies or practices related to food safety
- Equipment specifically required to reduce food safety risks
 - Replacing wooden equipment with stainless steel so that it can be properly cleaned and sanitized, cleaning utensils to support the development of a utensil control system (colour coded brushes, squeegees), replacing equipment that is unable to be properly cleaned and sanitized
 - Hand washing sinks, soap and paper towel dispensers, hand sanitizing stations, foot bath/door foamers, sanitizing stations
 - Storage facilities for work clothing and street clothing
 - Purchase of signage (e.g., for visitors, storage facilities, etc.)
 - Designated utensils and storage containers
 - Re-useable protective clothing (e.g., rubber aprons)
 - Vessel for transporting/storing potable water for hand washing in the field
 - Bin washer, pre-mixing unit/automated chemical dispenser, foam systems, test kits to verify effectiveness of cleaning and sanitizing (ATP luminometer, microbial rapid detection kits), water processing and testing equipment (e.g., ORP meter)
 - Pest control traps and bug lights, air or plastic curtains for exterior doors, screens for window and ventilation systems and noise bangers
 - Compost thermometer, dedicated tools/utensils for handling soil amendments (e.g., shovel), windrow turners, windrow covers and cover lifters
- Building or production site upgrades specifically required to reduce food safety risks
 - Water backflow preventers
 - Fencing or buffer strips to protect water sources, fencing or gates to limit access to production sites, gravel perimeter around buildings
 - Enclosing rafters to eliminate bird nesting, shatterproof lighting, porcupine pikes
 - Facility modifications so food handling areas do not open directly outside, installing self-closing doors, replacement of glass windows in food handling areas to shatterproof material, fine netting, sloping floors to prevent water pooling, building lunch rooms, change rooms/areas, designated smoking areas, storage areas for utensils, building separate storage area for chemicals
- Validation (e.g., laboratory testing) to demonstrate a reduction in food safety risk
 - Initial test or the number of tests required to achieve conformance to a food safety standard, including testing to confirm cleaning and sanitizing program is effective, testing to confirm water treatment program is effective, testing of compost to confirm compost program is effective)

Ineligible activities and expenditures

- Activities and expenditures as detailed in Appendix 5
- Development of a recall and traceability program
- Staff time, other than for training on newly developed or updated procedures, policies or practices related to food safety
- Traceability equipment (e.g., barcode scanners, printers, etc.)
- Structural modifications and equipment that are not directly related to food safety or managing food safety risks (e.g., modifications to increase production capacity, replacing old surfaces with the same material, upgrading locks on doors repairing doors for other operational reasons such as widening access)
- Implementation of requirements and costs associated with expanding your business (e.g., new products and/or processing line)
- Ongoing routine maintenance and costs associated with regular business activities such as
 - Disposable items such as uniforms, gloves, aprons, hairnets, hand sanitizer, soap, towels, wipes, sanitizing spray or liquid, boot sanitizing chemicals
 - Rental of hand wash stations/portable toilets
 - Laundering of clothing
 - Staff time for ongoing record keeping, swabs, test strips, reagents, chemicals and sanitizers, ongoing laboratory testing and analysis
 - Replacement of sanitation equipment and utensils
 - Staff time or services to conduct cleaning & sanitizing activities
 - Repairing of holes in walls, foundation or roof
 - Staff time or services to remove vegetation around buildings where food is handled and stored
 - Monitoring services and consumable items (e.g., bait) related to the ongoing maintenance of a pest control program
 - Equipment rentals
 - Manure storage additives and related technology, temporary manure or compost storage facilities
- Multi-use items (e.g., washing machine, dryers, portable pressure washer, water heater, etc.)
- In-vessel systems and compost turners, anaerobic digester systems, systems to transport manure, compost or compost tea)
- Validation studies not relating to food safety (e.g., yield, colour, texture)
- Consultant costs to complete the OMAFRA food safety self-assessments for producers
- Time or services to preform ongoing monitoring or verification activities
- Recertification of an existing food safety program

Cost-share per cent

- Up to 35 per cent

Maximum available cost-share

- \$75,000

Merit-based application evaluation criteria

- Food safety priority (high, medium or low) of the food product produced
- Current food safety program certification status to national or international program standards (e.g., CanadaGAP, Verified Beef Program)
- Goals/outcomes of the project

- Ability of the project to improve food safety and control risks
- Training relevant to the project
- Submission of a food safety assessment that identifies the need for the project
- Ability of project to increase market access

B. Assurance systems – Traceability

Traceability is the ability to follow products through all stages of the agri-food chain - from production to retail - by providing an effective way to track an identified product (and its attributes) as it moves between locations.

Traceability is important because it:

- Helps meet market requirements and access new market opportunities
- Supports effective product recall
- Supports planning, preparing, response and recovery efforts in the event of an animal disease outbreak
- To ensure confidence in your products
- Protects businesses and customers

Effective traceability requires the collection, storage and sharing of premises identification, product identification and movement recording.

B.0.3 Traceability assessments, testing, planning and mock recalls

Projects under this category will focus on conducting assessments, testing and planning activities to identify traceability needs or opportunities based on existing traceability systems, to drive improvements or first-time mock recall activities.

Eligible activities and expenditures

- Business-readiness assessment or market assessment to identify market-driven traceability needs or opportunities
- Advisory costs related to developing an action plan for future implementation of a traceability system
- Perform a detailed analysis of existing system(s) and establish future system requirements
- Develop specifications for the functional requirements to define any necessary customization of new traceability systems and software
 - Process-flow plan/assessment for movement tracking
 - Assessment of required information for effective traceability
 - Assessment of existing traceability system to plan for the development and implementation of system upgrades
- Testing and evaluation of a new traceability system to enable integration of multiple business processes (e.g., receiving/shipping, production and inventory, sales/marketing, procurement, on-farm food safety records, resource management)
- Recall plan development and costs associated with conducting a first-time mock recall

Ineligible activities and expenditures

- Activities and expenditures as detailed in Appendix 5
- Consultant costs to complete the OMAFRA self-assessment tool for traceability
- Costs to perform ongoing mock recalls and related improvements to existing recall capabilities
- Recovery of costs from a voluntary or Canadian Food Inspection Agency recall

Cost-share per cent

- 50 per cent

Maximum available cost-share per project

- \$5,000

Merit-based application evaluation criteria

- Priority is given to sectors identified for developing/implementing national traceability implementation plans (i.e., cattle, bison, sheep goats and cervids)
- Impact of the project in addressing identified business needs or opportunities
- Completion of training to support the project

**For details on your sector's national traceability implementation plan,
contact your provincial producer association.**

B.0.4 Traceability training

Projects under this category will focus on training to identify traceability needs or opportunities, analyzing existing traceability systems, or incorporating new systems and/or technologies to improve traceability systems to reach business goals.

Eligible activities and expenditures:

- Costs of training and education from a third-party training institution or consultant on topics related to the adoption of a traceability system, including first-time training related to the implementation of a traceability system (e.g., technology, software and/or directly related business processes)

Ineligible activities and expenditures:

- Activities and expenditures as detailed in Appendix 5
- Training, materials and skills development projects that fulfill any academic requirements toward completion of a professional certificate, diploma, or degree program
- Applicant and consultant costs to complete OMAFRA's self-assessment tool for traceability
- Sponsorship of conferences and learning events or initiative
- Costs for training not directly related to a traceability system

Cost-share per cent

- 50 per cent

Maximum available cost-share per project

- \$1,500

Required documentation

- Course outline and/or outline of topics to be covered

Merit-based application evaluation criteria

- Priority is given to sectors identified for developing national traceability implementation plans (i.e., cattle, bison, sheep goats and cervids)
- Expected training results as they relate to specific business goals and/or opportunities
- Learning objectives, gaps, challenges or opportunities as they relate to specific business goals and/or opportunities

**For details on your sector's national traceability implementation plan,
contact your provincial producer association.**

B.2 Implementation of a traceability system, including recall capabilities

Projects under this category will focus on addressing identified traceability needs or opportunities, improving existing traceability systems or first-time testing of mock recall activities.

To apply, you must

- Complete a detailed action plan outlining the following information (a template can be found at www.ontario.ca/traceability)
 - Proposed changes you want to make with regards to traceability for your operation
 - Identify who will be responsible for the changes
 - Specify when the changes will occur (e.g., start and end date)
 - Outline how the changes will improve traceability within your operation (what will be the expected result or target to show that the changes were successful)

Eligible activities and expenditures

- Purchase of equipment, modifications, and set-up costs directly linked to the implementation of traceability systems (e.g., data collection equipment such as scanners, laser-eye, Radio Frequency Identification [RFID] panels/readers, packaging and labelling equipment)
- Mobile devices that are part of the traceability system
- Information technology infrastructure/equipment for traceability systems (e.g., servers, network capacity, wireless set-up)
- First-time licensing costs for purchased traceability software
- Third-party consulting costs to train employees on the traceability system
- Service provider costs (e.g., technical costs) for traceability systems, limited to the duration of the project only
- Costs related to supporting/managing the Information Sharing Networks (e.g., cloud-based subscription costs), limited to the duration of the project only

Ineligible activities and expenditures

- Activities and expenditures as detailed in Appendix 5
- In-kind and ongoing activities/expenditures deemed to be part of normal business operations, including equipment rentals, employee time (e.g., for data entry and tag application) and traceability consumables (e.g., labels, ear tags)
- Service provider and related costs to support/manage the information-sharing networks (e.g., cloud-based subscription costs) that go beyond the duration of the project
- Multi-use items (e.g., computers, laptops, printers, tablets, wireless set-up, Global Positioning System [GPS], head gates, iPods, iPads), which are not part of the traceability system
- Warranties and/or cellular plans/packages for equipment /mobile devices

Cost-share per cent

- 35 per cent

Maximum available cost-share per project

- \$100,000

Required documentation

- Complete, detailed action plan for the operation
- Certificate of completion for training to support the project (if applicable)

Merit-based application evaluation criteria

- Priority is given to sectors identified for developing national traceability implementation plans (i.e., cattle, bison, sheep goats and cervids)
- Ability of project to facilitate short-term goals to improve traceability, competitiveness, information sharing capabilities and emergency preparedness
- Ability of the project to address gaps identified in assessments, tests and planning activities to meet the operation's traceability needs

- Completion of training to support the project
- Ability of project to incorporate all three pillars of traceability

**For details on your sector's national traceability implementation plan,
contact your provincial producer association.**

B. Assurance systems – Animal welfare

Animal welfare programs are becoming increasingly important for domestic and foreign market access. Consumers are driving the retail demand to source products from farms that follow national animal welfare codes of practice. Adopting these codes or other industry standards can help with the implementation of market-driven management (e.g., handling and housing) to meet buyer demands and consumer expectations. Animal welfare programs help strengthen and keep Ontario's agri-food businesses competitive.

B.0.5 Animal welfare education, planning, assessment and training

Projects under this category will focus on assessment of operations against the national codes of practice and/or national commodity farm animal care programs, and/or other existing farm animal welfare/care program (e.g., American Humane Certified). It also focuses on training for humane handling methods or new/existing techniques or technologies for procedures such as euthanasia or castration.

Eligible activities and expenditures

- Costs of training and education from a third-party training institution or consultant on topics related to the adoption of national animal care programs or codes of practice for humane handling methods or new/existing techniques or technologies for procedures such as euthanasia or castration
- Veterinary or certified auditor (e.g., Professional Animal Auditor Certification Organization [PAACO] auditor) fees to provide a first-time audit of facilities against national animal care programs or national codes of practice and provide audit report of deficiencies

Ineligible activities and expenditures

- Activities and expenditures as detailed in Appendix 5
- Training, materials and skills development projects that fulfill any academic requirements toward completion of a professional certificate, diploma, or degree program

Cost-share per cent

- Up to 50 per cent

Maximum available cost-share per project

- \$2,500

Required documentation

- Course outline

Merit-based application evaluation criteria

- Degree of impact in aligning with national codes of practice
- Degree of impact in aligning with a national commodity animal care program

B.3 Improvements to animal housing and handling facilities

Projects under this category will focus on meeting recognized practices identified in the national codes of practice and/or national commodity farm animal care programs, and/or required by a market-driven animal welfare program (e.g., American Human Certified).

To apply, you must

- Have an audit and/or assessment of the farm against a national code of practice, a national commodity farm animal care program, or a market-driven animal welfare program, completed by a veterinarian or certified auditor, which demonstrates need for the project

Eligible activities and expenditures

- Modifications to existing structures or the implementation of new technologies to meet national codes of practice, a national commodity farm animal care program, or a market-driven animal welfare program through
 - Installation of new bedding/litter systems
 - Systems to improve animal movement
 - Introduction of enrichment materials
 - Transition to group housing systems

Ineligible activities and expenditures

- Activities and expenditures as detailed in Appendix 5
- New construction
- Modifications not relevant to improving animal welfare
- Modifications and repairs as part of routine maintenance (e.g., replacing old surfaces with the same material)
- Ongoing consumables (e.g., bedding materials, straw, shavings, needles)

Cost-share per cent

- Up to 35 per cent

Maximum available cost-share per project

- \$25,000

Required documentation

- Site sketch for any structural modifications
- Audit or assessment report for the national codes of practice, a national commodity farm animal care program, or a market-driven animal welfare program, completed by a veterinarian or a certified auditor, which demonstrates need for the project

Merit-based application evaluation criteria

- Degree of impact in aligning with national codes of practice
- Degree of impact in aligning with a national animal care program
- A veterinarian's support for the project design
- Ability of project to address animal health

B.4 Improvements to animal handling procedures and practices

Projects under this category will focus on improvements to animal handling procedures and practices necessary to meet recognized practices identified in the national codes of practice and/or national commodity farm animal care programs, and/or required by a market-driven animal welfare program (e.g., American Human Certified).

To apply, you must

- Have an audit and/or assessment of the farm against the national codes of practice, a national commodity farm animal care program, or a market-driven animal welfare program, completed by a veterinarian or certified auditor, which demonstrates need for the project

Eligible activities and expenditures

- Equipment necessary to improve husbandry practices, such as castration, dehorning, and euthanasia or to facilitate humane handling methods or treatment procedures (e.g., chutes, head gates, herding or catching gates, paddles)

Ineligible activities and expenditures

- Activities and expenditures as detailed in Appendix 5

- New construction
- Equipment or devices that do not improve animal welfare (e.g., electric prods)
- Ongoing consumables (e.g., needles, analgesics)

Cost-share per cent

- Up to 35 per cent

Maximum available cost-share per project

- \$25,000

Required documentation

- Site sketch for handling equipment
- Audit or assessment report for the national codes of practice, a national commodity farm animal care program, or a market-driven animal welfare program, completed by a veterinarian or a certified auditor, which demonstrates need for the project

Merit-based application evaluation criteria

- Degree of impact in aligning with national codes of practice
- Degree of impact in aligning with a national animal care program
- Support of your veterinarian for the project

C. Market development

New and emerging markets and the expansion of existing markets all represent a tremendous growth opportunity for the industry. The market development focus area supports projects that help producers understand and plan marketing approaches for potential new markets at home and abroad, meet industry standards or certification requirements, implement a marketing plan, and develop new products or processes. As a result of *GF2* funding, it is expected that businesses will generate new or expanded sales channels through retailers, food service companies and suppliers, brokers and others to gain entry to domestic markets within Ontario or across Canada, and/or to export to markets such as the USA.

C.0.1 Market assessment

Projects will focus on the assessment of market opportunities.

To apply you must have

- Completed a Growing Your Farm Profits Workshop and Action Plan Review¹ within the last five years

Eligible activities and expenditures

- Third-party advisory costs to complete a market assessment to identify market opportunities.
- Advisory costs could include:
 - Assessment, data gathering and data analysis
 - Development of a written report
 - Review of the report with the producer

**Minimum requirements for the development of market assessments
are available at www.ontariosoilcrop.org**

Ineligible activities and expenditures

- Activities and expenditures as detailed in Appendix 5

Cost-share per cent

- Up to 50 per cent

¹ Equivalencies may be accepted.

Maximum available cost-share per project

- \$2,500

Required documentation

- Certificate of completion for the Growing Your Farm Profits Workshop

Merit-based application evaluation criteria

- Project provides increased capacity to manage and plan
- Project provides increased capacity to make strategic decisions
- Ability of project to address a need identified in your Growing Your Farm Profits action plan

C.0.2 Marketing plan

Projects will focus on developing a plan to identify actions to retain and expand existing markets and/or access new markets.

To apply you must

- Have completed a Growing Your Farm Profits Workshop and Action Plan Review¹ within the last five years

Eligible activities and expenditures

- Third-party advisory costs to develop a marketing plan
- Advisory costs can include
 - Setting marketing goals and price targets
 - Identifying specific marketing tools and strategies
 - Development of a written report
 - Review of the plan with the producer

**Minimum requirements for the development of market assessments
are available at www.ontariosoilcrop.org**

Ineligible activities and expenditures

- Activities and expenditures as detailed in Appendix 5

Cost-share per cent

- Up to 50 per cent

Maximum available cost-share per project

- \$10,000

Required documentation

- Certificate of completion for the Growing Your Farm Profits Workshop

Merit-based application evaluation criteria

- Project provides increased capacity to manage and plan
- Project provides increase capacity to make strategic decisions
- Ability of project to address a need identified in your Growing Your Farm Profits action plan

¹Equivalencies may be accepted.

C.0.3 Skills development and training

Projects will focus on the development of skills directly related to marketing and market development.

To apply you must have

- Completed a Growing Your Farm Profits Workshop and Action Plan Review¹ within the last five years

Eligible activities and expenditures

- Costs of training and education from a third-party training institution or consultant on topics focused on:
 - Increasing understanding of how to better meet regulations and other market requirements
 - Enhancing business marketing skills and knowledge
 - Increased awareness of what is marketing and market development and how to undertake marketing and market development

Ineligible activities and expenditures

- Activities and expenditures as detailed in Appendix 5
- Training, materials and skills development projects that fulfill any academic requirements toward completion of a professional certificate, diploma, or degree program
- Mentoring and/or coaching services
- Specific training and/or courses (please go to www.ontariosoilcrop.org for a list of ineligible courses and training)

Cost-share per cent

- Up to 50 per cent

Maximum available cost-share per project

- \$3,000

Required documentation

- Certificate of completion for the Growing Your Farm Profits Workshop
- Course outline detailing training to be provided

Merit-based application evaluation criteria

- Project provides increased capacity to manage and plan
- Project provides increased capacity to make strategic decisions
- Ability of project to address a need identified in your Growing Your Farm Profits action plan
- Ability of project to increase the understanding of various aspects of marketing and/or market development

C1. Develop market strategies

Projects will focus on strategies to retain and expand existing markets and/or access new markets.

To apply you must have

- Completed a Growing Your Farm Profits Workshop and Action Plan Review¹ within the last five years
- Completed a business or marketing plan, detailing how the project activities will allow you to expand and/or maintain market access, or access a new market (minimum requirements for a business plan or marketing plan can be found at www.ontariosoilcrop.org)

Eligible activities and expenditures

- Third-party advisory costs to conduct market intelligence gathering activities to investigate and assess markets for existing, modified, value-added or new Ontario products, including purchase and dissemination of market intelligence domestically and/or internationally
- One-time testing of products to meet established standards or market requirements including analytical and quality testing

¹ Equivalencies may be accepted.

- Advisory costs to investigate the feasibility of delivering product(s) to new market(s) including the feasibility of delivering Ontario product(s) to the client, product requirements for transportation and hands-on mentoring/training (distribution and logistics planning/implementation)
- Third-party advisory costs to undertake activities to address market access including
 - Production and process development
 - Product acceptance testing
 - Recipe development
 - Providing specific sales and marketing guidance
 - Leads generation and/or match-making services related to value-chain development or retail or third-party relationship building
 - Product introduction campaigns for local, regional, national and/or international markets
 - Negotiation and/or facilitation services for the development of partnerships
- First-time implementation of a sales and marketing plan including
 - Brand development
 - Focus group and/or consumer studies
 - In-store or in-market product demonstrations
 - Promotional material development
 - Packaging design
 - Product introduction campaigns for markets
 - Sales, marketing and promotional activities
- Cost of specially produced product samples (not from normal production) for market research, tradeshow and/or specific events (e.g., lab or pilot samples made specifically for marketing purposes)
- Development of a commercialization plan for a product, which has not been previously sold

Ineligible activities and expenditures

- Activities and expenditures as detailed in Appendix 5
- Ongoing, day-to-day business costs
- Cost of product samples not related to a new product launch or a promotional event (e.g., tradeshow)
- Capital and/or equipment costs
- Costs for ongoing production of promotional materials and product packaging
- Product samples produced from normal production
- Retail or food services listing fees
- Cost of acquiring production permits
- Activities currently being conducted for existing products

Cost-share per cent

- Up to 35 per cent

Maximum available cost-share per project

- \$30,000

Required documentation

- Certificate of completion for the Growing Your Farm Profits Workshop
- Business or marketing plan, detailing how the project activities will allow you to expand and/or maintain market access, or access a new market (minimum requirements for a business plan or marketing plan can be found at www.ontariosoilcrop.org/en/programs/capacity_building_minimum_requirements.htm)

¹ Equivalencies may be accepted.

Merit-based application evaluation criteria

- Project activities will lead to increased access to existing or new markets
- Project will result in quantifiable expected impacts
- Project will impact metrics (key performance indicators)

C2. Develop value-added agri-food and agricultural products

Projects will focus on developing value-added agri-food and/or agricultural products with specific market attributes, which will allow producers to expand their market share by expanding existing markets or accessing new markets.

To apply you must have

- Completed a Growing Your Farm Profits Workshop and Action Plan Review¹ within the last five years
- Completed a business or marketing plan, detailing how the project activities will allow you to expand and/or maintain market access, or access a new market (minimum requirements for a business plan or marketing plan can be found at www.ontariosoilcrop.org)

Eligible activities and expenditures

- Third-party advisory costs for product and process development activities
 - Regulatory review
 - Ingredient/material/packaging sourcing
 - Formulation development
 - Process development
 - Scale-up trials
 - Shelf life determination
- Testing/analysis to verify and compliment development process including
 - Nutritional, microbial, chemical, allergen
 - Sensory/consumer
 - Product physical testing
- Packaging related activities
 - Package testing to ensure compatibility with product
 - Labelling development and design for marketing purposes
 - Labelling development to ensure compliance with regulations
- Capital expenses and installation/configuration costs related to acquiring new processing equipment and technology, retrofitting or modifications of existing processing equipment and technology, and/or software systems in support of the development of new value-added agri-food/agricultural products (includes equipment to package and label products)
- Third-party advisory costs for first-time training of key personnel on new, project-related equipment, technology and processes (e.g., train the trainer) related to value-added agri-food/agricultural products

Ineligible activities and expenditures

- Activities and expenditures as detailed in Appendix 5
- Ongoing, day-to-day business costs
- Capital/equipment costs not necessary to support the processing of a value-added agri-food product or agricultural products
- Costs for ongoing production of promotional materials and product packaging
- Cost of product samples not related to a new product launch or a promotional event (e.g, tradeshow)
- Cost of product samples produced from normal production

- Cost of retail or food services listing fees
- Cost of acquiring production permits
- Activities currently being conducted for existing products

Cost-share per cent

- Up to 35 per cent

Maximum available cost-share per project

- \$30,000

Required documentation

- Certificate of completion for the Growing Your Farm Profits Workshop
- Business or marketing plan, detailing how the project activities will allow you to expand and/or maintain market access, or access a new market (minimum requirements for a business plan or marketing plan can be found at www.ontariosoilcrop.org)

Merit-based application evaluation criteria

- Project will lead to the development of new value-added agri-food/agricultural product(s) or process(es) that meet consumer demand and expand market share
- Project will result in quantifiable expected impacts
- Project impact metrics (key performance indicators) pre- and post-project

D. Animal and plant health

Animal and plant disease and pest outbreaks can affect profitability and potentially close markets to trade, resulting in serious economic hardship. *GF2* funding is intended to help producers better understand and plan to address the risks to their operations and to better manage/improve traffic flow, manure/plant cull piles, cleaning and disinfection, quarantine and segregation facilities and animal health and pest monitoring. It is anticipated that *GF2* funded projects will reduce the spread of disease and pests onto, within and off farm operations and assist businesses with addressing national or industry standards for biosecurity.

D.0.1 Animal and plant health education, planning, assessment and training

Projects under this category will focus on

- Farm-wide assessment against national biosecurity standards
- Commodity-specific health/pest risk assessments
- Development of biosecurity, disease/pest response or operational procedures
- Development of an integrated pest management plan
- Animal and plant health/biosecurity workshops or training

Eligible activities and expenditures

- Costs of training and education from a third-party training institution or consultant on topics related to the adoption of national biosecurity standards or a commodity-specific risk management program
- Veterinary/ certified crop advisor¹ fees to provide
 - A first-time assessment of facilities against national biosecurity standards or a commodity-specific health/pest risk assessment
 - Biosecurity, disease/pest response, or operational procedures.
- Veterinary/certified crop advisor¹ fees may include
 - Data collection, sampling and analysis

¹ Equivalencies may be accepted.

- Preparation of a report and review with the producer
- Planning and decision support tools (e.g., purchase of computer software necessary for risk management planning, aerial photos)
- Maps and land resource information costs
- Baseline laboratory testing for diseases or pests (and associated veterinary or sample collection fees) as part of a disease/pest management plan
- Certified crop advisor¹ fees to conduct a first-time assessment and produce a written report/plan that provides initial recommendations for implementing an integrated pest management plan and best management practices (BMPs). Costs may include
 - Sampling/analysis for the purpose of assessing pest risk or developing recommendations
 - Services for first-time determination of pest populations
 - Preparation of a report and review with the producer

Assessments must be for the entire operation and/or all processes, and be based on applicable national biosecurity standard outcomes or a nationally recognized, commodity-specific biosecurity/health risk management program.

Ineligible activities and expenditures

- Activities and expenditures as detailed in Appendix 5
- Training, materials and skills development projects that fulfill any academic requirements toward completion of a professional certificate, diploma or degree program
- Professional services not directly related to the eligible activity
- Ongoing sampling and testing costs to maintain or monitor health/pest status
- Routine, diagnostic and treatment costs (e.g., cost of medications, vaccinations, post-mortems)
- Routine sampling and analysis to determine annual requirements for crop and animal nutrients or pest control (e.g., crop scouting, annual crop planning, feeding programs)
- Repeat services for the same farm property

Cost-share per cent

- Up to 50 per cent

Maximum available cost-share per project

- \$2,500

Required documentation

- If applying for training, course outline detailing training to be provided

Merit-based application evaluation criteria

- Degree of impact in aligning with national biosecurity standards
- Project provides increased capacity to manage and plan with regards to disease/pest risk
- Ability of project to increase the understanding of disease/pest risk management

D.1 Retrofits to establish an effective transition area (anteroom)

Projects will focus on retrofits to existing structures to establish an effective transition area (anteroom) for the purpose of reducing biosecurity risks.

¹ or other qualified third party

To apply, you must:

- Have completed a farm-wide self-assessment against the national biosecurity standards, or a commodity-specific health/pest risk assessment completed by a veterinarian or a certified crop advisor¹
- Have completed an applicable biosecurity workshop (For details or to register, go to www.ontariosoilcrop.org)

Eligible activities and expenditures

- Modifications to existing structures to establish an anteroom or header house into high-risk areas such as barns, animal housing facilities, greenhouses, nursery operations, and propagators
- Proposed modifications must
 - Clearly demonstrate separation of clean and dirty traffic
 - Flow through a controlled access point

Ineligible activities and expenditures

- Activities and expenditures as detailed in Appendix 5
- Fencing or demarcation of parts of the operation that are not subject to biosecurity measures or protocols
- Washers, dryers, furniture or equipment for transition area that are not directly related to biosecurity
- Construction of new buildings, buildings not attached to existing production areas, or addition of an anteroom on a new production facility built since April 1, 2013
- Modifications related to increasing production, health and safety requirements or reasons not relevant to improving biosecurity

Cost-share per cent

- Up to 35 per cent

Maximum available cost-share per project

- \$25,000

Required documentation

- Site sketch showing
 - Controlled and restricted access zones (i.e., CAZ, RAZ)
 - Controlled access points (CAPs), as they relate to the new anteroom/transition area
 - Design of anteroom, including clean and dirty areas
- A farm-wide self-assessment against the national biosecurity standards, or a commodity-specific health/pest risk assessment completed by a veterinarian or a certified crop advisor¹
- Certificate of completion for an applicable biosecurity workshop (For details or to register, go to www.ontariosoilcrop.org)

Merit-based application evaluation criteria

- Degree of impact in aligning with national biosecurity standards/outcomes
- Veterinarian or certified crop advisor support for the project design
- Impact of project on the risk of pathogen/pest introduction/spread
- Benefit to broader agriculture sector
- Preference will be given to projects that are part of a complete plan developed in conjunction with, and resulting from, an assessment or evaluation performed by a veterinarian or certified crop advisor

¹ or other qualified third party.

D.2 Facility flow management

Projects will focus on modifications to facilitate more efficient movement of animals, plants and people to reduce biosecurity risks.

To apply, you must

- Have completed a farm-wide self-assessment against the national biosecurity standards, or a commodity-specific health/pest risk assessment completed by a veterinarian or a certified crop advisor¹
- Have completed an applicable biosecurity workshop (For details or to register, go to www.ontariosoilcrop.org)

Eligible activities and expenditures

- Modifications to existing structures to facilitate more efficient movement of animals, plants and people to reduce biosecurity risks

Ineligible activities and expenditures

- Activities and expenditures as detailed in Appendix 5
- Fencing or demarcation of parts of the operation that are not subject to biosecurity measures or protocols
- Washers, dryers, furniture or equipment that are not directly related to biosecurity
- Construction of new buildings, buildings not attached to existing production areas, or addition on a new production facility (built since April 1, 2013)
- Modifications related to increasing production, health and safety requirements or reasons not relevant to improving biosecurity

Cost-share per cent

- Up to 35 per cent

Maximum available cost-share per project

- \$25,000

Required documentation

- Site sketch showing
 - Controlled and restricted access zones (i.e., CAZ, RAZ)
 - Controlled access points (CAPs)
 - Flow of animals, plants or people
- A farm-wide self-assessment against the national biosecurity standards, or a commodity-specific health/pest risk assessment completed by a veterinarian or a certified crop advisor¹
- Certificate of completion for an applicable biosecurity workshop

Merit-based application evaluation criteria

- Degree of impact in aligning with national biosecurity standards/outcomes
- Veterinarian or certified crop advisor support for the project design
- Impact of project on the risk of pathogen/pest introduction/spread
- Benefit to broader agriculture sector
- Preference will be given to projects that are part of a complete plan developed in conjunction with, and resulting from, an assessment or evaluation performed by a veterinarian or certified crop advisor¹

¹ or other qualified third party.

D.3 Traffic flow management

Projects will focus on clearly defining zones (e.g., controlled access zone, restricted access zone) and controlled access points to reduce biosecurity risks.

To apply, you must:

- Have completed a farm-wide self-assessment against the national biosecurity standards, or a commodity-specific health/pest risk assessment completed by a veterinarian or a certified crop advisor¹
- Have completed an applicable biosecurity workshop (For details or to register, go to www.ontariosoilcrop.org)

Eligible activities and expenditures

- Clearly defining zones (e.g., controlled access zone, restricted access zone) and access points using signage, fencing, barriers, grading, and/or landscaping
- Improving the efficiency of traffic flow to reduce contamination through establishing new or re-routing existing laneways, access routes and vehicle turning areas
- Establishing designated visitor parking outside of a controlled access zone
- Controlling access to operation and buildings through gates, fencing, signage, locks, barriers, security-monitoring equipment

Ineligible activities and expenditures

- Activities and expenditures as detailed in Appendix 5
- Fencing or demarcation of parts of the operation that are not subject to biosecurity measures or protocols
- Washers, dryers, furniture or equipment that are not directly related to biosecurity
- Construction of new buildings, buildings not attached to existing production areas, or addition on a new production facility (built since April 1, 2013)
- Modifications related to increasing production, health and safety requirements or reasons not relevant to improving biosecurity

Cost-share per cent

- Up to 35 per cent

Maximum available cost-share per project

- \$25,000

Required documentation

- Site sketch showing
 - Controlled and restricted access zones (i.e., CAZ, RAZ)
 - Controlled access points (CAPs)
 - Flow of animals, plants or people
- A farm-wide self-assessment against the national biosecurity standards, or a commodity-specific health/pest risk assessment completed by a veterinarian or a certified crop advisor¹
- Certificate of completion for an applicable biosecurity workshop

Merit-based application evaluation criteria

- Degree of impact in aligning with national biosecurity standards/outcomes
- Veterinarian or certified crop advisor support for the project design
- Impact of project on the risk of pathogen/pest introduction/spread
- Benefit to broader agriculture sector
- Preference will be given to projects that are part of a complete plan developed in conjunction with, and resulting from, an assessment or evaluation performed by a veterinarian or certified crop advisor

¹ or other qualified third party.

D.4 Compost facility to treat manure or plant cull piles

Projects will focus on establishing compost facilities for treating manure and/or plant cull piles.

To apply, you must

- Have completed a farm-wide self-assessment against the national biosecurity standards, or a commodity-specific health/pest risk assessment completed by a veterinarian or a certified crop advisor¹
- Have completed an applicable biosecurity workshop (For details or to register, go to www.ontariosoilcrop.org)

Eligible activities and expenditures

- Compost facility to treat manure or plant cull piles

Ineligible activities and expenditures

- Activities and expenditures as detailed in Appendix 5
- Construction of permanent manure or plant cull storage
- Manure or plant cull removal systems (e.g., conveyors, tractors/buckets, etc.) and manure or plant cull spreaders
- Modifications related to increasing production, health and safety requirements or reasons not relevant to improving biosecurity (e.g., composting of by-products or waste from processing)

Cost-share per cent

- Up to 35 per cent

Maximum available cost-share per project

- \$25,000

Required documentation

- Site sketch of planned construction/modifications showing
 - Controlled and restricted access zones (i.e., CAZ, RAZ)
 - Controlled access points (CAPs)
 - Siting of facility
 - Flow of animals, plants or people
- A farm-wide self-assessment against the national biosecurity standards, or a commodity-specific health/pest risk assessment completed by a veterinarian or a certified crop advisor¹
- Certificate of completion for an applicable biosecurity workshop

Merit-based application evaluation criteria

- Degree of impact in aligning with national biosecurity standards/outcomes
- Veterinarian or certified crop advisor support for the project design
- Impact of project on the risk of pathogen/pest introduction/spread
- Benefit to broader agriculture sector
- Preference will be given to projects that are part of a complete plan developed in conjunction with, and resulting from, an assessment or evaluation performed by a veterinarian or certified crop advisor

D.5 Construction of handling and storage facilities for mortality/cull management

Projects will focus on establishing handling and storage facilities for mortality and/or plant cull management.

To apply, you must

- Have completed a farm-wide self-assessment against the national biosecurity standards, or a commodity-specific health/pest risk assessment completed by a veterinarian or a certified crop advisor¹

¹ or other qualified third party.

- Have completed an applicable biosecurity workshop (For details or to register, go to www.ontariosoilcrop.org)

Eligible activities and expenditures

- Purchase or construction of mortality management system (e.g., composter, digester, incinerator [subject to regulatory requirements and restrictions], in-ground vessel) and associated runoff management
- Modifications to structures or buildings to facilitate mortality collection and removal, or to secure mortality storage from wildlife and vermin
- Purchase or construction of an in-field cull plant collection system to allow for collection and removal of plant culls from the field to a suitable cull management system e.g., storage, composter, digester, incinerator

Ineligible activities and expenditures

- Activities and expenditures as detailed in Appendix 5
- Construction of permanent plant cull storage
- Plant cull removal systems (e.g., conveyors, tractors/buckets, etc.) or plant cull spreaders
- Modifications related to increasing production, health and safety requirements or reasons not relevant to improving biosecurity (e.g., composting of by-products or waste from processing)
- Modifications and repairs as part of routine maintenance
- Freezers (consumer grade) for temporary storage of mortalities
- Multipurpose items for use in the collection, removal or storage of mortalities (e.g., tractors, pails, shovels, chains)

Cost-share per cent

- Up to 35 per cent

Maximum available cost-share per project

- \$25,000

Required documentation

- Site sketch of planned construction/modifications showing
 - Controlled and restricted access zones (i.e., CAZ, RAZ)
 - Controlled access points (CAPs)
 - Siting of facility
 - Flow of animals, plants or people
- A farm-wide self-assessment against the national biosecurity standards, or a commodity-specific health/pest risk assessment completed by a veterinarian or a certified crop advisor¹
- Certificate of completion for an applicable biosecurity workshop

Merit-based application evaluation criteria

- Degree of impact in aligning with national biosecurity standards/outcomes
- Veterinarian or certified crop advisor support for the project design
- Impact of project on the risk of pathogen/pest introduction/spread
- Benefit to broader agriculture sector
- Preference will be given to projects that are part of a complete plan developed in conjunction with, and resulting from an, assessment or evaluation performed by a veterinarian or certified crop advisor¹

¹ or other qualified third party.

D.6 Cleaning and disinfection to prevent introduction and spread of diseases and pests

Projects will focus on establishing cleaning and disinfecting practices to prevent introduction and spread of diseases and pests.

To apply, you must

- Have completed a farm-wide self-assessment against the national biosecurity standards, or a commodity-specific health/pest risk assessment completed by a veterinarian or a certified crop advisor¹
- Have completed an applicable biosecurity workshop (For details or to register, go to www.ontariosoilcrop.org)

Eligible activities and expenditures

- Construction of hard surface (e.g., concrete) pad or wash bay/facility for cleaning and disinfecting vehicles and equipment within the controlled access zone (CAZ) or at a controlled access point (CAP)
- Installation of sanitation/shower/washer facilities at CAPs or anterooms to higher risk areas such as barns, animal housing facilities, greenhouses, nursery operations, propagators (must be part of a complete transition area for effective biosecurity)
- Replacing interior surfaces (e.g., walls, flooring, dividers) with non-porous washable materials such as concrete, puck board or stainless steel
- Specialized cleaning and disinfection equipment (e.g., hot water pressure washer, tractor attachments for barn cleanout, footbaths)
- Installing a treatment system for the purpose of disinfecting or removing pathogens, particulate, crop residue, or contaminants from the water, including sulphur and iron

Ineligible activities and expenditures

- Activities and expenditures as detailed in Appendix 5
- Ongoing consumables (e.g., disposable coveralls, boot covers, gloves, masks, disinfectant, soap)
- Modifications and repairs as part of routine maintenance (e.g., replacing old surfaces with the same material)
- Multi-use items (e.g., tractors)
- General clothing and equipment for use in the restricted access zone (RAZ) or CAPs (e.g., coveralls, boots, buckets and brushes)
- Establishing a water source (e.g., drilling a well, accessing municipal water supply, irrigation pond)
- Time to complete cleaning/disinfecting activities

Cost-share per cent

- Up to 35 per cent

Maximum available cost-share per project

- \$25,000

Required documentation

- Site sketch of planned construction/modifications showing
 - Controlled and restricted access zones (i.e., CAZ, RAZ)
 - Controlled access points (CAPs)
 - Siting of facility, if applicable
 - Flow of animals, plants or people
- A farm-wide self-assessment against the national biosecurity standards, or a commodity-specific health/pest risk assessment completed by a veterinarian or a certified crop advisor¹
- Certificate of completion for an applicable biosecurity workshop

¹ or other qualified third party.

Merit-based application evaluation criteria

- Degree of impact in aligning with national biosecurity standards/outcomes
- Veterinarian or certified crop advisor support for the project design
- Impact of project on the risk of pathogen/pest introduction/spread
- Benefit to broader agriculture sector
- Preference will be given to projects that are part of a complete plan developed in conjunction with, and resulting from, an assessment or evaluation performed by a veterinarian or certified crop advisor

D.7 Establishing quarantine/isolation or segregation facilities

Projects will focus on establishing quarantine/isolation or segregation facilities for sick, returning or introduced animals or plant stock, or segregation cohorts to prevent introduction and spread of disease.

To apply, you must

- Have completed a farm-wide self-assessment against the national biosecurity standards, or a commodity-specific health/pest risk assessment completed by a veterinarian or a certified crop advisor¹
- Have completed an applicable biosecurity workshop (For details or to register, go to www.ontariosoilcrop.org)

Eligible activities and expenditures

- Construction of a new structure used only as a quarantine/isolation facility for sick animals/infested plant stock (must have separate air space, controlled access point and be easily cleaned and disinfected)
- Modification of existing structures to create an isolation/quarantine facility (must have separate air space, controlled access point and be easily cleaned and disinfected)
- Modification of existing structures to create segregation areas for distinct cohorts (e.g., newborns, new plant shipments)
- Modification of existing structures to create animal/plant treatment or work area for service personnel

Ineligible activities and expenditures

- Activities and expenditures as detailed in Appendix 5
- New construction (except for establishing a quarantine facility, as detailed under eligible activities)
- Modifications and repairs as part of routine maintenance (e.g., replacing old surfaces with the same material)
- Modifications related to increasing production, including producing a new crop not previously produced, health and safety requirements or reasons not relevant to improving biosecurity

Cost-share per cent

- Up to 35 per cent

Maximum available cost-share per project

- \$25,000

Required documentation

- Site sketch of planned construction/modifications showing
 - Controlled and restricted access zones (i.e., CAZ, RAZ)
 - Controlled access points (CAPs)
 - Siting of facility and ventilation access points
 - Flow of animals or plants
- A farm-wide self-assessment against the national biosecurity standards, or a commodity-specific health/pest risk assessment completed by a veterinarian or a certified crop advisor¹
- Certificate of completion for an applicable biosecurity workshop

¹ or other qualified third party.

Merit-based application evaluation criteria

- Degree of impact in aligning with national biosecurity standards/outcomes
- Veterinarian or certified crop advisor support for the project design
- Impact of project on the risk of pathogen/pest introduction/spread
- Benefit to broader agriculture sector
- Preference will be given to projects that are part of a complete plan developed in conjunction with, and resulting from, an assessment or evaluation performed by a veterinarian or certified crop advisor

D.8 Animal health/plant pest monitoring and treatment equipment

Projects will focus on establishing animal health/plant pest monitoring and treatment equipment to prevent introduction and spread of disease.

To apply, you must

- Have completed a farm-wide self-assessment against the national biosecurity standards, or a commodity-specific health/pest risk assessment completed by a veterinarian or a certified crop advisor¹
- Have completed an applicable Biosecurity Workshop (For details or to register, go to www.ontariosoilcrop.org)

Eligible activities and expenditures

- On-farm health management tools and equipment including
 - Needle-less or multi-dose injectors and applicators
 - Health management software (e.g., treatment, disease and insect modeling)
 - Scales or metering equipment
 - Handling systems (e.g., chutes, headgates)
 - Animal/plant hygiene or treatment equipment or systems (e.g., livestock footbaths, udder cleaning systems, hot water treatment for vines/bulbs etc.)
- On farm diagnostic tools and equipment including
 - Thermometers
 - Pest monitoring equipment (e.g., lures, traps, hand lens, microscope, smartphone Apps)
 - Reference materials
- Modification of existing structures and implementation of new technologies to improve control of environmental conditions and air quality

Ineligible activities and expenditures

- Activities and expenditures as detailed in Appendix 5
- Vaccines, pharmaceuticals, pest control products, needles, syringes and other consumables
- Ongoing or routine diagnostic testing, including post mortems, disease status monitoring, testing for export or regulatory requirements
- Refrigerators for medication storage
- Washers, dryers
- Pesticide/insecticide application/spray equipment
- Lighting modifications and equipment

Cost-share per cent

- Up to 35 per cent

¹ or other qualified third party.

Maximum available cost-share per project

- \$25,000

Required documentation

- Site sketch of planned construction/modifications showing
 - Controlled access points (CAPs)
 - Ventilation access points (if applicable)
 - Flow of animals or plants
- A farm-wide self-assessment against the national biosecurity standards, or a commodity-specific health/pest risk assessment completed by a veterinarian or a certified crop advisor¹
- Certificate of completion for an applicable biosecurity workshop

Merit-based application evaluation criteria

- Degree of impact in aligning with national biosecurity standards/outcomes
- Veterinarian or certified crop advisor support for the project design
- Impact of project on the risk of pathogen/pest introduction/spread
- Benefit to broader agriculture sector
- Preference will be given to projects that are part of a complete plan developed in conjunction with, and resulting from, an assessment or evaluation performed by a veterinarian or certified crop advisor

E. Labour productivity enhancement

Improvements in labour productivity occur when the costs of labour inputs are reduced, or the value of outputs is increased while maintaining labour productivity costs. *GF2* funding enables producers to increase their understanding and planning related to labour productivity in their operations, and to make equipment, technology, system and policies and procedures improvements. Projects are intended to encourage the improvements in personnel performance, automation, and reduce waste and downtime.

E.0.1 Labour productivity assessment

Projects will focus identifying gaps and inefficiencies in labour productivity, and opportunities for improvement.

To apply you must have

- Completed a Growing Your Farm Profits Workshop and Action Plan Review² within the last five years.

Eligible activities and expenditures

- Third-party advisory costs to complete a labour productivity assessment to define opportunities for the farm business to
 - Reduce labour costs per unit of production
 - Reduce logistics costs
 - Reduce waste
 - Improve quality and/or consistency
 - Encounter less re-work/downtime
- Advisory costs could include
 - Benchmarking, data gathering and analysis
 - Development of a written report
 - Review of the report with the producer

Minimum requirements for the development of labour productivity assessments are available at www.ontariosoilcrop.org

¹ or other qualified third party. ² Equivalencies may be accepted.

Ineligible activities and expenditures

- Activities and expenditures as detailed in Appendix 5

Cost-share per cent

- Up to 50 per cent

Maximum available cost-share per project

- \$2,500

Required documentation

- Certificate of completion for the Growing Your Farm Profits Workshop

Merit-based application evaluation criteria

- Ability of project to provide increased capacity to manage and plan
- Ability of project to provide increased capacity to make strategic decisions regarding labour productivity
- Ability of project to address a need identified in your Growing Your Farm Profits action plan

E.0.2 Labour productivity plan

Projects will focus on developing a plan to evaluate potential productivity improvements by comparison to a benchmark and the development of indicators that help measure performance and improvements.

To apply you must

- Have completed a Growing Your Farm Profits Workshop and Action Plan Review¹ within the last five years

Eligible activities and expenditures

- Third-party advisory costs to develop a plan focused on labour productivity objectives and strategies within the context of the farm business, including identification of the necessary tools and skills to increase productivity through more efficient use of existing technology or adoption of new and higher performing equipment and/or technology (including integrated software systems)
- Advisory costs could include
 - Development of productivity objectives and strategies
 - Development of measurable labour productivity goals and timelines to achieve those goals
 - Identifying labour saving opportunities and potential return on investment
 - Identifying potential skills development and/or training opportunities to improve labour productivity
 - Development of performance measures and indicators that can measure performance or improvements
 - Development of a written report
 - Review of the report with the producer

Minimum requirements for the development of labour productivity plans are available at www.ontariosoilcrop.org

Ineligible activities and expenditures

- Activities and expenditures as detailed in Appendix 5

Cost-share per cent

- Up to 50 per cent

Maximum available cost-share per project

- \$10,000

¹ Equivalencies may be accepted.

Required documentation

- Certificate of completion for the Growing Your Farm Profits Workshop

Merit-based application evaluation criteria

- Ability of project to provide increased capacity to manage and plan
- Ability of project to provide increased capacity to make strategic decisions regarding labour productivity
- Ability of project to address a need identified in your Growing Your Farm Profits action plan

E.0.3 Skills development and training

Projects will focus on the development of skills required to improve labour productivity.

To apply you must have

- Completed a Growing Your Farm Profits Workshop and Action Plan Review¹ within the last five years

Eligible activities and expenditures

- Costs of training and education from a third-party training institution or consultant on topics focused on
 - Increasing producers understanding of labour productivity
 - Enhancing skills and knowledge to increase labour productivity
 - Developing a high skilled workforce; adopting new technologies
 - Implementing new business practices to increase competitiveness

Ineligible activities and expenditures

- Activities and expenditures as detailed in Appendix 5
- Training, materials and skills development projects that fulfill any academic requirements toward completion of a professional certificate, diploma, or degree program
- Mentoring and/or coaching services
- Specific training and/or courses (please go to www.ontariosoilcrop.org for a list of ineligible courses and training)

Cost-share per cent

- Up to 50 per cent

Maximum available cost-share per project

- \$3,000

Required documentation

- Certificate of completion for the Growing Your Farm Profits Workshop
- Course outline detailing training to be provided

Merit-based application evaluation criteria

- Ability of project to provide increased capacity to manage and plan
- Ability of project to provide increased capacity to make strategic decisions regarding labour productivity
- Ability of project to address a need identified in your Growing Your Farm Profits action plan
- Ability of project to increase the understanding of various aspects of labour productivity

E1. Install technology and/or equipment to increase automation

Projects will focus on maximizing profitability by adopting new technologies and implementing new business practices which increase automation of on-farm processes.

To apply you must

- Have completed a Growing Your Farm Profits Workshop and Action Plan Review¹ within the last five years

¹ Equivalencies may be accepted

- Completed a business or labour productivity plan, detailing how the installation of technology and/or equipment will increase automation and improve labour productivity. (Minimum requirements for a business plan can be found at www.ontariosoilcrop.org)

Eligible activities and expenditures

- Retrofit, upgrade and/or acquire new equipment and/or technology (including integrated software systems) to increase automation
- Modification of existing equipment or technology (including integrated software systems) for optimization and/or to enable the installation of automation and labour saving equipment and/or technology
- Third-party advisory costs for first-time training of key personnel on project-related new equipment, technology, software and processes
- Third-party advisory costs for development and translation of existing labour productivity focused policies, feedback systems, preventative maintenance procedures and standard operational procedures (SOP's) to improve personnel performance, reduce downtime, reduce waste and optimize labour availability

Ineligible activities and expenditures

- Activities and expenditures as detailed in Appendix 5
- Building shell modifications
- Incremental and ongoing maintenance costs, or those deemed to be part of normal operations
- Costs and activities associated with expanding facility capacity or output
- Costs and activities associated with bringing current operations into compliance with current and applicable regulations

Cost-share per cent

- Up to 35 per cent

Maximum available cost-share per project

- \$30,000

Required documentation

- Certificate of completion for the Growing Your Farm Profits Workshop
- Business plan, detailing how the installation of technology and/or equipment will increase automation and improve labour productivity (minimum requirements for a business plan can be found at www.ontariosoilcrop.org/en/programs/capacity_building_minimum_requirements.htm)

Merit-based application evaluation criteria

- Ability of project to provide increased capacity to make strategic decisions regarding labour productivity
- Ability of project to address a need identified in your Growing Your Farm Profits Action Plan
- Project leads to increased labour productivity through employment of recognized best practices including labour, human management practices, systems and innovative technologies and site/facility re-design
- Project includes expected impact on business's pre-established key performance indicators or project improves the ability to use key performance indicators to quantify productivity impact
- Project includes necessary staff training when equipment and technology process improvements are involved

F. Business and leadership development

Investing in business and leadership development can help a business to anticipate, adapt and thrive in a rapidly changing business environment. *GF2* provides funding to producers to better understand farm finances and cost of production, develop improved business and leadership skills and to plan and take the necessary steps for succession, expansion or diversification, financial risk management, human resources, or overall business management. Completion of projects will improve business' understanding of their business operations and position them to make informed decisions related to business growth, production efficiencies and increased profitability.

F.0.1 Farm financial assessment¹ or cost of production assessment

Projects will focus on an assessment of farm financials or cost of production, to equip producers with necessary financial information and/or benchmarking data to enable them to be successful.

To apply you must have

- Completed a Growing Your Farm Profits Workshop and Action Plan Review² within the last five years

Eligible activities and expenditures

- Advisory costs to complete a farm financial or cost of production assessment.
- Advisory costs could include
 - Assessment, data gathering and data analysis
 - Development of a written report
 - Review of the report with the producer

Minimum requirements for the development of a farm financial or cost of production assessment are available at www.ontariosoilcrop.org

Ineligible activities and expenditures

- Activities and expenditures as detailed in Appendix 5

Cost-share per cent

- Up to 50 per cent

Maximum available cost-share per project

- \$2,500

Required documentation

- Certificate of completion for the Growing Your Farm Profits Workshop

Merit-based application evaluation criteria

- Project provides increased capacity to manage and plan
- Project provides increase capacity to make strategic decisions
- Ability of project to address a need identified in your Growing Your Farm Profits Action Plan

F.0.2 Farm business planning

Projects will focus on developing a plan to identify actions to plans to address strategic direction, succession and business growth needs.

To apply you must have

- Completed a Growing Your Farm Profits Workshop and Action Plan Review² within the last five years
- Completed a business plan if applying for business plan operationalization activities, as listed under eligible activities and expenditures

¹ Special Provisions may be provided.

² Equivalencies may be accepted.

Eligible activities and expenditures

- Third-party advisory costs to develop the following
 - Succession plan
 - Expansion plan
 - Human resources plan
 - Business plan
 - Risk management plan
 - Feasibility plan
 - Diversification plan
 - Business plan operationalization, including one-time set-up fee or initial (first-time) costs for
 - i. Professional advisory services related to business plan operationalization
 - ii. Documentation and elements necessary for putting a business plan into action/operation (e.g., purchase & sale agreements, leases, etc.) and drafting of related items within the context of the detailed business plan (e.g., a legal will as it relates to a succession plan) and those directly related to the business change
 - iii. Items related to business organization/structure and agreements (partnerships and partnership agreements, corporations and shareholder agreements, etc.)
 - iv. Share transfer/partnership interest transfer documentation
 - v. Incorporation and filing fees
 - vi. Business plan operationalization/implementation and business changes including preparation of tax elections or rollovers directly related to the business change (but not ongoing, regular, income tax preparation)
 - vii. Specialized contracts
 - viii. Licensing agreements
 - ix. Initial set-up of a management system
 - x. Certification that enhances market access (ISO, organic) as it relates to business plan operationalization
- Advisory costs could include
 - Setting goals and targets
 - Identifying specific tools and strategies
 - Development of a written report
 - Review of the plan with the producer

**Minimum requirements for the development of various plans are available
at www.ontariosoilcrop.org**

Ineligible activities and expenditures

- Activities and expenditures as detailed in Appendix 5

Cost-share per cent

- Up to 50 per cent

Maximum available cost-share per project

- \$10,000

Required documentation

- Certificate of completion for the Growing Your Farm Profits Workshop
- If applying for business plan operationalization activities, a business plan

Merit-based application evaluation criteria

- Project provides increased capacity to manage and plan
- Project provides increase capacity to make strategic decisions
- Ability of project to address a need identified in your Growing Your Farm Profits action plan

F.0.3 Skills development and training

Projects will focus on development of skills required to maintain or grow your business.

To apply you must have

- Completed a Growing Your Farm Profits Workshop and Action Plan Review¹ within the last five years

Eligible activities and expenditures

- Costs of training and education from a third-party training institution or consultant on topics focused on
 - Enhancing business and management skills and knowledge
 - Enhancing knowledge and understanding of leadership and governance applicable in the agricultural setting

Ineligible activities and expenditures

- Activities and expenditures as detailed in Appendix 5
- Training, materials and skills development projects that fulfill any academic requirements toward completion of a professional certificate, diploma, degree program
- Mentoring and/or coaching services
- Specific training and/or courses (please go to www.ontariosoilcrop.org for a list of ineligible courses and training)

Cost-share per cent

- Up to 50 per cent

Maximum available cost-share per project

- \$3,000

Required documentation

- Certificate of completion for the Growing Your Farm Profits Workshop
- Course outline detailing training to be provided

Merit-based application evaluation criteria

- Project provides increased capacity to manage and plan
- Project provides increase capacity to make strategic decisions
- Ability of project to address a need identified in your Growing Your Farm Profits action plan
- Ability of project to increase the understanding of various aspects of marketing and/or market development

¹ Equivalencies may be accepted.

F1. Production efficiencies

Projects will focus on supporting access to beneficial business management practices that will enable the farm business to make informed business decisions that lead to profitability and increased competitiveness; and implementation of action plans to encourage the adoption and development of beneficial business management practices and systems including training, assessment and business planning activities.

To apply you must have

- Completed a Growing Your Farm Profits Workshop and Action Plan Review¹ within the last five years
- Completed a business plan, detailing how the project activities will lead to profitability and increased competitiveness (minimum requirements for a business plan or marketing plan can be found at www.ontariosoilcrop.org)

Eligible activities and expenditures

- Record keeping systems (e.g., software programs) that allow benchmarking with previous years to track improvements within the operation and with other similar farm operations to improve production systems and efficiencies
- Third-party one-time, initial training cost for new investments in technology and equipment that demonstrate production management and/or efficiency improvements
- Third-party consulting costs to develop innovative, complete, integrated record keeping systems to measure business and production performance and progress

Ineligible activities and expenditures

- Activities and expenditures as detailed in Appendix 5
- Ongoing, day-to-day business costs
- Capital and/or equipment costs

Cost-share per cent

- Up to 35 per cent

Maximum available cost-share per project

- \$30,000

Required Documentation

- Certificate of completion for the Growing Your Farm Profits Workshop
- Business plan, detailing how the project activities will lead to profitability and increased competitiveness (minimum requirements for a business plan or marketing plan can be found at www.ontariosoilcrop.org)

Merit-based application evaluation criteria

- Project activities will lead to increase profitability and/or competitiveness
- Project will result in quantifiable expected impacts
- Project will impact metrics (key performance indicators)

F2. Financial management

Projects will focus on supporting access to beneficial business management practices that will enable the farm business to make informed business decisions that lead to profitability and increased competitiveness, and implementation of action plans to encourage the adoption and development of beneficial business management practices and systems including training, assessment and business planning activities.

¹ Equivalencies may be accepted.

To apply you must have

- Completed a Growing Your Farm Profits Workshop and Action Plan Review¹ within the last five years
- Completed a business plan, detailing how the project activities will lead to profitability and increased competitiveness (minimum requirements for a business plan or marketing plan can be found at www.ontariosoilcrop.org)

Eligible Activities and Expenditures

- Record keeping systems (e.g., software programs) that allow benchmarking with previous years to track improvements within operation and with other similar farm operations to improve financial management
- Third-party one-time, initial training cost for new investments in technology and equipment that demonstrate production management and/or efficiency improvements
- Third-party consulting costs to develop innovative, complete, integrated record keeping systems to measure business and financial management progress

Ineligible activities and expenditures

- Activities and expenditures as detailed in Appendix 5
- Ongoing, day-to-day business costs
- Capital and/or equipment costs

Cost-share per cent

- Up to 35 per cent

Maximum available cost-share per project

- \$30,000

Required documentation

- Certificate of completion for the Growing Your Farm Profits Workshop
- Business plan, detailing how the project activities will lead to profitability and increased competitiveness (minimum requirements for a business plan or marketing plan can be found at www.ontariosoilcrop.org)

Merit-based application evaluation criteria

- Project activities will lead to increase profitability and/or competitiveness
- Project will result in quantifiable expected impacts
- Project will impact metrics (key performance indicators)

¹ Equivalencies may be accepted.

Appendix 3: Checklist for *GF2* Innovation Funding

In order to qualify for an increase in *GF2* cost shared funding, projects must be highly innovative and clearly meet or exceed the following criteria. Projects under the assessment or audit, planning, skills development and training project categories are not eligible to apply for innovation funding.

Novelty:

- The project will introduce a new and distinctive product, process or technology to North America
- The project could also transfer a technology or a process from a non-agricultural sector (e.g., automotive) to the agri-food and agricultural-based products sector

Benefits:

- The project will provide significant benefits to the sector
- This could include a combination of private, economic benefits resulting from greater productivity or efficiency and/or public good benefits such as a reduced environmental footprint or enhanced animal welfare. Preference would be given to projects providing both economic and public good benefits. However, projects providing only one or the other would also be acceptable if all other criteria are met

Level of Risk

- The project is not installation of an off-the-shelf technology that has already been proven in a similar setting under parallel conditions
- Because innovations may not have been widely tested under conditions similar to those found in Ontario, these projects generally carry a higher level of uncertainty or risk

Knowledge Transfer

- The project will allow for knowledge that can benefit other Ontario participants in the sector and the value chain beyond the project applicant to be shared
- Where possible, this will be through direct knowledge transfer that may include presentations, articles, videos, tours, etc.
- In some cases direct knowledge sharing may not be appropriate. For example, a farm business may not want to share all details about a project with a direct competitor; however, the other participants in the sector should be able to learn about the innovation and gain benefits from it. The innovator will have the benefit of being first on the market but Ontario competitors will not be blocked from adopting the innovation. In this way the innovation has the potential to raise the bar for the entire Ontario sector
- This program will not provide innovation cost share levels for projects that would provide benefits solely to the applicant

Drives Competitiveness

- The project would allow Ontario farm businesses to move ahead of global competitors and, in a best-case scenario, would move Ontario into a position of global leadership
- The project would help Ontario businesses to significantly reduce their costs and/or increase their value added to enable them to outperform competitors in both domestic and global markets

If you have applied for innovation and are successful, you will receive additional cost-share funding, to a maximum of 50 per cent cost-share. In the event an approved project hits the maximum available cost-share amount prior to approval for innovation funding, only an additional 15 percent cost-share will be awarded over and above the maximum available cost-share.

Independent support of innovation is not required but will be considered favourably by review panels. This may take the form of:

- Letters from credible industry and/or academic sources that confirm the innovative nature of the project.
- Unbiased studies or market analysis from sources not connected to the project.
- The sources are not involved and do not have a stake in the project.

OMAFRA staff will not provide letters of support for any project proposals.

Appendix 4: Eligible Costs and In-Kind Costs

Eligible costs are expenditures directly attributable to the execution of an approved project and incurred and paid by the applicant after the project has been approved (i.e., the date the OSCIA communicates the approval in writing of the funding allocation to the applicant) and prior to the deadline confirmed by OSCIA in the approval letter for the project. Applicants must follow a process that is transparent and fair and promotes the best value for the money expended and at competitive prices that are no greater than fair market value after deducting trade discounts and/or any other discounts available to the applicant. All businesses from which goods or services are purchased must be at arm's length to the applicant.

An entity is considered arm's length if they are not related, affiliated persons or otherwise controlled by another member or members. Refer to Section 251 of the Income Tax Act for the detailed statutory provision for determining arm's length relationships.

Eligible costs must be incurred and paid by the applicant after the project has been approved by OSCIA, as follows:

- One-time costs of goods, services and supplies required specifically for the project (including related shipping or transportation costs);
- One-time costs for rental of facilities, equipment or machinery required specifically for the project;
- One-time costs of travel that are directly related to the project and within the province's Travel and Meal Guideline (see Appendix 6);

Eligible Capital Costs:

- Eligible capital costs are costs that are directly related to the project including equipment and its installation (associated labour and consulting services), construction costs for building modifications, on-farm infrastructure and upgrades, software and software development (implementation and customization) with the exception of projects under the assessment / audit, planning, skills development and training project categories (e.g. 0.1, 0.2, 0.3).
- Capital costs must meet the following parameters:
 - The applicant must contribute at least 25% in cash (from sources other than Canada and Ontario), of the total costs of the capital items.
 - Where project caps and program requirements allow, capital reimbursement is capped at \$100,000 per project, and is limited to the amount of the asset expensed during the life of the project.
 - Capital items must be
 - Assets which have been acquired, constructed or developed (including any associated delivery and installation costs) and are not intended for sale in the ordinary course of business.
 - Betterments that are expenditures relating to the alteration and/or modernization of an asset that appreciably prolong the items period of usefulness or improve its functionality.

Additional information on eligible costs under specific project categories is included in Appendix 2.

If you have questions about whether any cost is eligible, you should contact OSCIA.

In-Kind Costs:

The producer's in-kind labour and equipment costs, as supported by an In-Kind Claim Declaration Form and reported on the project Claim Form, may be considered eligible for cost share for projects, subject to the following conditions:

- The total value of the in-kind contribution must not exceed 15 per cent of the approved eligible project cost.
- Reasonable hours of labour invested by the applicant, his/her dependents and business partner(s) may be claimed.
- Costs associated with education, project planning, supervision, or administration, are not eligible for funding.
- In-kind costs are NOT eligible under the assessment or audit, planning, skills development and training project categories (project categories 0.1, 0.2 and 0.3).
- Eligible equipment costs provided the equipment is owned by the applicant and considered essential to implement the approved project. Materials in a farm's inventory, or products produced on the farm and

contributed to the project by the applicant, will not be considered as eligible in-kind contributions.

- The maximum allowable labour rate is \$20 per hour. OSCIA will make a final determination on what a reasonable rate is for the number of hours claimed, based on the best management practice being implemented and the nature of the work performed.
- The maximum allowable in-kind heavy equipment rate is \$50 per hour of operation (i.e. tractors, excavation equipment). Eligible in-kind operator charges may be claimed along with the in-kind equipment rate.
- Total in-kind contribution funding claims that are less than or equal to \$1,500 will be accepted and processed by OSCIA provided that the charges appear reasonable and are documented on the In-Kind Claim Declaration Form. The applicant must sign the Claim Form to declare that the information contained in the claim, is true and accurate.
- Total in-kind contribution funding claims that exceed \$1,500 require additional supporting documentation. If the additional supporting documents (described below) do not accompany the claim, the in-kind contribution may be reduced to \$1,500 maximum.

If a producer plans to claim for in-kind contributions, accurate estimates must be reflected in the total project cost submitted with the Application (Step 10b on the Application Form). If actual final project costs exceed the original estimate, there is absolutely no obligation by OSCIA to extend cost share to the additional costs.

When submitting a claim for an approved project, any approved in-kind amounts on the Claim Form must be supported by an In-Kind Claim Declaration Form, which details specific hours worked by the eligible individual, dates the work was performed, and the hourly rate(s) charged. The In-Kind Claim Declaration Form may be obtained from www.ontariosoilcrop.org. Eligible in-kind contributions will be considered equivalent to cash payments for purchased goods and services. As such, up to 35 cost-share will also be applied to the eligible in-kind contributions for the project (up to 50 per cent for innovative projects) when calculating the final cost-share contribution for the completed project.

In-Kind Contributions up to and including \$1,500

Total in-kind contribution funding requests that are less than or equal to \$1,500 will be accepted without any additional information, provided that the charges appear reasonable and are documented on the In-Kind Claim Declaration Form. The applicant's signature on the Claim Form declares that the information contained in the claim, is true and accurate.

In-Kind Contributions exceeding \$1,500

In the event that the total in-kind labour and equipment contributions combined for a project exceed \$1,500, the maximum amount of in-kind contributions eligible for claim will be limited to the typical cost of the activity or service as if it had been provided through the private sector (at program-accepted rates). The applicant will be required to submit to OSCIA with the project claim form and In-Kind Claim Declaration Form, two signed, detailed quotes from reputable third-party contractors for equivalent work or services. It is imperative that the component(s) of the project completed by the applicant with his/her own labour and equipment is itemized in the quotations.

Total estimated hours and hourly rates must be detailed in the quotes. The average of the two quoted costs will generally be used to determine the maximum amount of the applicant's eligible in-kind contribution for the particular work done on the project; however, the allowable program in-kind labour and equipment rates will be applied to all eligible in-kind contributions. If a contractor's quoted rate for labour or equipment exceeds the program maximum, the program rates (i.e. up to \$20 per hour for labour and up to \$50 per hour for eligible equipment) will be applied to the quoted hours to determine the cost for equivalent work or services.

OSCIA reserves the right to reduce or reject an in-kind contribution claim outright if not satisfied the claim is reasonable and properly substantiated.

Appendix 5: Ineligible Costs

Ineligible costs include, but are not limited to, the following:

- Any cost incurred and paid prior to the date that the project was approved by OSCIA
- Any cost incurred and paid after the project completion date
- Any cost not set out as an Eligible cost and expenditure in this Program Guide
- Any cost not specifically required for the execution of a project
- Normal operating costs associated with carrying out or expanding a business' current operations, such as costs to maintain compliance of the business' current operations with Requirements of Law, salaries and benefits of staff (e.g., full-time and part-time staff), office space, leasing and ongoing rental of facilities, equipment and machinery, utilities, phone, materials, labour, board, committee and annual meetings and costs of normal production practices
- Normal commercial expansion costs
- One-time labour costs for projects under the assessment / audit, planning, skills development and training project categories
- One-time costs for rental of facilities, equipment and machinery for projects under the assessment / audit, planning, skills development and training project categories
- Costs of ongoing activities
- Costs of training and skills development that fulfill any academic requirements towards completion of a professional certificate, diploma, degree program
- Costs of sponsorship of conferences and learning events or initiatives
- Courses as detailed on the list of ineligible courses (see www.ontariosoilcrop.org)
- Costs of travel and meals
- Consultant and other contractor expenses for any hospitality (e.g. provision of food or beverage at events), incidental or food
- In-kind costs for projects under the assessment / audit, planning, skills development and training project categories
- Permits and approvals
- Purchase of land, buildings and facilities and associated taxes and/or fees (e.g., land transfer tax)
- Lease of land, buildings and facilities for the purpose of starting up a new business or as part of normal operation
- Harvested crop inputs;
- New building construction (unless otherwise specified in this Program Guide)
- Typical farm equipment (e.g., tractors, skid steers, combines)
- Tile drainage systems
- Production quota
- Crop storage facilities
- Mentoring and/or coaching services
- Global positioning systems (GPS) and associated components
- Robotic milking systems
- MicroFIT or FIT green energy generation systems
- Financing charges, loan interest payments, bank fees and charges
- Any cost, including a tax that is eligible for a rebate, credit or refund (e.g., a refundable portion of the Harmonized Sales Tax)
- Gifts and incentives
- Multi-use items (e.g. items that can reach beyond the scope of the project such as computers, printers, pressure washers, etc.)
- Expenses incurred for other approved GF2 projects
- Costs incurred before the written approval of the funding allocation was provided by OSCIA
- Costs related to Ontario government promotional campaigns or branding

Additional information on ineligible costs is listed under specific project categories in Appendix 2.

APPENDIX 6: GF2 Producer Cost-share Overview (2016)

Project category	Cost-share %	Max. Available	Project Justification and Assurances Form Required*
A. Environment and climate change adaptation			
A.0.1 Energy assessment or audit	50	\$5,000	
A.0.2 Planning	50	\$5,000	
A.0.3 Skills development and training	50	\$1,000	
A.1 Manure storage improvements	35	\$25,000	A1 - Manure Storage Improvements
A.2 Manure composting	35	\$25,000	Focus Area A and D Combination
A.3 Land application of manure	35	\$7,000	
A.4 Livestock facilities runoff control	35	\$20,000	Focus Area A and D Combination
A.5 Cover crops	35	\$3,000	
A.6 Structural erosion control	35	\$25,000	A6 – Structural Erosion Control
A.7 Nutrient recovery from wastewater	35	\$30,000	Focus Area A and D Combination
A.8 Fuel storage improvements	35	\$5,000	Focus Area A and D Combination
A.9 Irrigation water efficiency improvements	35	\$15,000	
A.10 Water well management	35	\$6,000	A10 – Water Well Management
A.11 Actions for biodiversity/habitat enhancements (e.g., pollinators)	35	\$15,000	
A.12 Weather risk mitigation strategies and practices	35	\$31,500	
B. Assurance systems – Food safety			
B.0.1 Food safety audit/assessment	50	\$2,500	
B.0.2 Food safety skills development and training	50	\$2,500	
B.1 Manage food safety risks	35	\$75,000	
B. Assurance systems – Traceability			
B.0.3 Traceability assessments, testing, planning and mock recalls	50	\$5,000	
B.0.4 Traceability training	50	\$1,500	
B.2 Implementation of a traceability system, including recall capabilities	35	\$100,000	
B. Assurance systems – Animal welfare			
B.0.5 Animal welfare education, planning, assessment and training	50	\$2,500	
B.3 Improvements to animal housing and handling facilities	35	\$25,000	
B.4 Improvements to animal handling procedures and practices	35	\$25,000	
C. Market development			
C.0.1 Market assessment	50	\$2,500	
C.0.2 Marketing plan	50	\$10,000	
C.0.3 Skills development and training	50	\$3,000	
C.1 Develop market strategies	35	\$30,000	
C.2 Develop value-added agri-food and agricultural products	35	\$30,000	
D. Animal and plant health			
D.0.1 Animal and plant health education, planning, assessment and training	50	\$2,500	
D.1 Retrofits to establish an effective transition area (anteroom)	35	\$25,000	
D.2 Facility flow management	35	\$25,000	
D.3 Traffic flow management	35	\$25,000	
D.4 Compost facility to treat manure or plant cull piles	35	\$25,000	Focus Area A and D Combination
D.5 Construction of handling and storage facilities for mortality/cull management	35	\$25,000	Focus Area A and D Combination
D.6 Cleaning and disinfection to prevent introduction and spread of diseases and pests	35	\$25,000	
D.7 Establishing quarantine / isolation or segregation facilities	35	\$25,000	
D.8 Animal health/plant pest monitoring and treatment equipment	35	\$25,000	

APPENDIX 6: GF2 Producer Cost-share Overview (2016)

Project category	Cost-share %	Max. Available	Project Justification and Assurances Form Required*
E. Labour enhancement			
E.0.1 Labour productivity assessment	50	\$2,500	
E.0.2 Labour productivity plan	50	\$10,000	
E.0.3 Skills development and training	50	\$3,000	
E.1 Install technology and/or equipment to increase automation	35	\$30,000	
F. Business and leadership development			
F.0.1 Farm financial assessment or cost of production assessment	50	\$2,500	
F.0.2 Farm business planning	50	\$10,000	
F.0.3 Skills development and training	50	\$3,000	
F.1 Production efficiencies	35	\$30,000	
F.2 Financial management	35	\$30,000	

*Available from www.ontariosoilcrop.org.

APPENDIX 7: Major Watershed Authorities



