



# Food Safety and Traceability Initiative

## Application Form Version 2.0

Please use the Application Guidebook to complete the Application Form. To obtain the current version of the Application Guidebook, please visit [www.ontario.ca/foodsafety](http://www.ontario.ca/foodsafety)

**Applications will be accepted after 9:00 a.m. on March 1, 2010. Applications received prior to this date and time will not be processed and will be returned to the applicant. Early submission is strongly encouraged as applications will be received and assessed on a first-come, first-served basis until all available funds are **exhausted**.**

The Food Safety and Traceability Initiative (FSTI) provides 50 percent cost-share funding to individual businesses to support the implementation of food safety programs and traceability systems, to assist with the purchase and installation of equipment to improve food safety or traceability, and to train staff in the adoption of food safety and traceability.

Cost-share funding will be allocated to agricultural and food processing activities up to the available annual funds for each fiscal year of the program. One of OMAFRA's key objectives is to distribute annual funding equally between food safety and traceability expenditures. Applications are assessed on a first-come, first-served basis. Applicants must meet the program eligibility criteria and adhere to all program terms and conditions and project claim submission deadlines to qualify for cost share.

The information you provide in the Application Form will assist OMAFRA to assess the eligibility of your proposed project. Providing insufficient information may result in the application being deemed incomplete and ineligible.

**Part A: Applicant Information**

**1. Business Information (print clearly)**

Legal Name of Business Entity (Please ensure accuracy as payment will be issued to this name)

Name of Signing Authority (person who has legal authority to bind the Business Entity)	Title of Signing Authority (Owner, President, etc.)
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**Canada Revenue Agency Business Number (GST number)**

\_\_\_\_ / \_\_\_\_ / \_\_\_\_  
Numbers                      Letters                      Numbers

If you do not have a GST number, please provide your **Farm Business Registration (FBR)** number provided by Ontario Federation of Agriculture, Christian Farmers Federation of Ontario or National Farmers Union in Ontario (as assigned by Agricorn).      \_\_\_\_

If you have an FBR Exemption Certificate or IAPO letter, please attach a copy.

If you are processing meat, poultry or dairy, and your facility is provincially licensed, please provide your plant or establishment number \_\_\_\_\_

Are you federally registered?     Yes       No

**Ontario Agri-Food Premises Registry (OAPR) Premises Identification**

A copy of my Premises Identification Number Certificate(s) is attached  
**OR**  
 A copy of my Premises Identification Number Certificate(s) will be provided with my Offer to Proceed once my application has been approved

*Note the copy of the Premises Identification Number Certificate will only be used for the purposes of verifying premises have been registered with the Ontario Agri-Food Premises Registry. After review by OMAFRA, the copy will be destroyed. Please see page 19 of the Application Guidebook for more information.*

**Business Address of Applicant**

Street # and Name		R.R. #	P.O. Box
City / Town	Township / County	Province <b>ONTARIO</b>	Postal Code
Business Contact Phone # (      )	Alternate Business Contact Phone # (      )	Business Fax # (      )	

Business Email Address:

Please indicate your preferred method of communication for the FSTI (i.e., delivery of the Offer to Proceed, deadline notifications)

Email     Fax     Regular mail

**Business Mailing Address Information (if different from address above)**

Street # and Name		R.R. #	P.O. Box
City / Town	Township / County	Province <b>ONTARIO</b>	Postal Code

**Name and Address of Preferred Contact (if different from the name listed as Signing Authority)**

Name of Preferred Contact (Please Print)		Title of Contact (Operator, Manager, Consultant etc.)	
Street # and Name		R.R. #	P.O. Box
City / Town	Township / County	Province <b>ONTARIO</b>	Postal Code

Business Email Address

Please indicate your preferred method of communication for the FSTI (i.e., delivery of the Offer to Proceed deadline notifications)

Email    Fax    Regular mail

Business Contact Phone # (      )	Business Fax # (      )
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The preferred contact listed above is someone other than the Signing Authority of the Applicant, I, \_\_\_\_\_ am the Signing Authority for the business operation applying and have authority to bind the Applicant. I hereby authorize the preferred contact to communicate with the FSTI Administrator regarding my/our FSTI file(s) on my behalf. I hereby authorize the FSTI Administrator to disclose and discuss the application with the preferred contact listed above. The information shared and communicated by the FSTI Administrator regarding this FSTI application may include confidential business information that may be shared with OMAFRA, the Federal government and other delivery agents involved in other Best Practices Suites under the Growing Forward funding. This authorization to communicate with the preferred contact listed is valid until notification of the contrary is given to the FSTI Administrator in writing. It is my responsibility to notify the FSTI Administrator of any changes to the contact information listed on this application form.

\_\_\_\_\_ signed this (day) \_\_\_\_\_ of (month) \_\_\_\_\_, (year) \_\_\_\_\_

Signature of Signing Authority

**Part A: Applicant Information**

**2. Sector Information**

Which sector best describes your facility or operation as it applies to this application?  
Check **ONLY** the box(es) corresponding to activities relating to funding requested.

**Agriculture:**

- |   |   |
|---|---|
| <input type="checkbox"/> Oilseed/Grain Farming      | <input type="checkbox"/> Beef Cattle Farming/Feedlots         |
| <input type="checkbox"/> Vegetable/Melon Farming    | <input type="checkbox"/> Dairy Cattle Farming/Milk Production |
| <input type="checkbox"/> Fruit/Tree Nut Farming     | <input type="checkbox"/> Hog/Pig Farming                      |
| <input type="checkbox"/> Tender/Small Fruit Farming | <input type="checkbox"/> Poultry/Egg Production               |
| <input type="checkbox"/> Greenhouse                 | <input type="checkbox"/> Sheep/Goat Farming                   |
| <input type="checkbox"/> Maple Syrup and Products   | <input type="checkbox"/> Apiculture (Honey)                   |
| <input type="checkbox"/> Other Crop Farming _____   | <input type="checkbox"/> Other Animal Production _____        |

**Food Processing:**

- |  |   |
|--|---|
| <input type="checkbox"/> Grain/Oilseed Milling           | <input type="checkbox"/> Sugar/Confectionary Product Manufacturing            |
| <input type="checkbox"/> Dairy Product Manufacturing     | <input type="checkbox"/> Fruit/Veg. Preserving & Specialty Food Manufacturing |
| <input type="checkbox"/> Meat Product Manufacturing      | <input type="checkbox"/> Fresh Fruit/Vegetable Manufacturing                  |
| <input type="checkbox"/> Bakeries/Tortilla Manufacturing | <input type="checkbox"/> Beverage Manufacturing                               |
| <input type="checkbox"/> Cider Manufacturing             | <input type="checkbox"/> Other Food Manufacturing _____                       |

**Wholesale Trade (for traceability projects ONLY):**

- |  |  |
|--|--|
| <input type="checkbox"/> Food Wholesaler/Distributor                             | <input type="checkbox"/> Grain & Oilseed Wholesaler/Distributor (e.g. grain elevators) |
| <input type="checkbox"/> Beverage Wholesaler/Distributor                         | <input type="checkbox"/> Other Farm Product Wholesaler/Distributor _____               |
| <input type="checkbox"/> Live Animal Wholesaler/Distributor (i.e. auction barns) |  |

**Food/Animal Transportation & Warehousing (for traceability projects ONLY):**

- |  |   |
|--|---|
| <input type="checkbox"/> Warehousing/Storage | <input type="checkbox"/> General Freight Trucking   |
| <input type="checkbox"/> Rail Transportation | <input type="checkbox"/> Other Transportation _____ |

**How long has your facility/operation been in business?**

- 0 – 2 years     3 – 5 years     6 – 10 years     longer than 10 years

**Does your facility operate on a continuous or seasonal basis?**

- Continuous (12 months of the year)     Seasonal (please specify months) \_\_\_\_\_

**Indicate the number of employees working at your facility** (Number should include full-time, part-time, seasonal and temporary employees) # \_\_\_\_\_

**Part B: Project Options** (Complete only ONE of Project Option 1, 2 or 3)

**Project Option 1 - Implementing a Food Safety Program and/or a Traceability System (maximum funding of \$25,000)**  
Refer to Guidebook page 7

Required copy of the certificate issued at the OMAFRA Information Session is attached.

List each requested project expenditure or activity	<ul style="list-style-type: none"> <li>For food safety expenditures or activities, indicate the food safety practice/program that will be implemented and how the expenditure or activity will improve or change food safety at your facility</li> <li>For traceability expenditures or activities, indicate how the expenditure or activity will improve or change traceability at your facility</li> </ul>	<input checked="" type="checkbox"/> Indicate when you plan to complete the expenditure or activity			Indicate either as a Food Safety or a Traceability Expenditure (Do not include refundable GST)	
		Within 6 months of project approval	Within 12 months of project approval	Within 18 months of project approval	Food Safety Cost A	Traceability Cost B
					\$	\$
					\$	\$
					\$	\$
					\$	\$
<b>Total Cost ➔</b>					\$	\$
					<b>X 0.50</b>	<b>X 0.50</b>
<b>Cost shared at 50%</b>					\$	\$
Cap for either <b>A</b> or <b>B</b> is \$15,000 with a maximum amount of \$25,000 for the total of <b>A + B</b>					\$ <b>A</b>	\$ <b>B</b>
<b>Total funding requested (maximum \$25,000)</b>					\$	<b>(A+B)</b>

**Part B: Project Options** (Complete only ONE of Project Option 1, 2 or 3)

**Project Option 2 - Supporting Investment in a Recognized Food Safety Program (maximum funding of \$25,000)**  
Refer to Guidebook page 11

Required copy of the certificate or documentation issued by the recognized certification body that verifies your facility meets the requirement of a Recognized Food Safety Program (as listed in Schedule I of the Guidebook) is attached.

List each requested project expenditure or activity	Indicate how the expenditure or activity will improve or change food safety or traceability at your facility	<input checked="" type="checkbox"/> Indicate when you plan to complete the expenditure or activity		Indicate either as a Food Safety or a Traceability Expenditure (do not include refundable GST)	
		Within 6 Months of project approval	Within 12 Months of project approval	Food Safety Cost A	Traceability Cost B
				\$	\$
				\$	\$
				\$	\$
				\$	\$
<b>Total Cost ➡</b>				\$	\$
				<b>X 0.50</b>	<b>X 0.50</b>
<b>Cost shared at 50%</b>				\$	\$
Cap for either <b>A</b> or <b>B</b> is \$15,000 with a maximum amount of \$25,000 for the total of <b>A + B</b>				\$ <b>A</b>	\$ <b>B</b>
<b>Total funding requested (maximum \$25,000)</b>				\$ <b>(A+B)</b>	

Please submit additional pages if required. Go directly to complete Part C on page 7 ➡

**Part B: Project Options** (Complete only ONE of Project Option 1, 2 or 3)

**Project Option 3 - Improve Food Safety and/or Traceability (maximum funding of \$5,000)**  
Refer to Guidebook page 14

List each requested project expenditure or activity	Indicate how the expenditure or activity will improve or change food safety or traceability at your facility	Indicate either as a Food Safety or Traceability Expenditure (do not include refundable GST)	
		Food Safety Cost A	Traceability Cost B
		\$	\$
		\$	\$
		\$	\$
		\$	\$
<b>Total Cost ➔</b>		\$	\$
		<b>X 0.50</b>	<b>X 0.50</b>
<b>Cost shared at 50%</b>		\$	\$
Maximum funding amount of \$5,000 for the total of <b>A + B</b>		\$ <b>A</b>	\$ <b>B</b>
<b>Total funding requested (maximum \$5,000)</b>		\$ <b>(A+B)</b>	

Please submit additional pages if required. Go directly to complete Part C on page 7 ➔

**Part C: Anticipated Benefits** (check **ALL** that apply)

**Product/Process Benefits** - Indicate which of the following product/process benefits your facility anticipates as a result of your proposed project.

- |   |   |
|---|---|
| <input type="checkbox"/> Reduced waste/spoilage     | <input type="checkbox"/> Reduced operating costs              |
| <input type="checkbox"/> Updated equipment/software | <input type="checkbox"/> Improved inventory management        |
| <input type="checkbox"/> Increased process control  | <input type="checkbox"/> Improved product quality/consistency |

**Food Safety or Traceability Benefits** - Indicate which of the following food safety or traceability benefits your facility anticipates as a result of your proposed project.

- Increased awareness of food safety / traceability by employees
- Improved food safety / traceability practices
- Improved confidence in recall procedures and the ability to perform a product recall

**Business Benefits** - Indicate which of the following business benefits your facility anticipates as a result of your proposed project.

- |   |  |
|---|--|
| <input type="checkbox"/> Fewer customer complaints            | <input type="checkbox"/> Keep/attract customers            |
| <input type="checkbox"/> Buyer/Customer confidence            | <input type="checkbox"/> Increased market opportunities    |
| <input type="checkbox"/> Opportunity to be an industry leader | <input type="checkbox"/> Achieve certification/recognition |
| <input type="checkbox"/> Streamlined business processes       | <input type="checkbox"/> Reduced risk of recall            |
| <input type="checkbox"/> Decreased legal liability            | <input type="checkbox"/> Meeting regulatory requirements   |
| <input type="checkbox"/> Increased labour efficiency          | <input type="checkbox"/> Improved company reputation       |

**Part D: Your Overall Food Safety and/or Traceability Plan**

This section will help OMAFRA determine how many FSTI applicants are involved in making food safety or traceability changes in addition to those supported by the FSTI funding. This information will assist OMAFRA with the evaluation of your proposed project and the development of future funding initiatives.

Please indicate if your proposed project's expenditures or activities under Part B are a part of a larger food safety or traceability plan at your facility.

- YES
- NO

If **YES**:

- provide a brief description of your **overall** plan, describing other food safety or traceability expenses and activities that are taking place, that have recently taken place, or that are planned to take place at your facility, outside of those identified under your proposed project. These might include:
 

→ HACCP certification	→ Writing and implementing other food safety programs or practices
→ Structural changes	→ Purchasing other equipment related to food safety or traceability
  
- provide an estimated **total cost** of your **overall plan (including the costs identified in this application)**. This will help OMAFRA determine how much money each facility spent or will be spending above and beyond the funding provided by the government to improve food safety or traceability.    \$ \_\_\_\_\_



## FSTI CONTACT INFORMATION

Additional information and advice on how to develop a food safety program, a traceability system or how to complete an application form are available from the Ontario Ministry of Agriculture, Food and Rural Affairs toll free at 1-888-479-3931 or by email at [FSTI.omafra@ontario.ca](mailto:FSTI.omafra@ontario.ca) or on our website at [www.ontario.ca/foodsafety](http://www.ontario.ca/foodsafety).

Funding under the Food Safety and Traceability Initiative is limited and applications are assessed on a first-come, first-served basis.

Applications may be submitted:

- online at [www.ontario.ca/foodsafety](http://www.ontario.ca/foodsafety)
- by email to [FSTI.omafra@ontario.ca](mailto:FSTI.omafra@ontario.ca)
- by fax to (519) 826-3398
- by hard copy to:  
Food Safety and Traceability Initiative  
Ontario Ministry of Agriculture, Food and Rural Affairs  
1 Stone Road West, 4<sup>th</sup> Floor  
Guelph, ON N1G 4Y2