Before you start

Please read the Program Guidelines before completing this application form

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

The **Applicant**'s information must be up to date with Transfer Payment Ontario. To register with, or update information previously submitted to Transfer Payment Ontario, visit Transfer Payment Ontario.

If you are the **Applicant** or are authorized to represent the **Applicant**, you can register and update the information referred to above. This is required in order for Recipients to receive ROD Program payments.

Completing this application form

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

To complete this Application Form, please follow these steps:

1. Download a free version of Adobe Acrobat Reader if you do not already have it installed on your computer. To receive a free version of Adobe Acrobat Reader, click on Adobe Acrobat Reader.
2. Save the Application Form to your computer **before** you begin filling it out.
   - File > Save As > [give the file a name] >Save.
   - Do **not** fill out this Application Form in your internet browser window.
3. Open the file from your computer.
   - Make sure the file is opening in Adobe Acrobat Reader.
   - You can work on completing this Application Form at any time. Remember to save your file along the way.
   - Once the Application Form is complete, save the file.
4. Email the completed PDF Application Form as an attachment to RODProgram@ontario.ca
   - **Do not** send the Application Form or any supporting information using Adobe Cloud.

Step 1 Applicant Information

1.1 Applicant and Primary Project Contact

Consult the Who is Eligible section of the ROD Program Guidelines – Business Development to ensure the **Applicant** is eligible to apply under the ROD program.

Preferred Language ◯ English ◯ French

First Name | Last Name | Job Title

Email | Primary/Business Phone

Full Legal Name / Corporate Name of Organization

Operating Name (if different from Legal Name)

☐ Same as above or:

Physical location of business (if multiple locations, the physical location of the business where the project is proposed to be implemented):

Street Address:

City/Town | Municipality | Province | Postal Code

1.2 Secondary Project Contact for Applicant

First Name | Last Name | Job Title

Email | Primary/Business Phone

1.3 Business Number - Canada Revenue Agency Client Number

The Business Number is a 9-digit business identifier used in Canada to which clients can register program accounts with the Canada Revenue Agency (CRA). The program account number consists of three parts: business number, two letter program identifier, and a four-digit reference number. Canada Revenue Agency (CRA)

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

1.4 Business Ownership

Ownership type:

○ Incorporated Business ○ Partnership ○ Sole Proprietorship ○ Co-operative

☐ The business is Indigenous owned

1.5 Business Information

Anticipated number of employees on payroll, excluding the owner(s) of the business, at the time of the project start date: ☐

Please confirm that the following statements are true and will be true for the duration of the project:

☐ The business has one to twenty employees on its payroll for the duration of the project, excluding the owner(s) of the business (Indigenous-owned businesses are exempt from the minimum employee requirement).

☐ The business has a physical location in Rural Ontario (see ROD Program Guidelines – Business Development for definition of Rural Ontario).

☐ The business is paying agricultural, commercial or industrial property tax, either directly or through rent or lease or is in a property that is exempt from property taxes as per the Assessment Act (Section 3) (this requirement is not applicable to Indigenous-owned businesses).

☐ The business is not occupying a property that is considered solely residential under its Municipality's Official Plan and Zoning by-law (this requirement is not applicable to Indigenous-owned businesses).

☐ The business is currently open for business / operating. A business that operates seasonally may still be considered open for business/operating even if the application is submitted during the business's off-season.

☐ The business is in compliance with all applicable Requirements of Law and has no outstanding fees, levies or taxes owed to the governments of Ontario and Canada, or has made and maintained satisfactory arrangements for their payment. "Requirements of Law" is defined in the ROD Program Guidelines – Business Development.

Business Description

Include a brief explanation of the business, how long the business has been in operation, and describe of the products/ services offered. Include any details about prior bankruptcies in the past two (2) years, if applicable. (Maximum 1,800 characters)

Step 2 - Proposed Project Information

2.1 Project Title (maximum 45 characters)

2.2 Project Description

Describe your project, the activities to be undertaken, and what the project will achieve through the project activities: (Maximum 1,800 characters)

2.3 Project Impact

List the municipalities / counties / regions / districts / Ontario Indigenous Communities or Organizations that would be impacted by this project: (Maximum 1,800 characters)

2.4 Project Types

Please identify the project type(s) you are applying for
(see ROD Program Guidelines – Business Development for a description of Project Types)

Market Development

☐ Projects to support small Rural Ontario businesses to increase their competitiveness.

Enhancing Cyber Security

☐ Projects to support small Rural Ontario businesses to increase their cyber security.

Succession planning

☐ Projects to support small Rural Ontario businesses to increase their readiness for business succession.

Accessibility Improvements

☐ Projects to support small Rural Ontario businesses to increase their accessibility.

2.5 Program Outcomes

Select the ROD Program outcomes that your project will address. Please review ROD Program Guidelines – Business Development for the program outcomes and detailed descriptions. Successful **Applicants** will be required to report on project outcomes with the performance measures listed below, as part of the final report.

- ☐ **Business retained and expanded**
- ☐ **Investment attracted or retained**
- ☐ **Jobs attracted or retained**

2.6 Project Timelines

Project start date: (YYYY/MM/DD) _____

No earlier than January 1, 2027

Project end date: (YYYY/MM/DD) _____

No later than September 30, 2027

Step 3 - Work Plan and Budget

3.1 Project Work Plan and Project Budget

List each activity and cost item necessary to successfully complete the project and the anticipated start and end date of each activity. Fill in “Eligible Cost” with the cost in Canadian dollars. **Applicants are encouraged to include quotes or estimates for cost items over $2,500 to support the Project budget**. Consult the ROD Program Guidelines – Business Development for eligibility criteria and more information on eligible costs. If there is relevant documentation to support your application, you may provide this with your completed application

Note: Projects must be requesting at least $1,000 in ROD funding (line C). Project activities starting prior to the approved project Effective Date (no earlier than January 1, 2027) and ending after the project completion date are not eligible. Costs incurred prior to project Effective Date are not eligible for funding.

Cost Category**	**Description of Project Activity and Cost Item**	Start Date (YYYY/MM/DD)	End Date (YYYY/MM/DD)	**Eligible Costs** ($)
e.g., Professional Fees	e.g., Hire a certified professional to implement succession planning	2027/01/01	2027/09/01	$500

**Cost categories; Professional fees, Technology Costs, Marketing and Promotion, Minor Capital – Accessibility, Training/Professional Development

Line A	**Total Project Costs**	$ 0.00
Line B	**Funding % Requested (up to 35%)**	
Line C	**Funding Requested ($) (up to $10,000) (Line A x Line B)**	$ 0.00

3.2 Project Costs by Fiscal Year

Complete the following table indicating when eligible costs will be incurred. Costs should be broken down by fiscal year for the duration of the proposed project. A Fiscal Year runs from April 1 to March 31. Fiscal Year 2026-27 means January 1, 2027 to March 31, 2027 and Fiscal Year 2027-28 means April 1, 2027 – September 30, 2027.

Fiscal Year	2026-27	2027-28	Total Costs*
Eligible Project Costs			$ 0.00

* Total Costs must equal Total Project Costs from 3.1

3.3 Applicant Contribution and Additional Funding Sources

List all sources of funding
(see Program Funding and Costs in the ROD Program Guidelines - Business Development).
Please Note:

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

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

Funding Sources for the Project (Legal Name)	Secured Funding*	Total Project Costs ($)
ROD Program Cost Share Requested (Line C from 3.1 above)		$ 0.00
Applicant:		
	No	
Other government funding:		
	No	
Other funding:		
	No	
Other funding:		
	No	
Total Costs (must equal Total Project Costs of Step 3.1)		$ 0.00

Step 4 - Important: Read Before Submitting an Application

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

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

Final check before submitting application

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

- ☐ A **completed** ROD Program application form (Mandatory).
- ☐ Quotes / estimates to support the project budget for cost items greater than $2,500 (Recommended).

Email completed applications to: RODprogram@ontario.ca

Note: The intake will accept applications until 5:00 p.m. EST October 1, 2026.

4.1 Application Requirements

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

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

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

4.2 Disclosures and Confidentiality

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

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

4.3 Consent and Certification

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

- have not received funding for this project in whole or in part from a provincial funding source to date.
- will not receive funding for this project in whole or in part from a provincial source other than as results from this application, should the Minister select the project for funding.
- have disclosed any qualified opinions received on their audited financial statements within the last three years (as required).

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

Insert name, title and date below.

Signatory Name (First and Last Name)	Title
Email	Date (YYYY/MM/DD)