Before you start

Please read the Program Guidelines before completing this application form

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

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

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

Completing this application form

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

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

Step 1 Applicant Information

1.1 Applicant and Primary Project Contact

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

Preferred Language ◯ English ◯ French

First Name | Last Name | Job Title

Email | Primary/Business Phone

Full Legal Name / Corporate Name of Organization

Operating Name (if different from Legal Name)

☐ Same as above or:

Street Address:

City/Town | Municipality | Province | Postal Code

Organization Type

◯ Municipality
◯ Not-for-profit
◯ Ontario Indigenous Community or Indigenous non-profit organization
◯ Local Services Board

1.2 Secondary Project Contact for Applicant

First Name | Last Name | Job Title

Email | Primary/Business Phone

Street Address (if different from above)

☐ Same as above or:

City/Town	Municipality	Province	Postal Code

1.3 Business Number - Canada Revenue Agency Client Number

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

									R	C	0	0	0	

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

1.4 Organization Description

Please describe your organization and ability to deliver the project successfully. Include a brief history, services offered, clients served, and similar sized projects that were implemented. (Maximum 1,800 characters)

1.5 Partners

Identify any partners who will be contributing financial or in-kind resources to the project and their role in the project. Partners should provide proof of partnership confirming their role and commitment to the project (such as an email or letter). Consult the Who is Eligible section of the ROD Program Guidelines – Community Development for information on Partners.

Partner Name	Role in the Project

Step 2 - Proposed Project Information

2.1 Project Title (Maximum 90 characters)

2.2 Project Location

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

2.3 Project Streams and Types

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

Economic Diversification, Competitiveness and Capacity Building Stream

Strategies and Plans

- ◯ Strategies and Plans

Economic Diversification and Competitiveness

- ◯ Business retention and expansion
- ◯ Downtown revitalization
- ◯ Entrepreneurship/business succession
- ◯ Regional marketing and outreach
- ◯ Technology adoption/innovation initiatives

Capacity Building Events

- ◯ Events

Workforce Development, Attraction and Retention Stream

- ◯ Attraction, retention, and training of workers

Community Infrastructure Enhancements Stream

- ◯ Rehabilitation of cultural, heritage or tourism attractions
- ◯ Redevelopment of vacant and/or underutilized buildings
- ◯ Enhancing downtown public spaces

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

2.4 Project Rationale

i) Project Description

Describe your Economic Development Project including the key activities, the implementation approach (e.g. explanation of how the project will be implemented, including its alignment with other MRA programs where applicable), the anticipated results/impacts and explain the benefits to Rural Ontario. The project description should align with the work plan and budget included in Step 3 of the application. (Maximum 4,000 characters)

ii) Project need

Describe why this project is needed and how it will address an Economic Development barrier or opportunity. Provide evidence supporting the need for the project such as planning work, studies, assessments, strategies, economic data or other evidence. Consider attaching the supporting documents to strengthen the application (e.g., If applicable include First Impressions, Business Retention and Expansion, Downtown Revitalization, Strategic Planning reports or findings). (Maximum 2,700 characters)

2.5 Program Outcomes

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

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

Outcome 1:

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

Outcome 2:

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

Outcome 3:

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

Outcome 4:

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

2.6 Planned Results and Sustainability

i) Performance Measures

For each selected ROD Program outcome in step 2.5, select related performance measures from the list, identify targets and the collection methods. For additional performance measures, please submit supplemental documentation. Not required for Projects requesting up to $25,000.

Performance Measure 1:

a. Program Outcome

b. Type of Performance Measure

c. Target d. Collection Method

Performance Measure 2:

a. Program Outcome

b. Type of Performance Measure

c. Target d. Collection Method

Performance Measure 3:

a. Program Outcome

b. Type of Performance Measure

c. Target d. Collection Method

Performance Measure 4:

a. Program Outcome

b. Type of Performance Measure

c. Target d. Collection Method

Performance Measure 5:

a. Program Outcome

b. Type of Performance Measure

c. Target

d. Collection Method

Performance Measure 6:

a. Program Outcome

b. Type of Performance Measure

c. Target

d. Collection Method

ii) Sustainability

Describe how the project activities and outcomes will continue / be maintained after the ROD Program funding ends. Not required for Projects requesting up to $25,000.
(Maximum 2,700 characters)

2.7 Project Timelines

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

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

No earlier than January 1, 2027

Step 3 - Work Plan and Budget

3.1 Project Work Plan

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

Note: Project activities starting prior to the approved project Effective Date (no earlier than January 1, 2027) and ending after the project completion date are not eligible.

Project Activity	Start Date (YYYY/MM/DD)	End Date (YYYY/MM/DD)
e.g. Organize a virtual community consultation event	2027/01/01	2027/08/01

3.2 Project Budget

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

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

Note: Costs incurred prior to **project Effective Date are not eligible for funding.**

Cost Category*	**Description of Cost Items**	**Eligible Costs** ($)	**In-Kind / Ineligible ($)** [If Applicable]
e.g. New Hires	e.g. Project coordinator to manage the project	$60,000.00	
e.g. Recognition Signage	e.g. Design, fabrication and installation of funding recognition sign	$857.14	

*Cost categories; New Hires, Professional Fees, Technology Costs, Events/Marketing and Promotion Costs, Honorariums, Workshop/Materials/Training/Speakers, Transportation/Meals/ Catering/Accommodations, Minor Capital Costs, Contingency costs, Recognition Signage

Total Project Costs	**Total Eligible Costs**	**Total In-Kind/ Ineligible**
$ 0.00	$ 0.00	$ 0.00

3.3 Financial Commitment

Please indicate which of the following statements apply to you:

- ☐ My organization is requesting the standard provincial cost-share support identified for the project type applied for.
- ☐ My organization is requesting an increased level of provincial cost-share support above the maximum amount set out in the Program Guidelines due to extenuating circumstances.

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

3.4 Funding Requested

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

Please select a Project Type in Section 2.3		
Line A	Total Eligible Costs (from Project Budget table)	$ 0.00
Line B	Funding % Requested	
Line C	Funding Requested ($) (Line A x Line B)	$ 0.00

*Refer to step 2.3 for project streams and types.

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

3.5 Project Costs by Fiscal Year

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

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

Fiscal Year	2026-27	2027-28	2028-29	Total Costs*
Eligible Project Costs				$ 0.00

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

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

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

- Some of the approved funds are intended for immediate use in fiscal year 2026-27 (before March 31, 2027), and
- The initial up to 20% payment will be used solely for eligible costs permitted under these Guidelines and the Contribution Agreement.

3.6 Applicant(s) Contribution and Additional Funding Sources

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

Please Note:

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.**
3. **The Applicant and/or Partners must provide a minimum of 10% funding towards the project.**

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

Funding Sources for the Project (Legal Name)	Secured Funding*	Eligible Cash ($)	Ineligible Cash/ In-kind ($)	Total Project Costs ($)
ROD Program Cost Share Requested (Line C from 3.4 above)		$ 0.00		$ 0.00
Applicant:				
	No			$ 0.00
Partners:				
	No			$ 0.00
Partners:				
	No			$ 0.00
Partners:				
	No			$ 0.00
Partners:				
	No			$ 0.00
Partners:				
	No			$ 0.00
Partners:				
	No			$ 0.00
Other government funding:				
	No			$ 0.00
Other funding:				
	No			$ 0.00
Other funding:				
	No			$ 0.00
Totals (must equal Total Eligible Costs of Step 3.2)		$ 0.00	$ 0.00	$ 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).
- ☐ Letters from partners confirming their financial or in-kind contribution to the project (Recommended).
- ☐ Quotes / estimates to support the project budget for cost items greater than $10,000 (Recommended).
- ☐ Other supporting documentation (e.g. feasibility studies, strategic plans, reports, relevant research, or anything else that supports the need for the project and anticipated impacts (Recommended).

Email completed applications to: RODprogram@ontario.ca by 5:00 p.m. ET on 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 –Community 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 – Community 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** shall provide in a timely manner any additional information that the Province or its authorized agent(s) may reasonably require for the purposes of assessing the application and administering the ROD Program in a timely manner.
- 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. "Requirements of Law" is defined in the ROD Program Guidelines – Community Development.
- 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 Ministry of Rural Affairs (MRA) where it is obligated to do so under FIPPA or by an order of a court, tribunal or pursuant to a legal proceeding. Information contained in an application to the ROD Program may also be disclosed by the Ministry of Rural Affairs to verify compliance with other provincial and federal funding initiatives administered by the Ministry of Rural Affairs, other provincial ministries, federal ministries, or a third-party delivery agent, to ensure that there is no duplication of funding. Inquiries about confidentiality should be directed to the ROD Program.
- The **Applicant** will comply with the Communication requirements as set out the ROD Program Guidelines – Community Development.

4.3 Consent and Certification

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

1. have not received funding for this project in whole or in part from a provincial funding source to date.
2. 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.

☐ **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)