

# **Agricultural Societies: Process for Completing the 2024 Annual Return and Grant Application**

Ministry of Agriculture, Food and Agribusiness

November 20, 2024



# Land Acknowledgement



# Virtual Meeting Etiquette

Please ask your questions in the Zoom chat box throughout the session.

## **Program support:**

**Email:** [AHOA.admin@ontario.ca](mailto:AHOA.admin@ontario.ca)

**Phone:** 1-877-424-1300

*Thank You*

# Today's Objectives

**Provide an overview of the annual return and grant application**

**Inform you what has changed and is new for this year**

**Provide information about the annual return requirements & eligibility**

**Demonstrate how to navigate the TPON system and the application form in Adobe**

**Discuss any questions or concerns related to the annual return intake**

# **Annual Reporting Requirements**

# Mark Your Calendars!

## Deadline

February 1, 2025, by 11:59 PM



# Banking Information Updates

## REMINDER:

To register for Electronic Funds Transfer (EFT) or if your banking information has changed, it is critical that you inform OMAFA by emailing [AHOA.Admin@ontario.ca](mailto:AHOA.Admin@ontario.ca) to initiate the process.



# Why Is It Important?

Under the [\*Agricultural and Horticultural Organizations Act\*](#), organizations must provide the Ministry of Agriculture, Food and Agribusiness (OMAFRA) with an annual return to:

- maintain their status as a non-profit organization
- remain in good standing with the Ministry
- be eligible to apply for grants

Mandatory, even if you are not applying for grants, to ensure you remain incorporated under the *Agricultural and Horticultural Organizations Act*.

# How To Submit?

- Use [Transfer Payment Ontario \(TPON\) system](#).

# Eligibility for Annual Grants

Annual grants are available to any agricultural society which:

- a) is incorporated by the [\*Agricultural and Horticultural Organizations Act\*](#)
- b) works to advance its objectives and complies with the requirements of the *Act*
- c) submitted their 2024 annual return form, financial statement, along with an auditor's certificate or financial review certificate, and a list of incoming (2025) board members by 11:59 pm February 1, 2025
- d) maintains at least 40 members as outlined in the *Act*
- e) holds an annual agricultural exhibition

**All grants are based on expenditures made by the society for a one-year period. This period is the year which just ended.**

# **Annual Grants**

# **Agricultural Fair or Exhibition Grant**

# Agricultural Fair or Exhibition Grant

Topic	Details
Purpose	A grant may be paid for expenses incurred related to the staging of agricultural and food exhibitions, demonstrations and competitions.
Grant Maximum	The amount is based on one-third of eligible expenses (two-thirds in Northern Ontario) to a maximum of \$3,000.00 per year.
Grant Calculation	The proportion of the grant for section B (local amateur talent) and section C (farmstead improvement competitions) must not exceed one-third of the total grant requested — with a maximum of \$1,000.00.
Supporting Documentation	Provide expense amounts, description of the expenses and the location of the expense in the financial statements. If it is not visible in the financial statements, provide a separate breakdown of these expenses. All expenditures claimed must have been paid out to qualify.

# A. Agricultural and Food Exhibitions, Demonstrations and Competitions

Agricultural and Food Exhibitions, Demonstrations and Competitions include:

- Livestock Competitions
- Crop Competitions
- Farm Fresh Food Products Competitions
- Youth Competitions
- Non-Competitive Classes Competitions

Eligible Activities and Expenses	Ineligible Activities and Expenses
<ul style="list-style-type: none"><li>• Ribbons, trophies, and monetary prizes</li><li>• Judge's costs including fees, travel, accommodations and honorariums</li></ul>	<ul style="list-style-type: none"><li>• Administrative and overhead costs<ul style="list-style-type: none"><li>• Banking fees or cheques</li></ul></li><li>• Promotions and affiliations</li><li>• Sanctioning fees</li><li>• Bursaries, awards, or scholarships</li><li>• Donations</li></ul>

# B. Amateur Talent

Activities and expenses incurred related to the staging of an amateur talent competition.

Eligible Activities and Expenses	Ineligible Activities and Expenses
<ul style="list-style-type: none"><li>• Monetary prizes, ribbons, and trophies for amateur talent competitions<ul style="list-style-type: none"><li>• Spelling bee, talent show, photography, fair ambassador, contests, tractor pulls.</li></ul></li><li>• Equipment rental costs<ul style="list-style-type: none"><li>• Stage microphones, AV equipment etc.</li></ul></li></ul>	<ul style="list-style-type: none"><li>• Administration and overhead costs</li><li>• Promotions and affiliations</li><li>• Sanctioning fees</li><li>• Costs for professional talent</li><li>• Fees for amateur talent competitions unrelated to agriculture<ul style="list-style-type: none"><li>• Car shows, soapbox derbies, demolition derbies, sports, games, baby shows etc.</li></ul></li><li>• Fees for amateur performers<ul style="list-style-type: none"><li>• Parades, local musical talent, puppet show, karaoke, balloon animal maker, face painting</li></ul></li></ul>

# C. Farmstead Improvement Competitions

Competitions that encourage the beautification or improvement of local farms or the rural community.

<b>Eligible Activities and Expenses</b>	<b>Ineligible Activities and Expenses</b>
<ul style="list-style-type: none"><li>• Roadside decorating competition monetary prizes, ribbons, and trophies</li><li>• Local business decorating competition monetary prizes, ribbons, and trophies</li></ul>	<ul style="list-style-type: none"><li>• Administration and overhead costs</li><li>• Promotions and affiliations</li><li>• Sanctioning fees</li></ul>



# Improvements and Repairs Grant

# Improvements and Repairs Grant

Topic	Details
Purpose	Permanent improvements, renovations and repair projects advancing the objectives of the society.
Grant Maximum	Up to \$2,000.00 per year.
Grant Calculation	25% of the expenses paid out by the society for improvements and repairs to leased or owned, grounds and buildings used by the society.
Supporting Documentation	<p>Provide expense amounts, description of the expenses and the location of the expense in the financial statements.</p> <p>If it is not visible in the financial statements, provide a separate breakdown of these expenses.</p> <p>All expenditures claimed must have been paid out to qualify.</p>

# Improvements and Repairs Grant

Eligible Activities and Expenses	Ineligible Activities and Expenses
<ul style="list-style-type: none"><li>• Permanent landscaping costs<ul style="list-style-type: none"><li>• Addition of plants or trees, terrain grading, walkways, parking lot/driveways, gravel or woodchips for show rings etc.</li></ul></li><li>• Renovation costs<ul style="list-style-type: none"><li>• Light fixtures (internal/external), painting, doors, windows, wall-to-wall flooring, etc.</li></ul></li><li>• Permanent structure costs<ul style="list-style-type: none"><li>• Bleachers, fencing, framing for shelters, signage, washrooms, show rings, sanitary hatch covers for dump stations, etc.</li></ul></li><li>• Repairs to permanent structures<ul style="list-style-type: none"><li>• Roofs, walls, plumbing, electrical, heating, fencing, etc.</li></ul></li></ul>	<ul style="list-style-type: none"><li>• Costs for any temporary or removable items<ul style="list-style-type: none"><li>• Furniture, portable items, rentals, computers, decorations, snow fencing, fire extinguishers</li></ul></li><li>• Appliance purchase and repair costs<ul style="list-style-type: none"><li>• Stoves, fridges</li></ul></li><li>• Equipment<ul style="list-style-type: none"><li>• Lawnmowers, tractors, garden hoses, tools, repairs or equipment, etc.</li></ul></li><li>• Maintenance costs<ul style="list-style-type: none"><li>• All ongoing maintenance such as grass cutting, garbage can rentals, garbage tipping fees, etc.</li></ul></li><li>• Any costs covered by another grant</li></ul>

# Wet Weather Grant

# Wet Weather Grant

Topic	Details
Purpose	A grant may be paid to a society where only wet weather causes the annual exhibition a significant decrease in the total revenue received from gate receipts only over the full period of the exhibition.
Grant Maximum	Up to \$1,000.00
Grant Calculation	Current year fair gate receipts less ninety percent of averaged gate receipts from the previous three years of normal weather.
Exclusions	Do not include admission revenues from special events, dances, and grandstands which are not related to entry to the exhibition.
Data Source	Previously reported gate receipts records.

# Milestone Celebrations

# Milestones Celebrations

OMAFRA acknowledges and appreciates the dedicated efforts of agricultural societies in Ontario.

In recognition of their significant milestones, OMAFA extends the Centennial Grant and Sesquicentennial Certificate to commemorate the 100th and 150th anniversaries, respectively.

- Inviting dignitaries: Society are responsible for inviting any dignitaries they would like to attend the official ceremonies.
- Societies can contact their local MPP; and/or send an invitation to the Minister by email [minister.OMAFRA@ontario.ca](mailto:minister.OMAFRA@ontario.ca), or at the Minister's Office, Ontario Ministry of Agriculture, Food and Agribusiness, 77 Grenville Street, Toronto, Ontario, M7A 1B3.

# Centennial Grant

Topic	Details
Purpose	Societies celebrating their 100 <sup>th</sup> anniversary for a permanent commemorative structure and plaque.
Grant Amount	100% of the costs (up to a maximum of \$1,500.00).
Process	<p>Eligible societies will be contacted by OMAFA at the beginning of each calendar year. They will be able to apply for this grant by responding to <a href="mailto:AHOA.admin@ontario.ca">AHOA.admin@ontario.ca</a></p> <p>The email must specify the society's plans for a commemorative structure and plaque; and the date(s) when the Centennial milestone will be acknowledged.</p>
Deadline	The correspondence related to the centennial grant should be received at least two months prior to any such celebrations.
Claim Process	Submit a written claim for a permanent commemorative structure and plaque along with copies of invoices once the commemorative structure is in place.



# Sesquicentennial Certificate

Topic	Details
Certificate Criteria	Societies celebrating their 150 <sup>th</sup> anniversary.
Application Process	Eligible societies will be contacted by OMAFA at the beginning of each calendar year. They will be able to apply for this certificate by responding to <a href="mailto:AHOA.admin@ontario.ca">AHOA.admin@ontario.ca</a>
Certificate Delivery	Delivered directly to the society.

# **Promoting Agriculture and Food Careers Initiative**

# Promoting Agriculture and Food Careers Initiative

More details on eligible activities, costs and funding are available on this website: [Promoting Agriculture and Food Careers Initiative Guidelines | ontario.ca](https://www.ontario.ca/promoting-agriculture-and-food-careers-initiative-guidelines)

## Promoting Agriculture and Food Careers Initiative Guidelines

Topic	Details
Part A: Display and distribute pre-existing promotional materials at agricultural society fairs and events.	<ul style="list-style-type: none"><li>• Agricultural societies that requested, displayed and distributed pre-existing materials are eligible to apply and receive \$500 per Fair day (up to a maximum of \$5,000 per calendar year for up to a maximum of 10 Fair days per year)</li><li>• Provide the number of display days and the eligible amount will be automatically calculated on the annual return form.</li></ul>
Part B: Creating locally developed materials promoting agriculture and food careers.	<ul style="list-style-type: none"><li>• Only pre-approved costs listed in the Letter of Approval which were incurred within the eligible time frame will be considered to a Maximum \$1500 per year</li><li>• If you are claiming for the Creation of Locally-Developed Agri-Food Materials Grant, you must upload copies of paid invoices and proof of payment documents. For more details, please see <a href="#">section 4.6.2 of the guidelines</a></li></ul> <p>You will also be required to identify the results and impact of the completed Project, as well as client satisfaction, related to this Initiative under the Sustainable Canadian Agriculture Partnership (Sustainable CAP). Specific responses to the questions will not impact such payment nor future Applications submitted under Sustainable CAP.</p>

# Step 1: Accessing TPON

## My Ontario Account

- TPON users must login through a My Ontario Account.
- If you are a new user and have never logged into TPON before, you should create your own account but ensure to JOIN an organization and not register a new organization in the system. Your society will already be registered in TPON and if you create a new organization, you will not be able to file an application.

Resource: "Creating a My Ontario Account" Guide & Video



Don't have an account? [Create Account](#)

OR

Sign in to My Ontario Account

Email

The email address you registered with

Password

Remember me

Sign In

# Step 2: Navigating TPON



## Transfer Payment Ontario

Manage your funding from the Ontario government

Note: TPON Service Interruptions Date/Times & Plan Accordingly

Resource: A Guide to Transfer Payment Ontario (TPON) & Video

# Locating/Completing the Form

- The Annual Return Application Form is available in TPON for download.
- Please be aware this form must be completed using Adobe Reader or Adobe Pro. Other software such as your internet browser, will allow you to open the form but are not compatible to save the information you will input.
- To access and complete the form, follow the steps in the program guidelines.

# Having Issues Opening the Form?

- If the form opens in your internet browser window, rather than in Adobe you will receive the following error message:

Please wait...

If this message is not eventually replaced by the proper contents of the document, your PDF viewer may not be able to display this type of document.

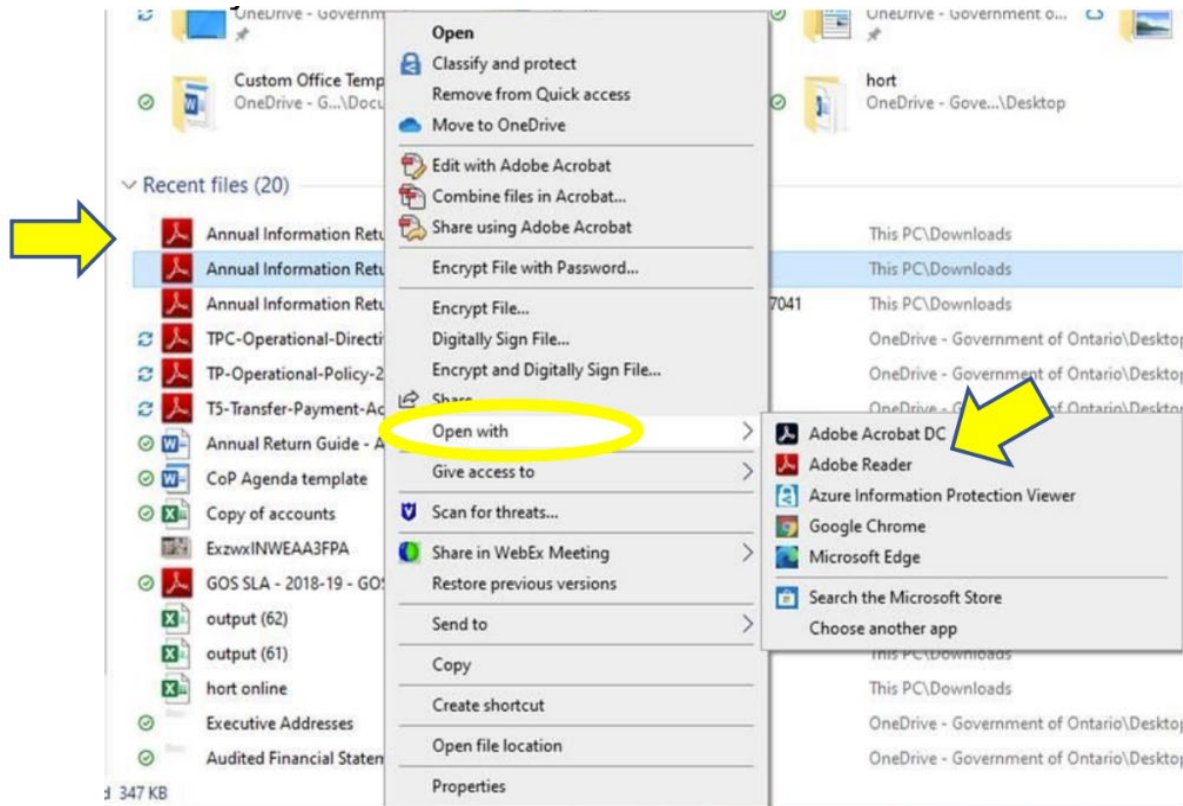
You can upgrade to the latest version of Adobe Reader for Windows®, Mac, or Linux® by visiting [http://www.adobe.com/go/reader\\_download](http://www.adobe.com/go/reader_download).

For more assistance with Adobe Reader visit <http://www.adobe.com/go/acrreader>.

Windows is either a registered trademark or a trademark of Microsoft Corporation in the United States and/or other countries. Mac is a trademark of Apple Inc., registered in the United States and other countries. Linux is the registered trademark of Linus Torvalds in the U.S. and other countries.

# Potential Reasons

- To resolve this issue, open in file explorer by first “right-clicking” on the file before opening it and using the “open with” command. Then select Adobe. This should allow you to open the pdf form.





# How To Download Adobe Software

- If you do not see Adobe in the list of software options available, you do not have Adobe installed.
- Open internet browser (e.g., google chrome).
- For step-by-step instructions on how to download a free version, view our guide to downloading Adobe. <https://www.adobe.com/ca/acrobat/pdf-reader.html>
- After the form opens in Adobe Reader, save the form to your computer in a location of your choosing.
- You can work on completing the application at any time.



# Step 3: Filling Out the Application Form

- Must be completed in Adobe software
- Mandatory Sections:
  - **Payment Information \*NEW**
  - A: Organization Information
  - B: Organization Address Information
  - C: Application Contact Information
  - D: Society Information
  - E: Budget
  - F: Compliance
  - G: Dates of Annual Fair or Exhibition
  - H: Ag & Food Careers Initiative
  - I: Declaration and Signing

<b>Instructions</b>	<b>Payment Information</b>	<b>A - Organization Information</b>
<b>B - Organization Address Information</b>	<b>C - Application Contact Information</b>	<b>D - Society Information</b>
<b>E - Annual Return Eligible Expenses</b>	<b>F - Compliance</b>	<b>G - Dates of Annual Fair or Exhibition</b>
<b>H - Ag&amp;Food Careers Initiative</b>	<b>I - Declaration and Signing</b>	

# Required Documents to Upload with Your Annual Return in TPON

## 1. Executive Officers and Directors

- Attach a list of the incoming Executive Officers and incoming Directors of the society for the 2025 year.
  - Complete addresses (including postal codes)
  - Phone numbers
  - Email addresses

## 2. Annual Financial Statements

These statements should contain the same information that was presented at the society's annual meeting, and must include at a minimum:

- Statement of receipts and disbursements at the end of the fiscal year
- Statement of assets and liabilities at the end of the fiscal year
- Reconciliation of accounts

## 3. Report From Auditors Or Financial Review Certificate

# Step 5: Review and Submission



Review



Check



Submit

# Contact Information for Support

<p><b>Technical Support</b></p> <p>My Ontario Account &amp; TPON Application</p>	<p>TPON Client Care Monday - Friday 8:30 a.m. to 5 p.m.</p> <ul style="list-style-type: none"><li>• 416-325-6691 (local) or 1-855-216-3090 (toll free)</li><li>• 416-325-3408 (TTY) or 1-800-268-7095 (toll free TTY)</li><li>• <a href="mailto:TPONCC@ontario.ca">TPONCC@ontario.ca</a></li></ul>
<p><b>Program Support</b></p>	<p>For questions related to eligibility, expenses and funding please contact:</p> <p><a href="mailto:AHOA.admin@ontario.ca">AHOA.admin@ontario.ca</a></p> <p>For general inquiries about submitting your application please contact: 1-877-424-1300</p>

# Resources

Guide for Completing 2024 Annual Return & Grant Application using Transfer Payment Ontario (TPON)	<ul style="list-style-type: none"><li>• Sent packages via email</li><li>• Copy available in TPON</li></ul>
My Ontario Account	<ul style="list-style-type: none"><li>• <i>Creating a My Ontario Account <u>guide</u> and <u>video</u>.</i></li><li>• *If you are a new user, please use the “join an organization” function - do not register a new organization in TPON.</li></ul>
Annual Return Grant	<ul style="list-style-type: none"><li>• A Guide to Transfer Payment Ontario (TPON)</li><li>• <a href="#"><u>Agricultural Societies Annual Return and Grant Application TPON Training</u></a></li></ul>
Changes to Banking Information or to register for Electronic Funds Transfer (EFT)	Please contact OMAFA by emailing <a href="mailto:AHOA.admin@ontario.ca"><u>AHOA.admin@ontario.ca</u></a> to initiate the process.
Next Session	January 13, 2025 (Same Content & Topic Coverage)



ANY  
QUESTIONS

# **TPON Live Demo: Application Process**

Let's Walk Through It Together

[Agricultural Societies TPON Submission Tutorial - YouTube](#)



**Thank You For Joining Us**