Agricultural Societies:
Process for Completing 2023 Annual Return and Grant Application

November 22, 2023

Ontario

Land Acknowledgement

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Virtual Meeting Etiquette

Please ask your questions in the chat box.
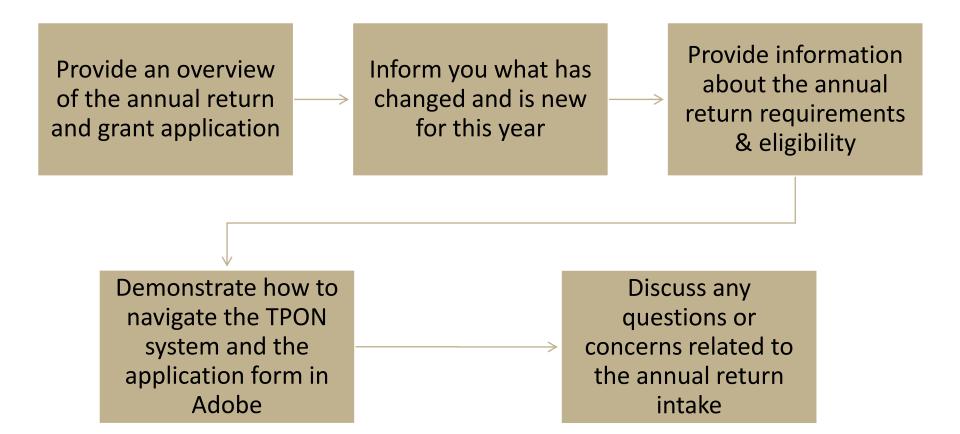
Program support:

Email: AHOA.admin@ontario.ca

Phone: 1-877-424-1300

"We make a living by what we get, but we make a life by what we give" – Winston Churchill

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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

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Annual Reporting Requirements

Mark Your Calendars!

Deadline
February 1, 2024, by 11:59 PM

Why Is It Important?

According to the *Agricultural and agricultural Organizations Act*, organizations must provide the Ministry of Agriculture, Food and Rural Affairs (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.

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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*

a) has submitted an audited financial statement, or financial review certificate and a list of incoming executive officers and directors by 11:59 pm February 1, 2024

b) maintains at least 40 members as outlined in the Act

c) holds an annual agricultural exhibition.

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

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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 an annual fair or exhibition.
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.

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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
• Monetary prizes • Ribbons and trophies • Judge's costs (including travel and accommodation)	• Livestock Competitions which are not designed for the betterment of livestock breeds (e.g., horse pulls) • Administration and overhead costs • Promotions and affiliations • Sanctioning fees

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B. Amateur Talent

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

Eligible Activities and Expenses	Ineligible Activities and Expenses
• Monetary prizes • Equipment rentals	• Administration and overhead costs • Promotions and affiliations • Sanctioning fees • Costs for professional entertainment • Fair Ambassador contests • Baby shows • Tractor pulls • Car shows • Soapbox derbies • Demolition derbies • Sports, games etc.

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C. Farmstead Improvement Competitions

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

Eligible Activities and Expenses	Ineligible Activities and Expenses
• Roadside decorating competition • Local business decorating competition • Prizes	• Anything not listed in the eligible activities • Administration and overhead costs • Promotions and affiliations • Sanctioning fees

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Improvements and Repairs Grant

Improvements and Repairs Grant

Topic	Details
Purpose	Permanent renovation 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	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.

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Improvements and Repairs Grant

Third party labour and material costs for improvements and repairs:

Eligible Activities and Expenses	Ineligible Activities and Expenses
Improvements • Permanent framing used as shelters • Landscaping/grading/ /trees • Light fixtures (internal/external) • Painting • Parking lot/driveways • Permanent bleachers • Permanent fencing to grounds • Permanent signs • Wall-to-wall carpeting and other floorings • Washrooms • Windows/doors • Sanitary hatch covers for dump stations **Repairs** • Repairs or upgrades to buildings – i.e., roof, walls, plumbing, electrical, heating systems	• Appliances (repairs of appliances) • Blinds/curtains • Computers • Equipment (lawnmowers, tractors, garden hoses, tools, repairs of equipment) • Fire extinguishers • Furniture, chairs, and tables • Garbage can rental/purchase • Garbage tipping fees • Grass cutting • Lamps • Portable bleachers • Rental of portable washrooms, bleachers, tents, lighting • Snow fencing • Throw rugs, and welcome mats • Wood chips for show rings • Any costs covered by another grant **Maintenance** • All other ongoing maintenance expenses (e.g., air filter, light bulbs)

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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.

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Milestone Celebrations

Milestones Celebrations

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

In recognition of their significant milestones, OMAFRA 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, or at the Minister's Office, Ontario Ministry of Agriculture, Food and Rural Affairs, 77 Grenville Street, Toronto, Ontario, M7A 1B3.

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Centennial Grant

Topic	Details
Purpose	Societies celebrating their 100th anniversary for a permanent commemorative structure and plaque.
Grant Amount	100% of the costs (up to a maximum of $1,500.00).
Process	Eligible societies must inform by checking the box on the Annual Return Form (Section "I" TPON). And then apply by emailing ahoa.admin@ontario.ca
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.

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Sesquicentennial Certificate

Topic	Details
Certificate Criteria	Societies celebrating their 150th anniversary.
Application Process	Eligible societies must check the box on the Annual Return Form (Section I in TPON).
Certificate Delivery	Delivered directly to the society.

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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

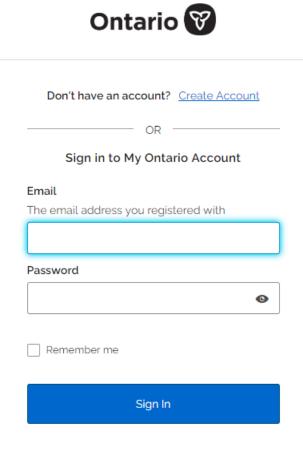| Topic	Details
Option 1: Display and distribute pre-existing promotional materials at agricultural society fairs and events.	• Agricultural societies that requested, displayed and distributed pre-existing materials are eligible to apply and receive $500 per Fair day (up to a maximum of $5,000 per calendar year for up to a maximum of 10 Fair days per year) • Provide the number of display days and the eligible amount will be automatically calculated on the annual return form.
Option 2: Creating locally developed materials promoting agriculture and food careers.	• 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 • 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 section 4.6.2 of the guidelines 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.

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Step 1: Accessing TPON

NEW: My Ontario Account

- TPON users must login through a My Ontario Account.

- Use the same email address to create your My Ontario Account so you will have access to your society.

NOTE: Unless you are registering a new society, you must JOIN the organization and not register a new organization in TPON.

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

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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

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Step 2: Navigating TPON

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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
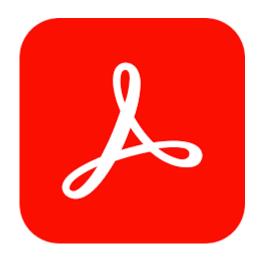
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Adobe Software Requirement

- Form must be completed using Adobe software, such as Adobe Reader or Adobe Pro.

- If you do not have Adobe software on your computer, you can download a free version here: Adobe Acrobat Reader

To complete the form:

1. Save the form to your computer

2. >>File>>>Save As {give the file a name} …save.

3. You can work on completing the application at any time.

For more information, please watch the recorded video:

Agricultural Societies TPON Submission Tutorial - YouTube

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Step 3: Filling Out the Application Form

- Must be completed in Adobe software

- Mandatory Sections:
  - 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
  - <mark>H: Ag & Food Careers Initiative</mark>
  - I: Centennial and Sesquicentennial Grant
  - J: Declaration and Signing
    - <mark>*NEW: Only ONE Signing Authority Required</mark>

Expand	Validate

Instructions	A - Organization Information	B - Organization Address Information
C - Application Contact Information	D - Society Information	E - Annual Return Eligible Expenses
F - Compliance	G - Dates of Annual Fair Or Exhibition	H - Ag&Food Careers Initiative
I - Centennial and Sesquicentennial Gra	J - Declaration and Signing	

Resource: Guide for Completing 2023 Annual Return & Grant Application using Transfer Payment Ontario (TPON) & Video

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Acceptable Financial Reports

- An Independent Auditor's Report (the highest level of assurance)

  - Auditors' Certification

  - A "notice to reader" report from accountants is **not acceptable**

- A Financial Review Certificate (an acceptable level of assurance)

  - Two financial reviewers confirmed at the annual meeting.

  - They should not be Board or Executive members; not related to one another, and not related to the Treasurer.

Note: The auditor's report or Financial Review Certificate must be completed (signed and dated) before the AGM.

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Step 4: Uploading Required Documents

1. Executive Officers and Directors

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

2. Annual Financial Statements

Same information that was presented at the society's annual meeting, and must include at least:

- 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

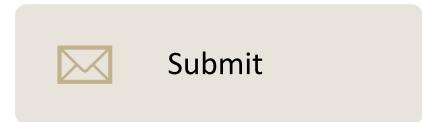**3. Report From Auditors Or Financial Review Certificate**

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Step 5: Review and Submission

Review

Check

Submit

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Contact Information for Support

Technical Support My Ontario Account & TPON Application	TPON Client Care Monday - Friday 8:30 a.m. to 5 p.m • 416-325-6691 (local) or 1-855-216-3090 (toll free) • 416-325-3408 (TTY) or 1-800-268-7095 (toll free TTY) • TPONCC@ontario.ca
Program Support	For questions related to eligibility, expenses and funding please contact: AHOA.admin@ontario.ca For general inquiries about submitting your application please contact: 1-877-424-1300

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Resources

Guide for Completing 2023 Annual Return & Grant Application using Transfer Payment Ontario (TPON)	• Sent packages via email • Copy available in TPON
My Ontario Account	• *Creating a My Ontario Account* guide and video.
Annual Return Grant	• A Guide to Transfer Payment Ontario (TPON) • https://www.youtube.com/watch?v=eUpvAEG84Yc
Changes to Banking Information	Supplier Registration and Application for Direct Deposit/Electronic Funds Transfer Form
Next Session	January 11, 2024 (Same Content & Topic Coverage)

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FAQ

Q1. What is the deadline to file the (ag/hort) 2023 Annual Return?

A1. All societies will have up to February 1, 2024, to file their 2023 annual return.

Q2. Our society was not able to hold their annual general meeting yet. Can we file our Annual Return?

A2. Societies must hold their AGM before filing their Annual Return.

For any exceptional circumstances, contact the Ministry as soon as possible.

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Q3. Who can I speak to if I need help with registering on TPON?

A3. For TPON questions, please contact Transfer Payment Ontario Client Care from Monday to Friday 8:30 a.m. to 5:00 p.m., except for statutory holidays, at:

- Tel: 416-325-6691

- Toll-free: 1-855-216-3090

- TTY: 416-325-3408

- Toll-freeTTY: 1-800-268-7095

- Email: TPONCC@ontario.ca

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Q4. Our society completed the financial review using the previous Auditor's Certificate. Will that be acceptable?

A4. Yes, OMAFRA will accept an Auditor's Certificate.

In the future, societies should use the "Financial Review Certificate".

You can get a copy from the ministry website or in TPON.

Q5. Our banking information has changed. How do we update that information?

A5. If your banking information has changed, you can update it by completing and submitting the Electronic Funds Transfer form that is linked to the guidelines.

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Q5. My ONeKey ID is not working, and I cannot get access to Transfer Payment Ontario (TPON).

A5. Effective April 17, 2023, TPON users must login through a My Ontario Account.

If you were registered previously with ONe-key or GO Secure ID, please ensure to use the same email address to create your My Ontario Account so you will have access to your society.

For more information, please refer to resources section in the guide.

Q6. When I log into TPON I do not see the "Funding Opportunities" screen.

A6. To be able to see the "Funding Opportunities" screen, your society must have JOINED the society in TPON. Do not create a new society.

Please refer to the TPON registration guide that was sent to your society or visit our website to find the guide.

If you need assistance, please contact TPON Contact Centre.

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Q7. Why has my society's address information not populated on my Annual Return? What can I do?

A7. Check that your contact information is correct in TPON by clicking "View/Update Organization".

If it is not correct or blank, please update and try downloading your Annual Return again.

If your society is still having issues, then call the TPON Contact Centre.

Q8. Will societies be notified when their annual return (report back) has been submitted successfully in TPON ?

A8. Societies will receive a notification by email when they have successfully submitted a report back.

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Q9. Will societies be able to remove/delete their Annual Return and/or supporting documents once they have been uploaded to TPON?

A9. Societies will not be able to remove their Annual Return report back or their supporting documents.

To resubmit an annual return or supporting attachments, contact the AHOA.admin@ontario.ca

Q10: I attempted to download the PDF form, but upon opening the file, I encountered the error (screen) mentioned below.

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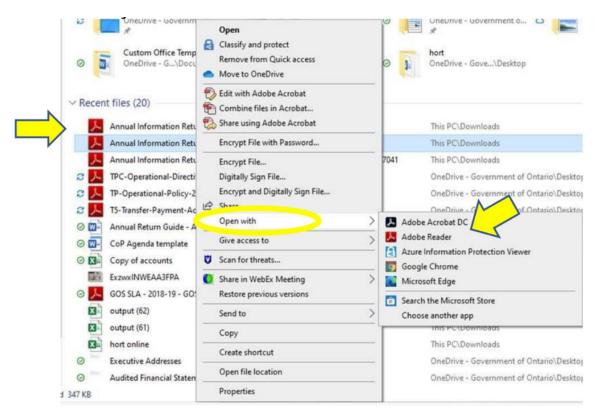
You can upgrade to the latest version of Adobe Reader for Windows®, Mac, or Linux® by visiting http://www.adobe.com/go/reader_download.

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.

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A10. Adobe software is not installed on your device.

- To resolve this issue, download Adobe. Instructions are provided in the TPON Steps Guide.

A10. The form may be opening in your internet browser.

- 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.

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Thank You For Joining Us

Questions?

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