

1. Purpose of O-AMP

The Ontario Automotive Modernization Program (O-AMP) will support small- and medium-sized automotive suppliers to improve operational efficiency and competitiveness through the adoption of Lean Manufacturing processes and Industry 4.0 related technologies. O-AMP is delivered by the Government of Ontario's Ministry of Economic Development, Job Creation and Trade (Ministry).

Companies can apply for up to \$100,000, to support projects with activities that fall under one or both of the following headings:

A. Technology Adoption

O-AMP will provide support to eligible industry projects to adopt advanced manufacturing hardware, software and/or training to improve processes and enhance competitiveness. Examples include investments in software allowing firms to digitize their production tracking and logistical systems.

B. Lean Manufacturing

O-AMP will provide support to eligible industry projects to improve operational efficiency and competitiveness through the adoption of techniques related to Lean or Lean Manufacturing, and by procuring the services of a mentor/consultant to assist with Lean implementation.

The mentors will be automotive industry experts with background and expertise in Lean Manufacturing process efficiency. The mentors will assist suppliers with specific business development needs. They will be identified through collaboration between the applicant company and the Automotive Parts Manufacturers' Association (APMA) or proposed by the company through the application and based on program guidelines and project outcomes. The services provided by the mentor will qualify as an eligible expense for selected projects.

2. Program Objectives

- Increase suppliers' ability to deliver shorter design cycle times so they can be more responsive to market changes, and business opportunities with auto assemblers.
- Encourage the adoption of new technology – software and hardware – that increases efficiency and decreases costs.
- Increase sourcing capabilities at small- and medium-sized suppliers to enhance their ability to export.
- Help suppliers identify and solve manufacturing problems, such as production bottlenecks and other inefficiencies.
- Contribute to the development of capable, qualified and innovative suppliers that will be able to support auto assemblers in Ontario to remain competitive.

3. Eligibility

Are You Eligible to Apply?

Check the following criteria to determine if your business may be eligible to apply to O-AMP.

Eligible Companies:

- Small- and medium-sized Ontario-based enterprises (firms with fewer than 500 employees globally AND global revenues of less than \$1 billion) with a Business Number (BN).
- Larger companies are eligible; however, they must partner with at least one Ontario-based small- or medium-sized enterprise.
- Must be in the automotive supply chain to original equipment manufacturers.
- At least 50 per cent of the company's total sales revenue must come from the automotive supply sector.
- Must be a for-profit business (legal entity) registered to carry out business in Ontario.
- Must have a manufacturing location in Ontario by the time the project starts.
- Must have a minimum of two (2) years of financial statements.
- Must be in substantial compliance with all applicable laws.
- Must be free and clear of any fees, levies, charges or taxes owed to Her Majesty the Queen in right of Ontario or any of her agencies.
- Must be in compliance with the *Accessibility for Ontarians with Disabilities Act, 2005*.

Note: O-AMP is a discretionary, non-entitlement program. Even if an application meets all of the program objectives and eligibility criteria, the Government of Ontario is under no obligation to approve funding.

4. Eligible Projects

Eligible projects must focus on either of the following elements, or a combination of the elements:

1. Advancing production cycle management and improving competitiveness through the adoption of advanced IT technologies (hardware, software) and/or training,

and / or
2. Operational efficiency and competitiveness improvements through lean manufacturing practices. Adoption of advanced IT may be included as part of the overall project scope.

Eligible projects must also:

3. Be achievable (i.e., applicants need to have the necessary financing, project management structure and experience to implement the project),
4. Align with O-AMP's goals of economic gains, business improvements and operational improvements (e.g., cost savings, increase in revenue, contribute to the regional and/or automotive sector development).

5. What Project Costs Are Eligible for Funding?

- Refer to the [Eligible Project Costs Guidelines](#) for full details.

6. Application and Evaluation Process

Prior or during the preparation of an application to O-AMP, applicants have the option to contact the Automotive Parts Manufacturers' Association (APMA) for assistance on developing and strengthening your application at o-amp@apma.ca

Program application will happen through the Grants Ontario platform (see section 10 below on Grants Ontario). Submission of an application to Grants Ontario requires all the following to be included (only PDF format accepted, excluding the Excel Supplementary Spreadsheet):

- Completed and Signed Copy of a Grants Ontario Application Form
- Completed Excel Supplementary Spreadsheet
- Copy of Articles of Incorporation
- Financial Statements (last two (2) fiscal years, audited if available)
- Quotations from contractors/vendors for budget items
- Letters of attestation from CEO or CFO of financial commitments

Note: Working with an external firm for the purposes of preparing an application has no bearing on the success rate of an applicant being awarded funding. Applications may only be submitted by the prospective recipients, and any applications submitted by a third party on behalf of an applicant will not be considered. Any costs associated with the use of a consultant for a funding application are NOT eligible project costs under O-AMP. The primary contact on the application form must be an employee of the applicant company.

All applications must be submitted by the deadline outlined on the Grants Ontario website.

Evaluation Criteria

Applications are evaluated on their completeness, clarity, the feasibility of the project being proposed and its alignment with the goals and objectives of the O-AMP program.

➤ **Smaller projects (up to \$50,000 from O-AMP funds)**

Following the submission deadline, applications will be assessed by a Review Committee comprising an external domain expert and a Ministry reviewer(s). Reviewers will assess and score projects and make funding recommendations.

The Review Committee may at its sole discretion request presentations and/or site visits from an applicant to assist with the review of their project proposal.

➤ **Larger projects (\$50,000 to \$100,000 from O-AMP funds)**

Following the submission deadline, applications for larger projects will undergo a two-stage review process:

- The Review Committee will assess and score projects in the same manner as smaller projects.
- Applicants whose proposals meet a required scoring threshold will be invited to deliver a presentation to the Review Committee. A visit to an applicant's site may also be requested, particularly for projects with a Lean manufacturing component.

The Review Committee will make funding recommendations based on the results of both stages. Final funding decisions for all projects are at the Ministry's discretion.

7. Key Funding Conditions

- O-AMP will fund up to \$100,000 of eligible project costs for approved projects.
- Successful applicants are expected to contribute at least 50 per cent to eligible project expenses from their own business resources or through private/bank financing.

8. Funding Agreements

- Each successful applicant will be required to enter into a funding agreement with Her Majesty the Queen in right of Ontario on terms and conditions satisfactory to the Ministry.
- Prior to funding being disbursed, successful applicants are required to meet a number of conditions including evidence of project financing and insurance.

- Once funding agreements are executed and come into effect, successful applicants are obligated to report on a number of performance measures that will be outlined in the funding agreement. Performance measures are designed to indicate how well each successful applicant is achieving its commitments as defined by its respective funding agreement.
- Funding agreements will each contain provisions requiring the funds to be repaid if performance measures and other terms and conditions of the funding agreement are not met.

9. Project Reporting and Claims for Eligible Expense Requirements

Interim Progress Report(s)

Interim report(s), including progress of project, proof of expenditures, and a request for reimbursement may be submitted halfway through the project.

Final Results Report

A final report must include results of the project, proof of expenditures, financial attestation, and a request for reimbursement, which will be required upon project completion. A successful applicant must submit its final report within thirty (30) days of project completion in order to be reimbursed for expenses incurred based on eligible project costs.

Eligible Project Expense Claims for Interim Progress Report(s) and Final Results Report

Detailed reporting instructions will be sent to successful applicants at the time of contracting.

The Interim Progress Report(s) and a Final Results Report must be received and approved by the Ministry prior to the release of funds for claims based on eligible project costs.

Note: Successful applicants MUST retain all proof of purchases, receipts, and other relevant documentation relating to expenses incurred based on eligible project costs. These should be included in the Interim Progress Report(s) and Final Results Report.

10. Grants Ontario

Grants Ontario is your source for grants provided by a number of Government of Ontario ministries. Grants Ontario provides you with one-window access to information about grants that are available to you, how to apply for grants and how to check the status of your application. Its website address is:

<http://www.grants.gov.on.ca/GrantsPortal/en/OntarioGrants/GrantsHome/>

To participate in O-AMP, you must register with Grants Ontario.

To register:

1. Create your ONE-key account and ID. ONE-key is used for secure access to the Government of Ontario system. We strongly recommend that you create Account Recovery information during this process in case you forget your log-in information. Administrators are not able to retrieve ONE-key IDs for applicants who have forgotten their recovery information.
2. Within Grants Ontario, register your organization in the Transfer Payment Common Registration (TPCR) System.
3. As soon as you register, you will see the Grants Ontario link on your Transfer Payment Common Registration (TPCR) Main Menu. From here you can request access to O-AMP application and apply for the grant.

11. Confidentiality and Public Reporting

The Government of Ontario (Ontario) is bound by the *Freedom of Information and Protection of Privacy Act*, R.S.O. 1990, c. F.31 (FIPPA). Any information provided directly or indirectly to Ontario, including to the Ministry of Economic Development, Job Creation and Trade, may be subject to disclosure in accordance with FIPPA.

Projects funded by O-AMP may be publicly announced.

Ministries must publicly report annually on the status of business support programs and strategic investments, including project descriptions and project investment commitments, amount of government support, and results achieved to date.

12. Contact Information

Applicants have the option to contact the Automotive Parts Manufacturers' Association (APMA) for assistance in developing and strengthening their applications at o-amp@apma.ca

For inquiries specifically related to **navigating the online application system**, please contact Grants Ontario Customer Service, Monday to Friday from 8:30 a.m. to 5:00 p.m. Eastern Standard Time at 416-325-6691 or 1-855-216-3090, or at grantsontarioCS@ontario.ca



Ministry of Economic Development, Job Creation and Trade
O-AMP: Ontario Automotive Modernization Program
Applicant Guide

For general inquiries and questions specifically related to contracting and funding claims, please contact the O-AMP delivery team at o-amp@ontario.ca