

## APPLICATION FORM

**Prior to completing your Application, contact us to discuss your project and review the Application Guide. Applications submitted without the required information and/or supporting documentation cannot be processed.**

BUSINESS/ORGANIZATION INFORMATION				
Legal Name of Applicant:				
Operating Name (if different from above):				
Type of Business/ Organization:	Corporation	Partnership	Sole Proprietorship	Municipal
	Not-for-Profit	Other	Specify:	
CRA Business Number:		Years in Business:	NAICS Code:	
<b>Current Number</b> of full-time equivalents <sup>1</sup> Employees: <i>(See page 5 for job definitions)</i>		Permanent <sup>2</sup>	Temporary <sup>3</sup>	
Physical Address:				
Mailing Address:			Municipality:	
Contact Person:			Position:	
Telephone Number:			Fax Number:	
Email:				
Website URL:				
ORGANIZATION DESCRIPTION – <i>Key activities, client segments, value to customer/supply chain (250 words maximum)</i>				
Current Sales (Total sales in your last complete fiscal year \$CAD):				
Canada:	North America:		Outside North America:	

**PROJECT OVERVIEW**

Project Name and Location:

Project Start Date:

Project End Date:

Project Summary (500 words maximum)

*1. Outline the objectives of your project (what you plan to accomplish); 2. how your project will foster innovation, technology adoption, and/or digital connectivity; and 3. why this project is important for your organization (i.e. expand business growth, adoption of advanced business and innovation processes and/or technology).*

QUESTIONS (PLEASE PROVIDE A BRIEF RESPONSE)

1. Is the project supporting one or more of the following: new technology; research and development; commercialization of a new product; process or productivity enhancements? Explain.

2. Does the project provide potential to impact sales growth; increased profitability and competitiveness; access to new markets; employment growth?

3. Is the project supporting a funding priority sector? If yes, please select applicable sector.

Advanced Manufacturing

Digital Industries

Clean Tech

Agri-Food

Food Processing

4. Is the project inclusive? If yes, what specific actions are you taking as part of this project, to be inclusive of Youth, Women Entrepreneurs, Indigenous Peoples, Official Language Minority Communities, Persons with Disabilities, Immigrants and Visible Minorities?

5. How will the project be sustained once funding is complete?

**PROJECT MILESTONES** *(Major incremental objectives with outcomes you intend to achieve as a direct result of your project)*

Project Activity/Milestones	Timeline (Dates)	Outcome (identify measurable results and critical issues resolved)

**PROJECT COSTS** **(Note: A Project Budget Form for fiscal year is required – see APPENDIX 1)**  
*Applicants are required to contribute a minimum of 50% of eligible costs. Grenville CFDC may contribute up to 50% of eligible costs. **Minimum project size is \$50,000 (i.e. Grenville CFDC \$25,000; Applicant \$25,000).** A business may receive a maximum of \$100,000 in Rural Innovation Initiative Eastern Ontario contributions (from all sources) during the period May 21, 2019 to March 31, 2021. This maximum can be met through one project or through multiple projects.*

Please identify the main project costs in relation to your project milestones :

Eligible Costs	Description	Amount (excluding HST)
Equipment		
Wages		
Other (Specify)		
Other (Specify)		
<b>Total Project Cost: \$</b>		

BREAKDOWN OF TOTAL PROJECT FUNDING					
Request from Grenville CFDC:			Applicant Contribution:		
Funds From Other Sources <i>(Amount, source &amp; if confirmed):</i>					
Spending Projections <i>(Based on Federal year April 1 - March 31)</i>					
N/A	Jul-Sep 2019	Oct-Dec 2019	Jan-Mar 2020	Total Year 1	
Apr-Jun 2020	Jul-Sep 2020	Oct-Dec 2020		Total Year 2	
Would you like to receive a referral to our loan program for assistance in cash flowing your project?			<input type="radio"/> YES	<input type="radio"/> NO	
PROJECT IMPACTS AND OUTCOMES					
Forecasted Jobs at project completion:					
JOBS <b>CREATED</b> - Number of full-time equivalents <sup>1</sup>			JOBS <b>MAINTAINED</b> - Number of full-time equivalents <sup>1</sup>		
Permanent <sup>2</sup>	Temporary <sup>3</sup>		Permanent <sup>2</sup>	Temporary <sup>3</sup>	
<p>Job Definitions</p> <p><sup>1</sup>Full-time equivalent (FTE) is equivalent to one employee working full time or more than one person part-time, such that the total working time is the equivalent of one person working full-time. Generally, full-time positions will involve between 35 and 40 hours in a regular workweek. An FTE calculation is the total hours worked in a week divided by the regular workweek. FTEs do not include positions created as a result of subcontracts to undertake work on the project (e.g. construction, suppliers, etc.).</p> <p><sup>2</sup>Permanent job is a position without a fixed end date.</p> <p><sup>3</sup>Temporary job is defined as a temporary or contract position with a fixed end date.</p> <p><sup>4</sup>Maintained refers to employment that existed prior to the project, but which would not have continued, or would have been unlikely to continue, if the project had not been funded. (Defined by the Federal Economic Development Agency for Southern Ontario)</p>					
Total forecasted value of Project Costs for:					
Productivity Improvements \$		Research and Development \$		Clean Technology \$	
Forecasted value of sales generated by commercializing new products/services/processes					
Commercialized	Detail			Forecasted Value of Sales	
New Products					
New Services					
New Processes					
# New Markets Accessed (specify):					
# New Partnerships/Collaborations:			# New Patent Applications Submitted:		
OTHER GOVERNMENT FUNDING					
Please disclose any government funding currently received or anticipated to be received by your organization for this project.	Source	\$ Amount	Receiving	Approved	Requested

## CANADIAN ENVIRONMENTAL ASSESSMENT ACT 2012 (CEAA)

### Is the project a "DESIGNATED PROJECT" under CEAA 2012 OR designated by the Minister of Environment?

(Reference links provided under notes section below).

This project is **NOT** a "designated project" under the CEAA 2012.

**Yes, the project is a "designated project"** under CEAA 2012, and a project description will be submitted to the Canadian Environmental Assessment Agency. **No funding is permitted until the environmental assessment is completed.**

### Is the project on Federal Lands?

This project is **NOT on federal lands**

**YES, the project is on federal lands. No funding is permitted until a determination of environmental effect is completed.** Your project description will be submitted to FedDev Ontario for a determination of environmental effect.

### Notes

1. The type of project activity determines whether the project is a "designated project." The Regulations Designating Physical Activities under CEAA 2012 are available here:  
<http://laws-lois.justice.gc.ca/eng/regulations/SOR-2012-147/page-1.html>
2. The Guide to Preparing a Project Description is located here:  
<http://www.ceaa-acee.gc.ca/default.asp?lang=en&n=63D3D025-1>
3. Federal lands are defined in CEAA 2012 as:
  - (a) lands that belong to Her Majesty in right of Canada, or that Her Majesty in right of Canada has the power to dispose of, and all waters on and airspace above those lands, other than lands under the administration and control of the Commissioner of Yukon, the Northwest Territories or Nunavut;
  - (b) the following lands and areas:
    - (i) the internal waters of Canada, in any area of the sea not within a province,
    - (ii) the territorial sea of Canada, in any area of the sea not within a province,
    - (iii) the exclusive economic zone of Canada, and
    - (iv) the continental shelf of Canada; and
  - (c) reserves, surrendered lands and any other lands that are set apart for the use and benefit of a band and that are subject to the Indian Act, and all waters on and airspace above those reserves or lands.Use the following federal lands searchable databases:  
[Directory of Federal Real Property](#)  
[Pickering Lands](#)  
[First Nations reserves](#)

## MANDATORY SUPPORTING INFORMATION

Please confirm that the following mandatory information is attached/submitted with this Application:

Proof of legal name, business registration, or if incorporated, a copy of Articles of Incorporation

Financial Statements (most recent fiscal year end and interim)

Project Budget Form for each Fiscal Year (APPENDIX 1), **including RFPs and 2 quotes for each cost**

List of Board of Directors and Board/Council motions (Not-for-Profit)

## ADDITIONAL INFORMATION

Additional Information may be submitted to support your Application (*i.e. Business Plan or Executive Summary, Letters of Support, etc.*) - 10 Page Maximum.

**CERTIFICATION**

On behalf of the Applicant, I hereby acknowledge and certify that:

- (a) I have read and understand this Application and Application Guide and will submit all the required information with this Application. I understand incomplete applications cannot be assessed and will be deemed ineligible.
- (b) I have authority to submit this Application on behalf of the Applicant.
- (c) The information provided herein is complete, true and accurate and covenant that any other information given in the future in connection with the carrying out of the project will also be complete, true and accurate.
- (d) Financial assistance from Grenville CFDC is a significant factor in the decision to proceed with this project. I authorize Grenville CFDC to make credit checks or other inquiries it deems necessary to evaluate this Application. I agree to provide any further information that may be required for Grenville CFDC to make a decision.
- (e) Project costs incurred by the Applicant in the absence of a signed contribution agreement with Grenville CFDC are incurred at the sole risk of the Applicant and any such costs may not be considered eligible for Grenville CFDC assistance.
- (f) Grenville CFDC, its officials, employees, agents and contractors may share this Application and/or make enquiries of such persons, firms, corporations, federal, provincial and municipal government departments/agencies, and not-for-profit, economic development or other organizations as may be appropriate, and to share information with them, as Grenville CFDC deems necessary in order to assess this Application; to refer the Application; to administer and monitor the implementation of the subject project; and to evaluate the results of this project after completion.
- (g) I confirm receipt of Grenville CFDC's Privacy Policy and understand and consent to Grenville CFDC collecting, using, retaining and disclosing the information contained in this Application for the limited purpose of determining my eligibility for funding as is required by law and by Grenville CFDC. I understand that Grenville CFDC will handle my personal information in strict confidence in accordance with Federal privacy law as set out in Grenville CFDC's Privacy Policy. The Applicant acknowledges and agrees that information provided by or pertaining to them may be stored by Grenville CFDC electronically in an internet based environment and that such storage shall be in accordance with the terms of Grenville CFDC's Management Information Systems Policies & Procedures in effect from time to time. If I have any questions or concerns about the management of my information, I may refer to Grenville CFDC's Privacy Policy available at [www.grenvillecfdc.com](http://www.grenvillecfdc.com) or contact the Chief Privacy Officer at [privacyofficer@grenvillecfdc.com](mailto:privacyofficer@grenvillecfdc.com).
- (h) The Applicant has not engaged any person to solicit financial assistance for a commission, contingency fee or other form of consideration dependent upon the approval of this Application for financial assistance.
  - (i) Any person who has been lobbying on behalf of the Applicant to obtain a contribution as a result of this Application is registered pursuant to the *Lobbying Act* and was registered pursuant to that Act at the time the lobbying occurred. Where the lobbying duties of the employees of the Applicant constitute a significant part of the employee's duties, the Applicant is in compliance with the *Lobbying Act*.
  - (j) Any former public office holder or public servant that will derive benefit from this Application is in compliance with the provisions of the *Values and Ethics Code for the Public Sector*, the *Policy on Conflict of Interest and Post-Employment and the Conflict of Interest Act*.
- (k) The Applicant agrees to comply with the *Official Languages Act* as may be required.
- (l) As part of its project assessment process, Grenville CFDC requires that all projects conform with the *Canadian Environmental Assessment Act, 2012*.
- (m) The Applicant is in good standing with Grenville CFDC, Revenue Canada, Municipalities and other government ministries and agencies.
- (n) The Applicant agrees to a public announcement of their project by Grenville CFDC and/or the Federal Government.

Submitted by:

Title:

I have legal authority to bind the Applicant

Date:

Signature:

I agree to receive a newsletter and/or other documentation containing information offered by Grenville CFDC.

Please save the completed form and submit with the mandatory supporting information to:

[info@grenvillecfdc.com](mailto:info@grenvillecfdc.com)

**Questions? Call us 613.925-4275 TF 877.925-4275**

[www.grenvillecfdc.com](http://www.grenvillecfdc.com)

Office Use ONLY

Complete Application Received on:	Received by:
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