

## APPLICATION GUIDE

### Prior to completing your Application:

- ✓ Contact us to discuss your project
- ✓ Review this Application Guide.

*Applications submitted without the required information and/or supporting documentation cannot be processed.*

### Eligibility and Assessment Criteria

- **Eligibility of Applicant:** 1. **Businesses** and 2. **Not-for-Profit** organizations who are planning to deliver a *business-focused project*, are eligible Applicants. Applicants must have a Business Number (HST/Payroll Number) and must be located in the Municipalities of Augusta, Edwardsburgh/Cardinal, North Grenville, and/or the Town of Prescott.
- **Eligibility of Project Activity:** Project activities that assist businesses in adopting advanced business and innovation processes are eligible. Eligible project activities will foster:

- ✓ Innovation i.e.:
  - Research and Development
  - Creation of Intellectual Property
  - Commercialization of New Products, Services, or Processes
- ✓ Technology Adoption i.e.:
  - Integrated Solutions
  - Rapid Prototyping
  - Cloud Computing
  - Machine Learning
  - Robotics and Automation
  - Cutting Edge Services Software
- ✓ Digital Connectivity i.e.:
  - Information Processing and Communication
  - Electronic Capture, Transmission and Display of Data

Priority consideration will be given to projects impacting the following sectors:

- Advanced Manufacturing
- Clean Tech
- Digital Industries
- Agri-Food and Food Processing (primary production is ineligible)

And to projects that focus on inclusiveness for:

- Youth
- Women Entrepreneurs
- Indigenous Peoples
- Official Language Minority Communities
- Persons with Disabilities
- Immigrants and Visible Minorities.

- **Eligibility of Costs:** Costs that are reasonable and directly related to the implementation of the project (net of all HST) are eligible costs. Suppliers must be at arm's length and unrelated to the Applicant. Land, building, and vehicle purchases are not eligible. Costs deemed to be standard operational costs and/or costs of doing business in your sector (including but not limited to, website development and signage costs) are not eligible.
- **Level of Applicant's Commitment:** 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.

- **Impact of the Project Activity:** Projects with the greatest impact on **productivity** (i.e. research and development, new products/services/processes commercialized, new intellectual property created); **sales** (including access to new markets) and **employment** (jobs created/maintained) will be given priority.
- **Soundness of the Plan:** Applicants with a sound business/project plan, a solid project work plan with measurable results, and a well-researched project budget will be given priority.
- **Sustainability of the Project Activity:** Projects that demonstrate financial sustainability will be given priority.
- **Ability to Complete the Project:** Applicants who can demonstrate that their projects can be started within 30 days of approval and completed before December 31, 2020, will be given priority.

## Application Process

- ✓ Contact us to discuss your project.
- ✓ Ensure your Application meets the criteria detailed above.
- ✓ Complete and sign the Application Form.
- ✓ Complete an APPENDIX 1 – Project Budget Form for each fiscal year.
- ✓ Attach the mandatory supporting documentation:
  - Proof of Legal Name
  - Financial Statements (most recent year-end)
  - Interim Financial Statements if more than five months since most recent year-end
  - Requests for Proposals/Quotations, Scopes of Work, and/or Job Descriptions, where applicable
  - 2 Quotations from reputable, arm's length and unrelated suppliers, for each budgeted cost
  - List of Board of Directors, Board Motions, and/or Council Motions, where applicable.

**Note:** Applications deemed to be impacted by the Canadian Environmental Assessment Act, 2012 (including projects on “federal lands”) or the Federal Official Languages Act will be required to complete additional steps prior to approval.

## Approval Process

- Complete Applications inclusive of all supporting documents, are assessed against the criteria detailed above.
- Complete Applications are processed within 4-6 weeks.
- Applicants are notified as to whether their Application has been approved, priority ranked, or declined.
- **Your project activity cannot start until after the date of approval of your Application.**
- Approved projects are subject to Grenville CFDC's Proactive Disclosure Policy. Limited information about the project (approved Applicant name, location, project description, funding approved, and approval date) will be added to the Grenville CFDC website following approval.

## Project Process

- Approved Applicants:
  - Receive a Contribution Agreement outlining terms, conditions and funding disbursement
  - Consent to a public announcement of their project by Grenville CFDC and/or the Federal Government in the form of a news release and/or event
  - Submit regular Progress Reports.
- Progress payments are released based upon detailed Progress Claims submitted by approved Applicants. Minimum progress payment is \$25,000. Funds are released when a claim is accompanied by all invoices, proof of payments, and proof of deliverables associated with the claimed costs.
- Final payments are released when all requirements of the Contribution Agreement have been met and an associated Final Claim, including proof of all deliverables, has been submitted.

Completed, digitally signed Application Forms and supporting documents are to be submitted to [info@grenvillecfdc.com](mailto:info@grenvillecfdc.com).