

**Application Information**

Date Received:

Legal Name of Applicant:

Operating Name:

Address:

Mailing Address:

*(if different than above):*

Postal Code:

Business Phone Number:

Fax Number:

Website:

Business Number:

*(9 digit # for payroll, HST):*

NAICs Code:

*(Income Tax Return):*

**Business/Organization Profile**

Contact Person:

Position:

Business Phone Number:

Email Address:

**Current Employment Profile:**

	Permanent		Temporary	
Management, Business, and Finance Occupations:	Full Time	Part Time	Full Time	Part Time
Professional Occupations in Natural and Applied Sciences:	Full Time	Part Time	Full Time	Part Time
Technical Occupations in Natural and Applied Sciences:	Full Time	Part Time	Full Time	Part Time
Occupations in Manufacturing and Utilities:	Full Time	Part Time	Full Time	Part Time
Other Occupations (includes primary industry, trade, services):	Full Time	Part Time	Full Time	Part Time

**Classification of Business:**

Service      Hospitality      Tourism      Agriculture      Non-Profit

Retail      Construction      Wholesale      Manufacturing

Creative Economy      Other:

Type of Organization/Business:      Sole Proprietorship      Partnership      Limited Co.      Corporation

Business/Organization Start Date:      Most Recent Fiscal Year End Date:

Revenue for Last Fiscal Year:      Net Income/Profit for Last Fiscal Year:

Is the Business/Organization:      New      Expanding      Neither

## Business/Organization Description

Provide a brief description of your business/organization identifying your mission statement, core products and services, key markets, recent achievements, and your strategic plan for the short and medium term. If your business is new or expanding, please provide those details. *(Use space provided.)*

## Project Information

Name/Title of Project:	Project Location:		
Projected Start Date:	Projected Completion Date:		
Total Project Cost:	Total Requested GCFDC Contribution:		
Has your project started?		Yes	No
Does your project focus on new activities rather than ongoing operational expenses?		Yes	No

### Official Languages:

The Federal Official Languages Act requires that communications and services to the public be provided in both official languages where:

- the proposed activity, project or program is national in scope, and
- the proposed activities, projects or programs which are regional or local in scope, where demand justifies the use of both official languages.

Where applicable, outline how you will address the Official Languages Act requirements of your project.

**Project Information continued**

**Project area (select one):**

Business Development (BD): Promote growth of new and existing businesses in rural eastern Ontario communities.

Community Innovation (CI): Advance community-led economic development to enhance and diversify local economies.

**Project will involve (select all that apply):**

**Expansion of Economic Assets (Capacity Building)**

- Industry Cluster Development and Expansion
- Labour Market Development (Skills Gap Analysis/Skills Development/Worker Transition)
- Strategic Planning and Research Studies

**New Business Development and Growth**

- Training and Mentoring
- Programs providing Business Start-up Support

**Existing Business Development and Growth**

- Productivity Enhancements (I&ICT, energy, new technologies, productivity assessments)
- Market Diversification
- Innovation and Product Development (R&D)
- Succession Planning
- Training and Mentoring

**Business Infrastructure**

- Business Incubators
- Supply Chain analysis and Development

**Project Description**

Provide an overview of the project, including the objectives of the project and why the project qualifies as new and not related to ongoing operational expenses, and how the project will be sustained once GCFDC funding is complete.

**Project Impact:**

1. Explain the benefits this project will have for (a) your business/organization, (b) other businesses/organizations in the area, and (c) the economy of Grenville county, and how these impacts will be measured.

2. Identify the direct effect this project will have on revenue or profitability for the applicant or the supported area/sector, and how this can be verified.

Current Sales (Yearly)

Forecasted Sales Increase (Yearly)

North America:

North America:

Rest of World:

Rest of World:

3. Identify the Jobs that will be created/maintained as a result of this project, including brief details of the occupations impacted.

### Projected Employment Profile (At conclusion of Project)

	Permanent		Temporary	
	Full Time	Part Time	Full Time	Part Time
Management, Business, and Finance Occupations:	Full Time	Part Time	Full Time	Part Time
Professional Occupations in Natural and Applied Sciences:	Full Time	Part Time	Full Time	Part Time
Technical Occupations in Natural and Applied Sciences:	Full Time	Part Time	Full Time	Part Time
Occupations in Manufacturing and Utilities:	Full Time	Part Time	Full Time	Part Time
Other Occupations (includes primary industry, trade, services):	Full Time	Part Time	Full Time	Part Time

**Project Work Plan**

Project Task/Milestones	Measurable Result (and how they will be measured)	Task Manager	Date Range (i.e. Aug 15-31)

\*Documentation of project deliverables (e.g. plans developed, before and after photos, etc.) or measurable milestones must be submitted to GCFDC prior to the disbursement of related approved funds.

**Community Partners (If applicable)**

Funds are required to be confirmed and a letter of support and/or Council-Board Motion are to be provided with the application, where applicable.

Name of Community Partner	Contribution	Confirmed (yes or no)	Letter of Support Attached (yes or no)

**Environmental Impact****Part (a) - Physical Work**

Does the project involve any work to take place outside of an indoor office or laboratory space?

Does any phase of the project involve the construction, operation, modification, decommissioning, abandonment or other activity in relation to a built structure, that has a fixed location and is not intended to be moved frequently? (e.g. road, building, bridge, antenna, signage)?

Does the project involve any work taking place on Federal Lands as defined in the CEAA?

***If you answered YES or UNSURE to any of the questions, proceed to Part (b).***

***If you answered NO to all three questions, skip Part (b) and proceed directly to Part (c).***

**Part (b) - Determine if the Project is Excluded**

Is your project located within 30 metres of a water body?

Will your project involve the likely release of a polluting substance into a water body?

If your project is a physical work, will it be constructed on lands serviced by municipal water and sewage services?

Will your project affect permafrost?

Does your project involve work in the water or the crossing of a water body?

What is the proposed footprint of your project?

If your project is an expansion of an existing physical work, what is the percentage expansion of that work in area or length, as applicable?

**Part (c) - Determine if the project involves a Physical Activity as defined by CEAA**

Activity takes place in a National Park or National Nature Reserve in Canada?

Activity takes place on First Nation lands?

Activity takes place in the North (Yukon, Nunavut, or the Northwest Territories)?

Activity takes place in or within 30 metres of the right-of-way of a power line, a natural gas line, or a railway line?

Activity takes place in or adjacent to a water body, resulting in harmful alteration, disruption or destruction of a fish habitat (including the removal or damaging of aquatic vegetation)?

Destruction of fish other than by fishing?

Sampling or prospecting for ores or minerals?

Disposal of a prescribed nuclear substance other than in a laboratory, equipped for such disposal?

Deposit of a deleterious or other substance into the environment (in the earth, air or water)?

Any kind of remediation of contaminated land?

Deposit of oil, wastes or any other substance harmful to migratory birds in waters or in areas frequented by migratory birds?

Killing or removal of migratory birds, their nests, eggs, or carcasses, or other physical activities that may require a permit or other authorization under the Migratory Birds Regulations or Migratory Bird Sanctuary Regulations?

The removal or damaging of vegetation AND/OR the carrying on of agricultural activities or the disturbance or removal of soil in a wildlife area, which requires a permit under section 4 of the Wildlife Area Regulations under the Canada Wildlife Act?

Physical activities that are carried on in Canada and that are intended to threaten the continued existence of a biological population in an ecodistrict, either directly or through the alteration of its habitat?

Establishment or operation of a field camp in a single location that will be used for 200 person-days or more within a calendar year?

Seismic surveying involving more than 50 kg of chemical explosive in a single blast; or marine or freshwater seismic surveying, if during the survey the air pressure measured at a distance of one metre from the source would be greater than 275.79 kPa (40 lbs/sq in)?

**Mandatory Supporting Documentation**

Completed EODP Detailed Budget Form for each project fiscal year.

Proof of legal name, business registration, or if incorporated, a copy of Articles of Incorporation. Farmers may provide last years' tax return.

Financial Statements (for the most recent fiscal year-end).

Interim Financial Statements (required if the fiscal year-end statements are dated more than five months ago).

Terms of Reference for Consultants and/or RFPs, where applicable (Applicants proposing to hire a consultant are required to enclose Terms of Reference for the recruitment and hiring of the consultant along with this application).

Two quotes from consultants/suppliers are required to be submitted with the application.

Evidence of community support, partners, and 50% contribution to eligible costs (i.e. letters of support, municipal council motions).

List of Board of Directors.

**Notice and Consent**

- 1) I certify that the information given is, to the best of my knowledge and ability, complete, true, and correct and this will also apply to all information given in the future in connection with the implementation of the project and the program.
- 2) I certify that financial assistance from Grenville Community Futures Development Corporation (GCFDC) is a significant factor in the decision to proceed with this project.
- 3) I also authorize GCFDC to make any enquiries of such persons, firms, corporations, federal and provincial government agencies/departments, and non- profit economic development organizations, to collect and share information with them, as GCFDC deems necessary in order to reach a decision on this application, to administer and monitor the implementation of the subject project, and to evaluate the results of this initiative and this program after completion.
- 4) I confirm receipt of GCFDC's Privacy Policy and understand and consent to GCFDC 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 GCFDC. I understand that GCFDC will handle my personal information in strict confidence in accordance with Federal privacy law as set out in GCFDC's Privacy Policy. The applicant acknowledges and agrees that information provided by or pertaining to them may be stored by GCFDC electronically in an internet based environment and that such storage shall be in accordance with the terms of GCFDC'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 GCFDC's Privacy Policy available at [www.grenvillecfdc.com](http://www.grenvillecfdc.com) or contact the Chief Privacy Officer.
- 5) I certify that my organization/business has not engaged any person to solicit financial assistance for a commission, contingency fee, or other form of consideration dependent on the approval of this application for financial assistance. Note that GCFDC cannot consider an application for funding where an applicant has retained a person for a commission, contingency fee, or other form of consideration dependent on the awarding of financial assistance. GCFDC cannot consider an application for funding where an applicant has retained a lobbyist who is not in compliance with the Lobbying Act.
- 6) I certify that my organization/business (Check one):
  - i) has not used the services of a lobbyist for the purposes of this application for financial assistance;
  - ii) has used the services of a lobbyist for the purposes of this application for financial assistance, but the lobbyist is in compliance with the Lobbying Act. Note that GCFDC cannot consider an application for funding where an applicant has retained a lobbyist who is not in compliance with the Lobbying Act.

**Notice and Consent Continued**

7) I understand that, if approved, this project is subject to proactive public disclosure of information including the approved recipient's legal name, the appropriate program, and the total approved amount.

8) I recognize that as part of the project assessment process, GCFDC requires that all projects conform with the environmental guidelines set out in the Canadian Environmental Assessment Act. For details, please visit [www.ceaa-acee.gc.ca](http://www.ceaa-acee.gc.ca).

9) I certify that any former public office holder or former public servant that derives benefit from this agreement will be in compliance with the Conflict of Interest Act and the Values and Ethics Code for the Public Sector.

I have read and understand the application and guides and will submit the required information with this application. I understand all applications must be digitally or manually signed by the proper authority to be eligible for processing. (Failure to do so may result in delay or rejection of this application).

I concur

Name of Authorized Official of Applicant

Title

Signature

Date

I have the legal authority to bind the applicant.

**Please save the completed form and email to [eodp@grenvillecfdc.com](mailto:eodp@grenvillecfdc.com)**