



CORNWALL & THE COUNTIES  
**COMMUNITY FUTURES DEVELOPMENT CORPORATION**  
 SOCIÉTÉ D'AIDE AU DÉVELOPPEMENT DES COLLECTIVITÉS  
 CORNWALL ET LES COMTÉS

## Regional Relief and Recovery Fund (RRRF) Application Form

### APPLICANT INFORMATION PERSONAL INFORMATION (to be completed by every owner)

Last name		First name and Middle name		Date of Birth (dd/mm/yyyy)
Alias (if known by another name now or previously)		Immigration status <input type="checkbox"/> Canadian citizen <input type="checkbox"/> Permanent resident <input type="checkbox"/> Other		SIN (optional):
Marital Status <input type="checkbox"/> Married <input type="checkbox"/> Single <input type="checkbox"/> Common Law <input type="checkbox"/> Divorced <input type="checkbox"/> Separated		Spouse's Name (if applicable)		Number of Dependents
Current Home Address		City	Prov./Terr.	Postal Code
Rent      Own      Other		Home Phone	Mobile Phone	E-mail Address
Current Occupation	Employer Name and Address		Since (mm/yyyy)	Annual Salary \$
Spouse's Occupation	Spouse's Employer Name and Address		Since (mm/yyyy)	Spouse's Annual Salary \$
Total Household Income \$	Monthly mortgage or rent payment \$		Monthly Condo Fees \$	Annual Property Taxes \$
<b>PERSONAL ASSETS AND LIABILITIES (including any held jointly with your spouse)</b>				
Market Value of Personal Residence (if owned) \$		Registered Owner(s)		Mortgage owing \$
Market Value of other Real Estate you own (rental properties cottages etc.) \$	Street Address		Registered Owner(s)	Mortgage balance(s) \$
				\$
				\$
				\$
Cash in Personal Bank Accounts \$	RRSPs / RESPs \$		Marketable Investments (Stocks, Bonds, GICs etc.) \$	
Total Balance owing on Personal Credit Card(s) \$				
<b>Bank Loans, leases, other liabilities (car loans, lines of credit, etc.)</b>	<b>Creditor</b>	<b>Monthly payment (principal &amp; interest)</b>		<b>Collateral given as Security for the loan</b>
\$		\$		
\$		\$		
\$		\$		
\$		\$		
\$		\$		

## BUSINESS INFORMATION

**Corporation #**

**Legal Business Name**

**Operating Name (if different from legal name)**

Name(s) of Owner(s)/Applicant (s)

Gender  
(Optional)

Francophone  
(Y/N) (Optional)

Indigenous  
(Y/N) (Optional)

% Ownership

**Business Address**

City

Province

Postal Code

Telephone

Email

Website

Fiscal Year End Date (MM/YYYY)

Year Business Established (MM/YYYY)

Current Ownership Since (MM/YYYY)

Business Number (CRA number – 9 digits)

Registration Date (DD/MM/YYYY)

**As it relates to this loan please quantify the following**

Number of Current Full-Time Employees (including yourself)

Number of Full-Time Jobs Created (As a result of loan)

Number of Full-Time Jobs Maintained (As a result of loan)

Number of Current Part-Time Employees

Number of Part-Time Jobs Created (As a result of loan)

Number of Part-Time Jobs Maintained (As a result of loan)

Has the owner or the Business ever been party to a claim or lawsuit, currently owe any back taxes or declared bankruptcy?

YES  NO

**Are you personally liable for debt incurred for the business?**

YES  NO

**Are you an endorser, guarantor, or co-signer for any other obligations?**

YES (if yes, amount and details)  
 NO

**Do you own shares in any private company other than the entity that has applied to the CCCFDC?**

YES  NO

If yes to the above, please provide details:

Are there any other detail you would like to share that would impact your application for funding?:

## COVID-19

Has your organization applied for or received any federal or provincial COVID-19 related funding support?

Yes            No

**If Yes, please answer below**

Measure / Program Name	Amount Received	Describe what the funds were used for
Business Credit Availability Program (BCAP)		
Canada Emergency Business Account (CEBA)		
Canadian Emergency Commercial Rent Assistance (CECRA) or other rent relief assistance		
Canada Emergency Wage Subsidy (CEWS)		
Canada Revenue Agency (CRA) Temporary 10% Wage Subsidy (TWSE)		
Service Canada Work-Sharing program		
National Research Council of Canada Industrial Research Assistance Program (NRC-IRAP) Wage Subsidy		
Indigenous Business Support Loans		
Business Development Bank of Canada (BDC) Co-Lending and EDC Loan Guarantee programs		
Other federal or provincial programs		

Is your organization (or organizations you support) experiencing undue Hardship due to the impacts of the COVID-19 pandemic? \*

Yes            No

If yes, please detail the hardship that you (or the organizations you support) are experiencing:

Has your organization (or organizations you are serving) had to close due to a public health request or COVID-19 measures?

Yes            No

If yes, specify the date that your organization closed:

If you were closed, but have since reopened, please specify date of re-opening:

Quantifying the Impact		Number of Full-Time Equivalent Jobs Impacted	Number of organizations impacted (If applicable)
With this financial support being requested, are you attempting to avoid layoffs in your organization (or organizations you support)?	Yes No		
With this financial support being requested, are you attempting to avoid bankruptcy in your organization (or organizations you support)?	Yes No		
Is your organization at risk of permanently closing within the next 30 days?		Yes	No
With this financial support being requested, are you attempting to avoid permanently closing your organization (or organizations you support)?		Yes	No

## EQUALITY AND DIVERSITY

The Government of Canada recognizes that many under-represented groups face unique economic challenges and may be disproportionately affected by the COVID-19 crisis. Filling in the following sections may have a bearing on funding decisions. If your organization does not meet the definitions provided or you do not wish to declare your status, leave the fields blank.

	If applicable, please indicate if your organization is led or majority led by one or more of the following under-represented groups:	If applicable, please indicate if your organization will influence any of the following federal inclusive growth priorities:
Women		
Indigenous Peoples		
Members of Official Language Minority Communities		
Youth		
Persons with Disabilities		
Newcomers to Canada		
Visible Minorities		
Other		

## DISCLOSURE AND RELEASE STATEMENT

### Do you have any

Pending and/or actual legal action (civil and/or criminal)	YES	NO
Suits and claims	YES	NO
Unexecuted judgments	YES	NO
Bankruptcy proceedings (past and/or current)	YES	NO
Criminal record (all types of offences – you may exclude a conviction for which a pardon has been granted)	YES	NO

If yes to any of the above, please provide details:

**THE APPLICANT UNDERSTANDS AND AGREES THAT:**

- a) The terms and conditions of any financing which may be authorized will be set forth in an Offer to Finance, for agreement and acceptance by the Applicant.
- b) The statements made herein are for the express purpose of obtaining financing from the CFDC and are, to the best of the Applicant's knowledge and belief, true and correct. The Applicant understands that additional information in support of this application must be supplied to the CFDC, if requested, before adequate consideration can be given to this application. The Applicant realizes that any present or future indebtedness of the Applicant, or the Applicant's business, to the CFDC may become due and payable if any information provided by the Applicant to the CFDC proves to be inaccurate or incomplete.
- c) In applying for this financing and, in the event that the CFDC approves such application, the Applicant's personal and confidential business information will be requested from the Applicant and/or collected from third parties that have information about the Applicant's business and personal financial status for the purposes of determining the Applicant's eligibility for financing and reporting to the Federal Economic Development Agency for Southern Ontario (FedDev Ontario).

**DISCLOSURE, RELEASE, AND WAIVER OF LIABILITY**

- a) The Applicant acknowledges that he or she is solely responsible for the success or failure of his/her business, and that any information which is provided to the Applicant by representatives of the CFDC is for the Applicant's understanding only. It is the Applicant's responsibility to verify the accuracy of such information or to seek additional information concerning any aspects of the Applicant's proposed business.
- b) The Applicant further agrees to hold the CFDC, its employees, volunteers, representatives, and agents harmless and hereby releases and discharges the CFDC from any actions, damages, claims or demands which may arise, directly or indirectly, as a result of any act or omission by the CFDC in providing information to the Applicant, and to indemnify the CFDC from any such actions, damages, claims or demands which might be suffered by the Applicant's business or any guarantor in connection with any such information, the Applicant's participation in any and all of the CFDC's services, or non-compliance with Federal and Provincial laws and regulations.
- c) The Applicant acknowledges that he or she is solely responsible for the hiring, employment, dismissal and all related matters with respect to persons employed as well as contractual arrangements with individuals or firms.

**ENVIRONMENT DECLARATION**

The Applicant and, if applicable, the Guarantor(s):

- a) Are operating their business in conformity with all environmental legislation;
- b) Confirm that their assets, including real estate, comply with all environmental legislation;
- c) Have not used their assets in violation of environmental laws and no proceedings are underway, nor have any notice(s) been received concerning any alleged violation(s) of environmental laws;
- d) Have not given a waiver concerning any compliance and/or violation of environmental laws to the prior owners of their assets;
- e) Warrants that any environmental issues or concerns as known to the Applicant and/or the Guarantor(s) have been disclosed to the CFDC, and that activities, as required, are in compliance with all applicable legislation, including the Canadian Environmental Assessment Act and the Canadian Environmental Protection Act.

**COLLECTION, USE, AND DISCLOSURE OF PERSONAL AND BUSINESS INFORMATION**

- a) The Applicant acknowledges that, as the operation of the CFDC is financially supported by the Government of Canada, representatives of the Federal Economic Development Agency for Southern Ontario (Fed Dev Ontario) are permitted access to the files of the CFDC for monitoring and evaluation purposes and that the Applicant may be contacted by representatives of FedDev Ontario, such information as is acquired by the Ministry will be treated as confidential.
- b) The Applicant acknowledges that, any recipient of the CFDC's services shall assist in completing any evaluation of the outcomes and impacts (current or in the future) that result from obtaining services from the CFDC. A representative of the Federal Economic Development Agency for Southern Ontario, or a consultant obtained on their behalf, may contact you or your business to gather pertinent information to

provide an evaluation of the impact of the CFDC's services and to request your cooperation to ensure a successful outcome. The Applicant is assured that all information will remain confidential.

- c) The Applicant acknowledges that this application and other personal information may be retained by the CFDC whether or not any transaction is ultimately completed.
- d) The Applicant acknowledges receipt of the CFDC's Privacy Statement and hereby consents to his or her personal and business information being collected, used, retained and disclosed by the CFDC for the limited purposes as set out above. The Applicant further understands that under Federal privacy law, he or she has access to the information held by the CFDC and knows to refer to the CFDC's Privacy Policy or contact the Chief Privacy Officer if a question or concern arises about the handling of the Applicant's personal information.
- e) The Applicant further understands and consents to the CFDC publicizing the Applicant's business venture if the Applicant is successful in obtaining financing from the CFDC, which may or may not include personal information such as the name of the Applicant and name of the business.

**I CONSENT TO:**

CFDC making any inquiries, including the collection of personal information, as CCCFDC may deem necessary in order to verify the information set out herein and the reach a decision on any Application and administer such a loan, if one is made; the exchange of such information by CCCFDC with other financial institutions or financial partners having an interest in the Application.

I am not required by law to consent to such inquiries and collection; however, refusal to consent may prevent CCCFDC from considering an Application. Pursuant to the provisions of the Privacy Act, subject to certain exceptions, I have the right of access to, and protection of, personal information which may be collected by CCCFDC.

I/we have read and understand the Disclosure and Release Statement, Environmental Declaration, and the Collection, Use, and Disclosure of Personal and Business Information.

*Further, I attest that I have not made an application to, or have received support from, the Regional Relief and Recovery Funds (RRRF) as administered by the Federal Economic Development Agency for Southern Ontario (FedDev Ontario), or any other Regional Development Agency (RDA) in Canada.*

Yes                  No

Name of Officer with Signing Authority for the Organization

Title \*

Date  
dd/mm/yyyy

**Please have all owners sign below**

Signature:

Print name:

Signature:

Print name:

Signature:

Print name:

Signature:

Print name: