

## APPLICATION FORM

Please read the **Rural Innovation Initiative Eastern Ontario - Local Stream Guidelines** before completing the application form. (The Guidelines include a glossary of program terms and definitions)

**Incomplete applications will not be considered.**

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	Aboriginal	Other (Specify):	
CRA Business Number:		Years in Business:	NAICS Code:	
Current Number of full-time equivalents <sup>1</sup> Employees: <i>(See page 5 for job definitions)</i>		Permanent <sup>2</sup>	Temporary <sup>3</sup>	
Address:				
Municipality/Town:			Postal Code:	
Contact Person:			Position:	
Telephone Number:			Fax Number:	
Email:				
Website URL:				
ORGANIZATION DESCRIPTION – include key activities, client segments, value to customer/supply chain (250 words maximum)				
Current Sales (Total sales in your last complete fiscal year \$CAD):				
Canada:	North America:		Outside North America:	

**PROJECT OVERVIEW**

Project Name:

Project Start Date:

Project End Date:

Project Summary (500 words maximum)

*Please include how innovation plays a role in your project, your project objective (what you plan to accomplish) and strategic importance (why this is important for your organization e.g. expand business growth, adoption of advanced business and innovation processes, technology).*

QUESTIONS (PLEASE PROVIDE BRIEF RESPONSE)

1. Is the project supporting one or more of the following: new technology, innovation, commercialization of a new product, process or productivity enhancements?

2. Does the project provide potential for sales growth, business expansion, increased competitiveness, access to new markets?

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, Indigenous peoples, Official Language Minority Communities, Persons with disabilities, and Visible minorities?

5. Do you currently measure and report on your organization's social impacts? If not, do you expect to in the future? If yes, what social impacts do you currently measure and report on (i.e. jobs created, jobs maintained) and what partner organizations, if any, do you work with on impact measurement and reporting?

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

Project Activity	Timeline	Outcome (identify measurable result and critical issues resolved)

**PROJECT COSTS** **(Note: A complete Project Budget by fiscal year is required – see Appendix 1)**  
*Selected projects will be eligible for a non-repayable performance based contribution requiring a minimum 50% cash contribution on eligible expenses net of HST. The minimum project size is \$50,000 resulting in a minimum recipient contribution of \$25,000. The maximum RIIEO funding support to For-Profit recipients is \$100,000.*

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

Eligible Costs	Description	Amount (excluding HST)
Capital		
Non Capital		
Expertise		
Labour (new incremental)		
<b>Total Project Cost: \$</b>		

BREAKDOWN OF TOTAL PROJECT FUNDING					
Total Funds Requested:			Applicant Contribution:		
Funds From Other Sources ( <i>Specify Amount &amp; Source</i> ):					
Spending Projections ( <i>Based on Federal year end March 31</i> )					
Apr-Jun 2019	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 to provide additional assistance with your project?			<input type="radio"/> YES		<input type="radio"/> NO
PROJECT OUTCOMES – ANTICIPATED ECONOMIC BENEFITS					
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			Total Forecasted Value	
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.	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 CEAA 2012

**Yes, the project is a “designated project”** under CEAA 2012, 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 SUPPORT INFORMATION

Please confirm 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 (at minimum, a YTD Profit & Loss Statement and Consolidated Balance Sheet)
- Project Budget Form by Fiscal Year (Appendix 1 of RIIEO - Local Stream Application)
- List of Board of Directors (Not-for-Profit)

## ADDITIONAL INFORMATION

Additional Information may be submitted to support your application. *(e.g. Business Plan or Executive Summary, Business Model Canvas, Third party quotations for eligible project costs, letters of support etc.)*

## AUTHORIZATION AND CERTIFICATION

As the lead contact and as an authorized signing officer of the Applicant, I certify to the XXXX XXX CFDC (hereinafter referred to as the *CFDC*) that:

- (a) The principals of the Applicant have been notified and consented to the funder collecting, using, retaining and disclosing the information contained in this application for the limited purpose of determining eligibility for funding as is required by law and by the CFDC. I understand that the CFDC will handle personal information in strict confidence in accordance with Federal privacy law. This information may be provided to FedDev Ontario for the purposes of assessing project eligibility.
- (b) The information contained in this application is true and complete in all respects. If the CFDC discovers that this application contains a material misrepresentation, this application shall be deemed to be withdrawn immediately by the Applicant.
- (c) The Applicant agrees to provide any additional information that the CFDC may reasonably require for purposes of assessing this application.
- (d) The Applicant certifies that financial assistance from the CFDC is a significant factor in the decision to proceed with this project.
- (e) As part of its project assessment process, the CFDC requires that all projects conform with the [Canadian Environmental Assessment Act, 2012](#) (CEAA).
- (f) The Applicant acknowledges that he/she is not aware of any violation with respect to conflict of interest with this application. The applicant further confirms that he/she has not engaged the services of a lobbyist for the advancement of this application.
- (g) The Applicant certifies 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.
- (h) The applicant warrants that they are in good standing with Revenue Canada, Municipalities and other Government Ministries/Agencies.
- (i) The Applicant acknowledges that any approved Project will be the subject of public announcements.

I have read and understand this application and guidelines and will submit the required information with this proposal. I understand incomplete applications cannot be assessed and will be deemed ineligible.

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 **Cornwall & The Counties Community Futures Development Corporation**

Please save the completed form and submit with required support information to:

***Brittany MacDonald***

*Project Officer*

*brmacdonald@mycommunityfutures.ca*

Office Use ONLY

Complete Application Received on:

Received by: