

PLAN NAME

LOGO

CREATED DATE

8/31/16 3:21:55 PM CDT

LAST UPDATED

8/31/16 3:21:55 PM CDT

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## SUBMISSION FORM

*Please note that, for security purposes, this application form has a 2-hour time limit. If you are inactive on this form for 2 hours or more, you will be automatically logged out of the system. You may log back in with your username (email address) and password.*

*At any time during the application process, you may click the Save & Logout button, located at the top of the screen. This will save the information you have entered thus far and allow you to log back in to complete your form at a later date.*

ENGLISH OR FRENCH

FIRST NAME

LAST NAME

EMAIL ADDRESS

HOW LONG IS THE CONTRACT FOR THIS APPLICATION?

NAME

POSITION

PHONE NUMBER

EMAIL:

## Your Company or Organization

COMPANY NAME

ADDRESS LINE 1

ADDRESS LINE 2

CITY

PROVINCE

POSTAL CODE

PLEASE UPLOAD YOUR ARTICLES OF INCORPORATION:

CRA BUSINESS NUMBER:

YEARS IN BUSINESS:

WEBSITE:

SOCIAL MEDIA LINK 1:

SOCIAL MEDIA LINK 2:

SOCIAL MEDIA LINK 3:

PLEASE PROVIDE US WITH A BRIEF HISTORY AND BACKGROUND ON OUR ORGANIZATION:

WHAT ARE YOUR MAIN PRODUCTS/SERVICES?

DEFINE YOUR TARGET CUSTOMER OR CLIENT SEGMENT:

WHAT ARE YOUR CURRENT SALES IN CANADA (YEAR TO DATE IN \$CAD)

WHAT ARE YOUR CURRENT SALES IN NORTH AMERICA (YEAR TO DATE IN \$CAD):

WHAT ARE YOUR CURRENT SALES OUTSIDE OF NORTH AMERICA (YEAR TO DATE IN \$CAD):

Please upload a copy of your organization's financial statements (at minimum, a YTD Profit & Loss Statement and Consolidated Balance Sheet):

FINANCIAL STATEMENT 1

FINANCIAL STATEMENT 2

FINANCIAL STATEMENT 3

Note that this information is collected in accordance with our and will NOT be shared with the CEDP Collaborative Innovation Panel. It will be reviewed internally by Northumberland CFDC for the limited purpose of completion of due

diligence associated with assessment of your CEDP application.

**PLEASE ENTER THE NAICS (NORTH AMERICAN INDUSTRY CLASSIFICATION SYSTEM) CODE NUMBER THAT BEST DESCRIBES YOUR BUSINESS: \***

\*If you do not know your NAICS code, you may consult this source: You can search the document for terms (e.g. "manufacturing", "forestry", or "computer systems") by hitting CTRL+F to find those terms within the document. If you cannot find a code that describes your business, please leave this field blank.

## **Previous Government Funding**

**PLEASE DISCLOSE PREVIOUS GOVERNMENT FUNDING RECEIVED BY YOUR ORGANIZATION:**

## **Basic Eligibility**

**PLEASE INDICATE YOUR BASIC LEGAL STRUCTURE:**

## **Employment**

**CURRENT NUMBER OF FULL-TIME EMPLOYEES:**

**CURRENT NUMBER OF PART-TIME EMPLOYEES:**

**TOTAL NUMBER OF CURRENT EMPLOYEES:**

**PLEASE INDICATE THE NAME OF THE LOCAL CFDC REPRESENTING THE CFDC REGION YOUR PROJECT WILL PRINCIPALLY IMPACT**

**WHAT IS THE TOTAL PROJECT SIZE (MUST BE AT LEAST \$200,000 IN ELIGIBLE COSTS**

**WHAT IS YOUR ORGANIZATION'S CONTRIBUTION TO THE PROJECT (MUST BE AT LEAST (\$100,000)?**

For for-profit applicants, please note that the minimum project size is \$200,000 and the maximum CEDP contribution towards that project is \$100,000.

Not-for-profit applicants, please note that the minimum project size is \$200,000 and the maximum CEDP contribution will not exceed 50% of the total project costs (and will not normally exceed \$500,000).

## **Project Description**

**PROJECT NAME**

**PROJECT START DATE**

**PROJECT END DATE**

Please describe your project and why you are requesting CEDP funding (you may include proprietary and sensitive information in this section, if you wish. Later, you will be asked to provide another separate project summary, a version that

you authorize us to share with the Collaborative Innovation Panel, a group of independent, third party industry representatives from across Eastern Ontario who will collectively score your application).

## PROJECT SUMMARY

Who is the management team? Describe their capabilities, track record and ability to successfully deliver this project on time and on budget:

## MANAGEMENT TEAM

What is the strategic importance of this project to overall business success?

## STRATEGIC IMPORTANCE

## Eligible Project Costs

PLEASE CHECK ANY ELIGIBLE COST CATEGORY THAT MAY APPLY TO YOUR PROJECT:

Please note that the following are ineligible and/or unsupported costs:

- Any costs determined as core operating expense, not reasonable, not incremental, and/or not directly related to the eligible project activities;
- Costs incurred prior to the eligibility date as defined in the FedDev Ontario Contribution Agreement;
- Any cost that is ineligible under the FedDev Ontario's terms and conditions and program policies;
- Costs associated with the development of basic websites; and
- Municipal infrastructure.

## What are the main activities of your project? Click all that apply:

Generally for Non-Profit applicants:

EXPANSION OF ECONOMIC ASSETS (CAPACITY BUILDING):

Generally for Private Sector/For-Profit organizations:

BUSINESS DEVELOPMENT AND GROWTH:

BUSINESS INFRASTRUCTURE:

PLEASE IDENTIFY IN DETAIL THE MAIN PROJECT COSTS BY CATEGORY (TYPE AND \$ AMOUNT) THAT ARE SPECIFIC TO YOUR PROPOSED PROJECT:

*For approved projects, funding is disbursed based on 50% reimbursement of eligible costs incurred, following review and approval of claims submitted at minimum on a monthly basis.*

## Project Outcomes

As a direct result of this project, your organization expects to deliver the following outcomes:

**# JOBS CREATED:**

**# JOBS MAINTAINED:**

**# OF NEW PARTNERSHIPS OR COLLABORATIONS FORMED:**

**# OF NEW EXPORT MARKETS ACCESSED:**

**\$ INCREMENTAL SALES TO BE GENERATED OVER THE NEXT 5 YEARS:**

**# NEW OF PATENT APPLICATIONS SUBMITTED**

Please indicate all quarterly milestones you intend to achieve through this project:

Milestones are major incremental objectives or outcomes you intend to achieve as a direct result of your proposed CEDP project.

#### **QUARTERLY MILESTONES**

Please provide us with spending projections on direct and eligible costs for your project by quarter (combined)

Please only enter \$ amounts for quarters that fall within your proposed project start and end dates. The total amount will be at least \$200,000.

Please only include numbers in your answers. Do not include symbols such as commas to indicate thousands. (i.e \$, %, &, etc)

Q4\_2016

Q1\_2017

Q2\_2017

Q3\_2017

Q4\_2017

Q1\_2018

Q2\_2018

Q3\_2018

Q4\_2018

Spending Projections: 0

Please only enter \$ amounts for quarters that fall within your proposed project start and end dates. The total amount will be at least \$200,000.

### **Funding Priorities**

This program will prioritize funding for applicants with characteristics, broadly speaking, of the following client segments.

Please check any attributes that apply to your organization:

**FOR ADVANCED MANUFACTURERS AND INDUSTRIAL SMALL AND MEDIUM-SIZED ENTERPRISES (SMES):**

**FOR INNOVATION-DRIVEN ENTERPRISE AND HIGH-GROWTH FIRMS:****FOR TECHNOLOGY STARTUPS:****FOR “FOURTH PILLAR” ORGANIZATIONS:**

If none of these priorities and program emphases apply to you, please tell us why you think your project should be supported by CEDP:

Your application is confidential and the details of this application form will not be transmitted to third parties. However, as part of the application review processes, a summary of your project proposal must be scored by an independent panel of experts from across Eastern Ontario (the Collaborative Innovation Panel). Therefore, please provide us with a summary of your project here (in a general pitch format) to be considered by that panel and with the understanding that any information you choose to disclose will be provided to that panel. No other information including corporate and proprietary information will be shared with the Collaborative Innovation Panel.

The Collaborative Innovation Panel is comprised of representatives of the following organizations:

- Senior corporate executives and experts from the private sector who are leaders in their field
- Technology and trade associations and industry groups representing business including Chambers of Commerce
- Manufacturing Associations (including the Tri-Association of Northumberland, Quinte and Kawartha manufacturers' associations)
- Municipal Consortiums (e.g. Ontario East Economic Development (OEED), Eastern Ontario Regional Network (EORN), EO Wardens' Council, Mayors Committee)
- Rural Ontario Institute (ROI)
- Regional Innovation Centres (RICs) active in Eastern Ontario (including: Spark Centre, Launch Lab, Invest Ottawa)
- Post-Secondary Institutions (Eastern Ontario colleges & universities such as: Queen's University, Trent University, Fleming College, Loyalist College, Algonquin College, St. Lawrence College, Cité Collégiale, Collège Boréal, University of Ottawa).

**Evaluation Criteria and Scoring (five criteria with equal weight):**Innovation

New technology, innovation, commercialization of a new product, process or productivity enhancements, in targeted sectors.

Business Expansion

Potential for sales growth, business expansion, increased profitability, access to new markets (including export development).

Job Creation/Maintenance

Job creation impacts

Priority Sectors

Advanced Manufacturing, Clean Tech/Bio Tech, ICT, Transportation and Logistics, Disruptive Technologies, Agri-food, Tourism and Food Processing.

Priority Pathways

Priority pathways take into account broader prospective social, economic and technological modalities, such as:

- Industrial
- Digital

- Local
- Youth
- Aboriginal Communities
- Official Language Minority Communities

#### Women

- Companies led women (female President/CEO/CxOs)
- Startups wherein the majority of founders are women
- Organizations wherein the composition of the Board of Directors is 50% or more women
- Social enterprise focused on innovative approaches to the economic empowerment of women

Please for details and examples of priority pathways.\*

You may wish to hit on these points in this narrative summary of your project or project pitch.

**PLEASE PROVIDE THE SUMMARY OF YOUR PROJECT HERE:**

## CEAA Questionnaire

**IS THE ELIGIBLE PROJECT A “DESIGNATED PROJECT” UNDER CEAA 2012 OR DESIGNATED BY THE MINISTER OF ENVIRONMENT? REFER TO THE LIST OF DESIGNATED PROJECTS**

### 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> 2The Guide to Preparing a Project Description is located here: <http://www.ceaa-acee.gc.ca/default.asp?lang=en&n=63D3D025-1> 3Federal 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:

## Duty to Consult - Aboriginal Consultation

The Government of Canada consults with First Nation, Métis and Inuit people for many reasons, including: statutory and contractual; policy and good governance; and the common law duty to consult. The Supreme Court of Canada affirmed, in a number of landmark decisions, such as Haida(2004), Taku River (2004) and Mikisew Cree (2005) that the Crown has a duty to consult when three elements are present:

- Contemplated Crown conduct;

- Potential adverse impact; and
- Potential or established Aboriginal or Treaty rights recognized and affirmed under section 35 of the Constitution Act, 1982.

**A - THE PROPOSED PROJECT CAN BE EXCLUDED FROM THE DUTY TO CONSULT (DTC) PROCESS IF ALL OF THE ACTIVITIES PROPOSED BY THE PROJECT FALL UNDER ONE OF THE FOLLOWING CATEGORIES. PLEASE CHECK THE BOX THAT MOST APPROPRIATELY DESCRIBES THE PROJECT ACTIVITIES:**

\*Potential or established aboriginal and/or treaty rights” could include such activities as logging, hunting, fishing, trapping, harvesting, and gathering.

**B - DO ALL OF THE PROPOSED PROJECT ACTIVITIES FALL UNDER ONE OF THESE CATEGORIES?**

IF YOU HAVE CHECKED “YES” TO PART B ABOVE, NO FURTHER ASSESSMENT IS REQUIRED. THERE IS NO LEGAL DUTY TO CONSULT.

IF YOU HAVE CHECKED “NO” TO PART B ABOVE, FURTHER ASSESSMENT IS REQUIRED. YOUR APPLICATION WILL BE PUT ON HOLD PENDING COMPLETION OF FEDDEV ONTARIO’S ASSESSMENT AND DECISION.

## **Letters of Support**

Please upload Letters of Support for your proposed project from key stakeholders and partners (you must upload at least 1 letter of support):

LETTER OF SUPPORT 1

LETTER OF SUPPORT 2

LETTER OF SUPPORT 3

LETTER OF SUPPORT 4

LETTER OF SUPPORT 5

LETTER OF SUPPORT 6

LETTER OF SUPPORT 7

LETTER OF SUPPORT 8

LETTER OF SUPPORT 9

LETTER OF SUPPORT 10

## **Additional Information**

PLEASE PROVIDE US WITH ANY FURTHER INFORMATION YOU MAY WISH TO INCLUDE IN YOUR APPLICATION:

## **Additional Uploads**

BUSINESS PLAN OR EXECUTIVE SUMMARY:

BUSINESS MODEL CANVAS:

PITCH DECK:

VIDEO:



LINKS TO ONLINE MEDIA, COVERAGE, EXPOSURE:

MEDIA 1:

MEDIA 2:

MEDIA 3:

### Attestation

**By clicking "Yes" I understand that the project summary I provide will be shared with the Collaborative Innovation Panel for the limited purpose of evaluation of the strategic merit and economic benefit of the project and with the understanding that the Collaborative Innovation Panel's evaluation based on the scoring system noted above comprises an integral part of the evaluation of my application.**

**By clicking "YES", I certify that the information provided in this application is to the best of my knowledge true and accurate and further, that I understand that by submitting this application I will undergo a due diligence process associated with review and assessment of my application by Northumberland CFDC and that additional information, substantiation or documentation may be requested.**

#### EDITORS

	COMPANY POSITION	PHONE NUMBER
No Data		

#### ATTACHMENTS

NAME	DESCRIPTION	CREATED DATE
No Data		

#### NOTES

FIRST NAME	LAST NAME	NOTES
No Data		

#### EVALUATIONS

