



## LOCAL STREAM

Overall it is the intent of the Northumberland CFDC to carefully invest in local projects that support the transition of traditional SMEs, manufacturers and our communities into the new rural economy.

Projects will demonstrate sustainability, drive prosperity and job creation/sustainment through innovation, research and development, commercialization, and business practices that work to position the region for global competitiveness, export markets, and economic diversification.

Please read the [Local Stream guidelines](#) before completing the application form.

Incomplete applications will not be considered.

## BUSINESS/ORGANIZATION INFORMATION

LEGAL NAME OF APPLICANT

OPERATING NAME (IF DIFFERENT FROM ABOVE):

TYPE OF BUSINESS/ORGANIZATION

- Please Select:
- Corporation
  - Partnership
  - Sole Proprietorship
  - Municipal
  - Not-For-Profit
  - Aboriginal
  - Other

CRA BUSINESS NUMBER:

YEARS IN BUSINESS:

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: [Click Here](#). 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.

ADDRESS LINE

ADDRESS LINE 2

MUNICIPALITY/TOWN

PROVINCE

POSTAL CODE

**CONTACT PERSON**

FIRST NAME

LAST NAME

POSITION/TITLE

TELEPHONE NUMBER

FAX NUMBER

EMAIL

WEBSITE URL

SOCIAL MEDIA LINK

**PLEASE PROVIDE US WITH A BRIEF HISTORY AND BACKGROUND ON YOUR ORGANIZATION:** (PLEASE INCLUDE KEY ACTIVITIES, CLIENT SEGMENTS, VALUE PROPOSITION (MAX 250 WORDS))

ARE YOU A FOR PROFIT OR NON-PROFIT?

For Profit

Non-Profit

CURRENT SALES (TOTAL SALES IN YOUR LAST COMPLETE FISCAL YEAR \$CAD):

SALES IN CANADA

SALES IN NORTH AMERICA

OUTSIDE NORTH AMERICA

**PROJECT INFORMATION**

PROJECT NAME

PROJECT START DATE

PROJECT END DATE

**BRIEF DESCRIPTION OF PROJECT ACTIVITIES (200 WORDS MAX)** NOTE: A FULL PROJECT SUMMARY WILL BE REQUIRED LATER IN THE APPLICATION.

## PROJECT MILESTONES

*Milestones are major incremental objectives with outcomes you intend to achieve as a direct result of your project.*

HOW MANY MILESTONES WOULD LIKE TO LIST? ( UP TO 5)

### MILESTONE 1

PROJECT ACTIVITY

TIMELINE DATE TO BE COMPLETED:

OUTCOME (IDENTIFY MEASURABLE RESULT AND CRITICAL ISSUES RESOLVED)

## PROJECT COSTS

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 funding support to For-Profit recipients is \$100,000.

Eligible costs for project activities may include Labour, Expertise, Non-Capital, and Capital. All costs must be reasonable and directly related to the eligible project activities.

Ineligible and/or Unsupported Costs include:

- Any costs deemed not reasonable and/or not directly related to the eligible project activities.
- Activities in support of regular maintenance and/or ongoing operational costs.
- Cost incurred prior to the eligibility date as defined in the Contribution Agreement.
- Costs incurred after December 31, 2020.
- Any cost that is ineligible under the Contribution Agreement.
- Acquisition of land or buildings.

## MAIN PROJECT COSTS IN RELATION TO YOUR MILESTONES:

### CAPITAL

DESCRIPTION

\$ AMOUNT (NO COMMAS – ROUNDED DOLLAR AMOUNTS ONLY)

### NON-CAPITAL

DESCRIPTION

\$ AMOUNT (NO COMMAS – ROUNDED DOLLAR AMOUNTS ONLY)

### EXPERTISE

DESCRIPTION

\$ AMOUNT (NO COMMAS – ROUNDED DOLLAR AMOUNTS ONLY)

**LABOUR (NEW INCREMENTAL)**

DESCRIPTION

\$ AMOUNT (NO COMMAS – ROUNDED DOLLAR AMOUNTS ONLY)

**TOTAL PROJECT COST:**

**BREAKDOWN OF TOTAL PROJECT FUNDING**

TOTAL FUNDS REQUESTED

APPLICANT CONTRIBUTION

FUNDS FROM OTHER SOURCES (SPECIFY AMOUNT & SOURCE)

WOULD YOU LIKE TO RECEIVE A REFERRAL TO OUR LOAN PROGRAM TO PROVIDE ADDITIONAL ASSISTANCE WITH YOUR PROJECT?

**SPENDING PROJECTIONS**

APR-JUNE 2019

JUL-SEPT 2019

OCT-DEC 2019

JAN-MAR 2020

APR-JUN 2020

JUL-SEPT 2020

OCT-DEC 2020

Note: A complete Project Budget Form by fiscal year must be submitted with the application – Copies of the budget form are enclosed as Appendix 1

**OTHER GOVERNMENT FUNDING**

Please disclose any government funding currently received or anticipated to be received by your organization

HOW MANY SOURCES OF FUNDING WOULD YOU LIKE TO ADD? ( UP TO 5 OR NONE)

**SOURCE 1**

\$AMOUNT

STATUS OF GOVERNMENT FUNDS

Please Select

- Approved
- Receiving
- Requested

## PROJECT OUTCOMES – ANTICIPATED ECONOMIC BENEFITS

### Job Definitions

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.).

Permanent job is a position without a fixed end date.

Temporary job is defined as a temporary or contract position with a fixed end date.

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)

### **CURRENT # OF JOBS AT TIME OF APPLICATION**

CURRENT PERMANENT FTE JOBS

CURRENT TEMPORARY FTE JOBS

### **FORECASTED JOBS AT PROJECT COMPLETION**

PERMANENT FTE JOBS CREATED

TEMPORARY FTE JOBS CREATED

PERMANENT FTE JOBS MAINTAINED

TEMPORARY FTE JOBS MAINTAINED

### **TOTAL FORECASTED VALUE OF PROJECT COSTS FOR:**

PRODUCTIVITY IMPROVEMENTS \$

RESEARCH AND DEVELOPMENT \$

CLEAN TECHNOLOGY \$

### **FORECASTED VALUE OF SALES GENERATED BY COMMERCIALIZING**

NEW PRODUCTS (SPECIFY)

TOTAL FORECASTED VALUE \$

NEW SERVICES (SPECIFY)

TOTAL FORECASTED VALUE \$

NEW PROCESSES (SPECIFY)

TOTAL FORECASTED VALUE \$

# NEW MARKETS ACCESSED (SPECIFY)

# NEW PARTNERSHIPS/COLLABORATIONS

## # NEW PATENT APPLICATIONS SUBMITTED

### **SOCIAL IMPACTS**

DO YOU CURRENTLY MEASURE AND REPORT ON YOUR ORGANIZATION'S SOCIAL IMPACTS?

DO YOU EXPECT TO IN THE FUTURE?

### **PROJECT OVERVIEW SUMMARY**

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 process, the following Project Summary of your proposal will be reviewed by members of the NCFDC Board for a decision (approve/decline) of application request.

Please provide an overview of your project including:

- company/organization name, location, sector, project team,
- total project costs, requested funding,
- indicate 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 and technology) ,
- anticipated job creation/maintenance. 7500 WORD COUNT

7500 WORD COUNT

### **PLEASE PROVIDE A BRIEF RESPONSE TO THE FOLLOWING QUESTIONS**

1. IS THE PROJECT SUPPORTING ONE OR MORE OF THE FOLLOWING: NEW TECHNOLOGY, INNOVATION, COMMERCIALIZATION OF A NEW PRODUCT, PROCESS OR PRODUCT ENHANCEMENT?
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? ( ADVANCED MANUFACTURING, DIGITAL INDUSTRIES, CLEAN TECH, AGRI-FOOD AND 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?

## 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?

IS THE PROJECT ON FEDERAL LANDS?

This project is not a “designated project” under CEAA 2012, and is not on federal lands. No further action is required under CEAA 2012.

### 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](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 has been uploaded to 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
- List of Management Team
- List of Board of Directors (Not-For-Profit)

## ADDITIONAL INFORMATION

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

## AUTHORIZATION AND CERTIFICATION

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

1. 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.
2. 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.
3. THE APPLICANT AGREES TO PROVIDE ANY ADDITIONAL INFORMATION THAT THE CFDC MAY REASONABLY REQUIRE FOR PURPOSES OF ASSESSING THIS APPLICATION.
4. THE APPLICANT CERTIFIES THAT FINANCIAL ASSISTANCE FROM THE CFDC IS A SIGNIFICANT FACTOR IN THE DECISION TO PROCEED WITH THIS PROJECT.
5. AS PART OF ITS PROJECT ASSESSMENT PROCESS, THE CFDC REQUIRES THAT ALL PROJECTS CONFORM WITH THE CANADIAN ENVIRONMENTAL ASSESSMENT ACT, 2012 (CEAA).
6. 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.
7. 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.
8. THE APPLICANT WARRANTS THAT THEY ARE IN GOOD STANDING WITH REVENUE CANADA, MUNICIPALITIES AND OTHER GOVERNMENT MINISTRIES/AGENCIES.
9. THE APPLICANT ACKNOWLEDGES THAT ANY APPROVED PROJECT WILL BE THE SUBJECT OF PUBLIC ANNOUNCEMENTS.
10. 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.

### **AUTHORIZING OFFICIAL CONTACT INFORMATION:**

**NAME**

**TITLE**

**PHONE**

**EMAIL**



PROJECT ACTIVITY BUDGET					Office Use Only
Organization:					Project #
Project Name:					
<p align="center"><b>Please complete one Project Budget Form for each fiscal year in which funds for the project will be requested.</b></p> <p><i>Note: Please see Guidelines for details on Eligible Costs</i></p>					
FUNDING BUDGET YEAR ONE April, 2019 to December 31, 2019					Office Use Only
Eligible Cost	Description of Cost/Activity	Start Date	End Date	Cost (Net HST)	Approved Cost
Year One <b>TOTAL</b> Eligible Costs					
Applicant Cash Contribution					
Other Confirmed Funding					
Year One Funding Request					

PROJECT ACTIVITY BUDGET					Office Use Only
Organization:					Project #
Project Name:					
FUNDING BUDGET YEAR TWO January 1, 2020 to December 31, 2020					Office Use Only
Eligible Cost	Description of Cost/Activity	Start Date	End Date	Cost (Net HST)	Approved Cost
Year Two <b>TOTAL</b> Eligible Costs					
Applicant Cash Contribution					
Other Confirmed Funding					
Year Two Funding Request					