



REGIONAL STREAM

Overall it is the intent of the Northumberland CFDC, with regional input, to support projects that accelerate the growth of SMEs on the innovation track, with benefits to multiple communities within Eastern Ontario.

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 [REGIONAL Stream guidelines](#) before completing the application form.

Note: Maximum support to for-profit recipients will not exceed \$100,000 - if applicants have received LOCAL stream support, they are ineligible for the REGIONAL stream.

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 1

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 OUR 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

PLEASE identify the [local CFDC](#) representing the Eastern Ontario communities/area your project will principally impact. The identified CFDC(s) will be contacted for input on the project and to confirm applicants are not “Local Stream” funding recipients.

PLEASE SELECT A LOCAL CFDC (SELECT ALL THAT APPLY)

- CORNWALL & THE COUNTIES
- 1000 ISLANDS
- FRONTENAC
- GRENVILLE

- NORTH & CENTRAL HASTINGS
- HALIBURTON
- KAWARTHA LAKES
- NORTHUMBERLAND
- PETERBOROUGH
- PRESCOTT-RUSSELL
- PRINCE EDWARD/LENNOX & ADDINGTON
- RENFREW
- SOUTH LAKE
- TRENVAL
- VALLEY HEARTLAND

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? (option 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 and require a minimum 50 percent cash contribution by the recipient on eligible expenses net of HST. The minimum project size for a regional stream project is \$200,000 resulting in a minimum contribution of \$100,000 by the recipient.

The maximum funding support to For-Profit recipients will not exceed \$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 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:

Note: The total will not pull commas or periods.

BREAKDOWN OF TOTAL PROJECT FUNDING

TOTAL FUNDS REQUESTED

APPLICANT CONTRIBUTION

SPENDING PROJECTIONS

APR-JUNE 2019

JUL-SEPT 2019

OCT-DEC 2019

JAN-MAR 2020

APR-JUN 2020

JUL-SEPT 2020

OCT-DEC 2020

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? (Option 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

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 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, the next section of the application includes a Complete Summary of your project below (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](#).

PROJECT EVALUATION CRITERIA

Each criterion is applied with a weight for a total possible score of 100 as follows:

1. Advancing Innovation: New technology, innovation, commercialization of a new product, process or productivity enhancements, in priority sectors. (30 Points)
2. Job Creation/Maintenance: Job creation impacts. (30 Points)
3. Business Expansion: Potential for sales growth, business expansion, increased profitability, strengthened competitiveness, access to new markets (including export development). (30 points)
4. Priority Sectors: Advanced Manufacturing, Clean Tech, Bio Tech, Digital Industries, Agri-food, Food Processing, and Inclusiveness (Women entrepreneurs, Indigenous peoples, Youth, Official Language Communities, Persons with disabilities, Immigrants and Visible minorities). (10 Points)

COMPLETE PROJECT SUMMARY

Please include:

- company/organization name, location, sector, project team,
- project activity overview, total project costs, requested funding,
- communities/region within Eastern Ontario the project will impact.

For-Profit SME's please indicate:

- how the project is accelerating your innovation path, 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.

Fourth Pillar organizations please articulate the regional strategic importance of the project and how the project is supporting and accelerating innovation for Eastern Ontario regional SMEs.

7500 word count

CEAA QUESTIONNAIRE

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](#)

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:

- THE PROJECT CONSISTS EXCLUSIVELY OF ACTIVITIES WHERE THERE IS NO PHYSICAL IMPACT (E.G., ATTENDING A CONFERENCE, MARKETING DEVELOPMENT, BUYING EQUIPMENT, HIRING STAFF, ADMINISTRATIVE COSTS, INVESTMENTS IN CAPITAL INVESTMENT FUNDS, CONDUCTING FEASIBILITY STUDIES).
- THE PROJECT INCLUDES ONLY MINOR CONSTRUCTION WORK (I.E., DOES NOT INCLUDE ACTIVITIES SUCH AS EXCAVATING, CLEARING TREES, PATHS, BUILDING AND REPAIRING ROADS OR BRIDGES, OR ERECTING LARGE STRUCTURES) AND THERE IS NO PROSPECT OF DIRECTLY OR INDIRECTLY IMPACTING POTENTIAL OR ESTABLISHED ABORIGINAL AND/OR TREATY RIGHTS* THROUGH LAND, WATER, OR AIR.

*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?

Please select

- Yes
- No

PLEASE DESCRIBE WHY THE PROPOSED PROJECT FALLS UNDER ONE OF THE THREE LISTED EXEMPTIONS.

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.

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)
- List of Management Team
- List of Board of Directors (Not-For-Profit)

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 2-10

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, letters of support 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:

I AGREE

AUTHORIZATION AND CERTIFICATION

As the lead contact and as an authorized signing officer of the Applicant, I certify to the 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 UNDERSTANDS THAT BY SUBMITTING THIS APPLICATION IT WILL UNDERGO A DUE DILIGENCE PROCESS ASSOCIATED WITH REVIEW AND ASSESSMENT OF THIS APPLICATION BY THE CFDC AND THAT ADDITIONAL INFORMATION, SUBSTANTIATION OR DOCUMENTATION MAY BE REQUESTED.
4. 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.
5. 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.
6. THE APPLICANT WARRANTS THAT THEY ARE IN GOOD STANDING WITH REVENUE CANADA, MUNICIPALITIES AND OTHER GOVERNMENT MINISTRIES/AGENCIES.
7. THE APPLICANT ACKNOWLEDGES THAT ANY APPROVED PROJECT WILL BE THE SUBJECT OF PUBLIC ANNOUNCEMENTS.

8. 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.

9. 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.

I Agree

AUTHORIZING OFFICIAL CONTACT INFORMATION:

NAME

TITLE

CEO

PHONE

EMAIL