



HURRICANE FIONA RECOVERY FUND APPLICANT GUIDE

SECTION A - GENERAL INFORMATION	2
1. Introduction	2
2. About the Hurricane Fiona Recovery Fund	2
SECTION B - PROGRAM INFORMATION	3
1. Who Can Apply?	3
2. What Type of Activities Are Eligible?	4
SECTION C - APPLICATION PROCESS	4
1. Process	4
2. Steps to Apply for Financial Assistance	4
3. Completing the Application Form	5
SECTION D - Completing the Annex to the Application Form	7
1. Applicant Attestation	7
2. Project Information	7
3. Required Information	7
4. Disclosures	8



HURRICANE FIONA RECOVERY FUND

APPLICANT GUIDE

SECTION A - GENERAL INFORMATION

1. Introduction

This Applicant Guide will help applicants apply for financial assistance under the Atlantic Canada Opportunities Agency (ACOA) Hurricane Fiona Recovery Fund. The applicant is responsible for completing all required sections of the application form as accurately and as completely as possible, and for including all required information as outlined in this guide. Failure to do so may prevent ACOA from considering the application or create delays in the assessment of the application. If you have any questions, or require a paper version of this application, please contact the [ACOA office](#) nearest you:

- **Nova Scotia:** 1-800-565-1228
- **New Brunswick:** 1-800-561-4030
- **Prince Edward Island:** 1-800-871-2596
- **Newfoundland and Labrador:** 1-800-668-1010
- **ACOA Business Information Services:** 1-888-576-4444

2. About the Hurricane Fiona Recovery Fund

1. Duration of the Fund

The Hurricane Fiona Recovery Fund will provide support up to March 31, 2024, to help those impacted by the hurricane in Atlantic Canada and to support recovery efforts.

2. Objectives of the Fund

The Fund is designed to provide support to communities, businesses and organizations directly affected by Hurricane Fiona, which swept through Atlantic Canada on September 23 and 24, 2022. The support will address impacts not covered under other government and private sector measures. This includes:

- Assistance to rebuild, recover and restore community life and economic activity.
- Support for building community resiliency and improved climate adaptation and planning.
- Support to hard-hit sectors to assess damage and plan for recovery.



HURRICANE FIONA RECOVERY FUND

APPLICANT GUIDE

SECTION B - PROGRAM INFORMATION

1. Who Can Apply?

To be eligible, the applicant must:

- Have an immediate need, quantifiable loss, or damage directly resulting from Hurricane Fiona. This may include lost inventory and damage to infrastructure.
- Have exhausted all other sources of financial assistance such as federal programs, including the Disaster Financial Assistance Arrangements, provincial programs, and insurance.
- Be located in affected areas of Atlantic Canada, primarily:
 - Nova Scotia: Counties of Halifax, Cape Breton, Inverness, Victoria, Richmond, Pictou, Guysborough, Colchester, Cumberland and surrounding affected areas.
 - Prince Edward Island: All affected areas.
 - Newfoundland and Labrador: Southwestern and surrounding affected areas.
 - New Brunswick: Counties of Kent, Westmorland and surrounding affected areas.
- Be a not-for-profit entity, a business, or an association supporting organizations in hard-hit sectors such as:
 - Not-for-profit organizations
 - Local development associations
 - Municipalities
 - Provincial governments
 - Economic development associations
 - Post-secondary and educational institutions
 - Indigenous bands and organizations
 - Crown corporations
 - Businesses
 - Industry and sector associations (e.g., aquaculture)



HURRICANE FIONA RECOVERY FUND

APPLICANT GUIDE

2. What Type of Activities Are Eligible?

Eligible activities for communities, businesses and organizations include:

- Rebuilding, renovating or repairing of community assets and other facilities.
- Recovering and replacing lost inventory and damaged equipment and product.
- Restoring, rebuilding and improving existing or new coastal tourism and community infrastructure and fisheries and aquaculture-related equipment.
- Performing activities that are essential for the restoration of key community and tourism assets.
- Conducting key activities that support the recovery efforts of hard-hit sectors such as the assessment of damages, capacity building and planning for recovery.
- Carrying out activities to support hard-hit sectors (e.g., aquaculture) with immediate needs and longer-term mitigation measures to address climate change realities for increased resiliency and sustainability of assets and infrastructure.
- Carrying out activities that are essential for the implementation of the project, and critical to the well-being of the community and a return to community and economic activity.

SECTION C - APPLICATION PROCESS

1. Process

Applications will be received through a continuous intake process.

2. Steps to Apply for Financial Assistance

Step 1: Download the Application Form for the Hurricane Fiona Recovery Fund. It can be found on the [Application for financial assistance page](#).

Step 2: Using this Applicant Guide as a reference, fill out the application form, save it, and collect and prepare all supporting documents. A list of required documents is included in the annex to the application.

Step 3: To submit the application online, return to the [Application for financial assistance page](#) and use the “Ready to submit online” button.

Note: To submit a paper application, print it and mail it along with all supporting documents to one of the [ACOA regional offices](#) in your province. Keep a copy of the completed and signed application for your records.



HURRICANE FIONA RECOVERY FUND

APPLICANT GUIDE

3. Completing the Application Form

All sections of the application form must be completed in full, where applicable. Below is a summary of each section of the application form. If you require further assistance, please contact [ACOA](#).

Part A – Applicant Information

This section collects information about the applicant and includes:

- 1. Official Language Preferred for Correspondence:** Select the official language that is preferred for services, including correspondence, regarding the application.
- 2. Legal Name of Applicant:** Provide the legal name of the applicant. This name may be different from its operating name.
- 3. Business or Operating Name of Applicant (if different from legal name):** Provide all operating names of the applicant, as applicable.
- 4. Type of Legal Entity:** Select the appropriate type of legal entity of the applicant.
- 5. Date of Incorporation or Registration:** Select the date stated on the applicant's Articles of Incorporation, letters patent or other constituting document, as applicable. The format of the date should be year/month/day.
- 6. Applicant Business Number:** Indicate the unique nine-digit business number assigned to the applicant by the Canada Revenue Agency. If the applicant does not have a business number, leave the field blank.
- 7. Mailing Address:** Provide the complete mailing address of the applicant's headquarters.
- 8. Business Phone Number:** Provide the business telephone number of the applicant's headquarters.
- 9. Fax Number:** Provide the facsimile number of the applicant's headquarters.
- 10. Email:** Identify a valid and active email address for the applicant.
- 11. Website:** Provide the applicant's website.

Part B – Authorized Representative

Provide the contact information for the person who is authorized to represent the applicant and who will be the main point of contact for the project. The authorized contact cannot be a consultant as ACOA will only communicate with the applicant. If the contact person is not a signing officer of the applicant organization, further confirmation of that person's authority to represent and bind the organization may be required.



HURRICANE FIONA RECOVERY FUND

APPLICANT GUIDE

Part C – Ownership

This section is reserved for businesses and partnerships. Other applicants are not required to complete this section.

- 1. Provide information about the owners of the applicant:** Indicate in the table the given names and surnames of all owners of the applicant (e.g. shareholders, partners, etc.), as well as the percentage of their share in the business and the role or position they occupy in the business, as applicable.
- 2. Provide names of any parent company, subsidiaries and any affiliate or related business entities:** Where applicable, provide the legal name of any parent entity of the applicant, subsidiary of the applicant and/or entities that may be deemed affiliated or related to the applicant, as well as the city where their head office is located, and the nature of their relationship with the applicant (i.e. parent, subsidiary, related, etc.).

A parent company is a company that owns the majority of the controlling shares or all of the shares of another company. A subsidiary of the applicant is a company whose controlling or sole shareholder is the applicant. Affiliates are usually where one company is a minority shareholder of another or when two companies are controlled by the same third party. Examples of related entities include entities that are each controlled by the same person or entity or group of persons or entities, or that are each controlled by a different person or entity, but the two persons or entities are related. There are other possible combinations of affiliated and related persons controlling corporations that can lead to the entities being affiliated or related.

Part D – Consent and Certification

Carefully read each statement in this section.

By signing the Consent and Certification section, the applicant agrees with and attests to all statements and authorizations contained in this section and agrees to be bound by them.

Making a false statement or providing misleading information may result in the Agency or its Minister exercising any remedy available at law and potentially other consequences.

By signing and submitting the application for financial assistance, the applicant acknowledges that the information contained therein is subject to the [Access to Information Act](#) and the [Privacy Act](#).



HURRICANE FIONA RECOVERY FUND

APPLICANT GUIDE

SECTION D - Completing the Annex to the Application Form

1. Applicant Attestation

Provide details of the program(s) to which the applicant has already applied for financial assistance, as well as the result of each request. Complete the table by selecting whether you applied for funding through the programs listed and explain the outcome.

2. Project Information

- A. Specify the physical location where the project will take place.
- B. Provide a brief description of the need, and any financial losses and damages the applicant incurred due to Hurricane Fiona.
- C. Indicate whether the applicant has insurance available for the entire damages or financial losses (e.g., inventory, equipment or product). If you select “Yes,” do not complete the Annex. If you select “No,” provide a copy of the letter from the insurance company stating that there is partial or no insurance coverage for this type of loss.
- D. Complete the table and provide the details of the loss, meaning a detailed list of all the items for which you are seeking assistance, the total cost estimates, and the amount not covered by other federal programs, provincial programs, or insurance. The applicant must have exhausted all other sources of financial assistance before applying to the Fund. Indicate the amount that the applicant is requesting from the Fund.
- E. Provide a brief description of all the additional activities that the applicant undertook as a result of the loss incurred from Hurricane Fiona. Describe the assistance required to complete any rebuilding, recovery and restoration.

3. Required Information

The following documents must accompany the application form for the Hurricane Fiona Recovery Fund, as applicable:

- A copy of the applicant’s incorporation documents.
- A copy of the applicant’s most recent financial statements (audited or reviewed are preferred).
- A description of the applicant’s mandate, including the management and qualification of key personnel, if applicable.
- A confirmation from the insurance provider stating that there is partial or no insurance coverage for the type of loss.



HURRICANE FIONA RECOVERY FUND

APPLICANT GUIDE

- Any other relevant documents related to the project that may assist with the assessment of the application.

4. Disclosures

This section requires disclosure of information about the applicant. Additional details must be provided for each question if the response is “No” to the first question or if the response is “Yes” to any of the other questions.