



HURRICANE FIONA RECOVERY FUND

APPLICANT GUIDE

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SECTION A - GENERAL INFORMATION

1. Introduction

This Applicant Guide provides information to 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 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. 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 Program

ACOA's Hurricane Fiona Recovery Fund will provide support over two years (2022-2023 to 2023-2024) to help those impacted by the hurricane in Atlantic Canada and to support recovery efforts. This support will help affected communities as well as hard-hit sectors recovering from the damage resulting from Hurricane Fiona.

2. Objectives of the Program

The objective of the Fund is to help communities and sectors seeking to rebuild, recover and restore community life and economic activity as a result of the impacts of Hurricane Fiona, which swept through Atlantic Canada on September 23 and 24, 2022. The Fund will seek to encourage and support building community resiliency and improved climate adaptation and planning. The Fund will also support hard-hit sectors to assess damage and plan for recovery.



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SECTION B - PROGRAM INFORMATION

1. Who Can Apply?

To be eligible for the Hurricane Fiona Recovery Fund, 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; and
- have exhausted all other sources of financial support. Federal programs, including the Disaster Financial Assistance Arrangements, provincial programs and insurance must be maximized.

Eligible applicants must be in affected areas of Atlantic Canada, primarily:

- Nova Scotia: Counties of Halifax, Cape Breton, Inverness, Victoria, Richmond, Pictou, Guysborough, Colchester, Cumberland County 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.

Eligible applicants include:

- Not-for-profit organizations
- Municipalities
- Economic Development Associations
- Post-secondary institutions
- Indigenous organizations

2. What Type of Activities Are Eligible?

Eligible activities under the Hurricane Fiona Recovery Fund for communities and hard-hit sectors include:

- Support to not-for-profit organizations, municipalities, community organizations, and other associations representing community interests and areas of need.
- Support for the assessment of damages and planning of recovery efforts.
- Incremental support for the restoration of key community and tourism assets such as waterways and trail systems.



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- Targeted and incremental support for highly affected sectors to undertake key activities such as capacity building and planning in support of recovery.
- Incremental support for enhanced rebuilding and renovation of community welcoming centres and other facilities contributing to community well-being.
- Targeted and incremental support for needs resulting from Fiona that are 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 accepted 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 form page](#).

Step 2: Using this Applicant Guide as a reference, fill out the application form, save it, 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 form 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.

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 correspondence regarding the application.



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2. **Legal Name of Applicant:** Provide the official 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:** Indicate 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 month/day/year.
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. Also include a valid and active email address.

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.

Part C – 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 be considered fraud and may result in the Minister exercising any remedy available to them 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](#).



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SECTION D - Completing the Annex to the Hurricane Fiona Recovery Fund Application

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 loss. If you select "Yes," do not complete the Annex. If you select "No," provide a copy of the letter from your insurance company stating that there is partial or no insurance coverage for this type of loss.
- D. Complete the table and provide 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 to rebuild, recover and restore from damages resulting from Hurricane Fiona. Describe the assistance required to complete the 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
- any other relevant documents related to the project that may assist with the assessment of the application



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4. Disclosures

This section requires disclosure of information about the applicant. Additional details must be provided for each question for which the response is “Yes.”