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**CANADA COMMUNITY REVITALIZATION FUND
APPLICANT GUIDE**

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SECTION A – GENERAL INFORMATION

1. Introduction

This Applicant Guide provides information to help applicants complete and submit an application for financial assistance under the Canada Community Revitalization Fund (CCRF). Applicants should read this Applicant Guide in its entirety before starting an application. All sections of the application must be **completed**, as applicable, and must contain all required information outlined in this guide in order to be considered for funding.

If you have additional questions, please contact the ACOA office nearest you:

- **Head Office:** 1-800-561-7862
- **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
- **Ottawa:** 613-941-7241

2. About the Canada Community Revitalization Fund

a) Duration of the program:

The CCRF will provide a \$500M investment over two years (2021-2022 to 2022-2023) across Canada for community infrastructure projects.

b) The Objective of the Program:

The objective of the CCRF is to support communities, towns and cities across Canada as they invest in infrastructure that will assist with community vitality, support social and economic cohesion and help reanimate communities.

Section B – Program Information

1. Who can apply?

- Not-for-profit organizations, including co-operatives and business improvement areas (BIAs);
- Municipal or regional government established by or under provincial or territorial statute;
- Local Service Districts, regional districts or similar types of entities that are established as unincorporated units of governance;
- Rural communities that are incorporated but considered non-municipal bodies;
- A public-sector body that is established by or under provincial or territorial statute or by regulation or is wholly owned by province, territory, municipal or regional government and that provides municipal-type infrastructure services to communities; and
- An indigenous organization such as Indigenous-led not-for-profits and organizations which



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include but are not limited to First Nations as represented by their Chief and Council, Tribal Councils, Indigenous Representative Organizations, Métis and Inuit organizations and Settlements as well as Indigenous/First Nation/Métis Settlement owned organizations.

2. What type of activities are eligible?

The Fund will provide support for the following project types:

- Adapting and reimagining/re-envisioning community spaces and maintaining accessibility standards so that they may safely be used by communities in accordance with social distancing and local public health guidelines to help revitalize areas and support future planning efforts. Projects could include community transformation infrastructure to help rejuvenate communities, downtown cores, main streets, and shared spaces.
- Building (i.e. the construction of) or improving community infrastructure through the expansion, improvement or creation of community spaces to encourage Canadians to re-engage in and explore their communities and regions.

3. What are the priorities?

Priorities will be given to projects in the following order of importance (for definitions, please see [Section C – Application Process](#)):

- 1) Downtown cores and main street
- 2) Outdoor spaces
- 3) Green projects
- 4) Accessibility

Should your project not fall within one of the priorities outlined above, it may still be considered for funding.

Other priorities include:

- Shovel ready;
- Bringing in other partners to leverage project funding (priority may be given to those projects that require a federal contribution of only 50 percent);
- Of a smaller scope where the project will be completed within the required timeframe to ensure that the program benefits will be shared broadly;
- Requesting funds under \$500K;
- Helping communities rebound from the effects of the pandemic and contribute to the reanimation of communities, towns and cities; and/or
- Demonstrate measurable direct or indirect social-economic benefits
- Priority may be given to projects that encourage the participation of underrepresented groups



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4. How will projects be screened?

Projects will be screened based on the following criteria:

1. **Eligibility:** The extent to which the applicant meets the criteria of who can apply.
2. **Alignment:** The extent to which the applicant demonstrates how their project aligns with the following:
 - objective of the fund
 - priority areas (i.e. 1) downtown cores and main street, 2) outdoor spaces, 3) green projects and 4) accessibility)
3. **State of readiness:** The extent to which the project is ready to begin.
4. **Other funding:** The extent to which the applicant has secured project funding from other sources.
5. **Inclusive growth:** The extent to which the project benefits or encourages the inclusion of under-represented groups.

Section C – Application Process

1. Process and Deadline

- Applications will be accepted through continuous intake process where priority will be given to completed applications received by a July 23, 2021.
- Proposals received after that date may still be considered.

2. Steps to Submit an Application

Step 1: Download the Application specific to the Canada Community Revitalization Fund.

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 application)

Step 3: To submit your 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.



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3. Completing the Application for Financial Assistance Form

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

Applicant and Contact Information

This section collects information about the applicant and includes:

1. **Legal name of applicant:** Provide the official legal name of the applicant. The applicant's legal name may be different from its operating name.
Operating name of applicant, if different: Provide all operating name(s) of the applicant, as applicable.
2. **Mailing address:** The complete address where the headquarters of the applicant is located. Email: Please ensure that the email address provided is valid and active.
3. **Authorized contact:** Provide contact information for the person who is authorized to represent the applicant, and who will be the main point of contact regarding the project. Note 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.
4. **Description of your organization and its mandate:** Please describe what type of mandate most accurately reflects the applicant organization, not the project activities. (E.g. educational, economic development, humanitarian, youth, etc.)
5. **Date of Incorporation:** The date stated on the applicant's Articles of incorporation, letters patent or other constituting document, as applicable.
Business Number: The business number is a unique 9-digit number assigned by the Canada Revenue Agency.
6. **Type of legal entity:** Select the appropriate type of legal entity.
7. **Official language for correspondence:** Please select in which official language you prefer receiving correspondence regarding the project.
8. **Contact information of bank or financial institution ACOA may contact to inquire about the applicant:** This section must be completed by providing the information for the bank or financial institution used by the applicant organization.



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Project Information

This section is used to describe the project and outlines the specific details and information required, which includes:

1. **Project Name:** Provide the official title of the project (i.e. construction of outdoor skating rink).
2. **Project location:** Specify the location where the project will take place.
3. **Estimated Start Date of Project:** This date is the first day the applicant anticipates incurring expenses for the project.
Estimated End Date of Project: This date is the last day the applicant anticipates incurring expenses for the project.
4. **Estimated Total Project Costs:** This should include all costs associated with the project.
5. **Amount requested from ACOA:** This should reflect the amount of funding requested from ACOA for this application.
6. **Fiscal year start/end:** Provide the applicant's fiscal year for operating and accounting purposes.
7. **Previous ACOA assistance:** Specify if the applicant has received assistance from ACOA previously on other projects.
8. **Has the applicant made any financial or legal commitments for the project?** Select "Yes" if the applicant has made financial or legal commitments to the project such as contracts, licenses, or costs already incurred.
9. **If yes, provide details:** Specify the commitments or obligations that applicant has made towards the project to date as well as the costs already incurred.
10. **Provide a description of the project and the key activities to be undertaken:** Briefly describe the project's main activities and the anticipated results of the project. Details of the project should be included in the applicant's proposal and submitted with the application form.
11. **Describe measurable social-economic benefits of the project:** Please describe how the project supports the revitalization efforts in the community where the project will take place, including helping the community rebound from the effects of the pandemic, such as adapting/reviving public spaces, maintaining accessibility, and safety standards or reanimating communities following the COVID-19 Pandemic.
12. **Total number of current jobs:** Calculate current number of jobs by way of full time employment (FTE). An FTE can consist of one person at full-time employment or more than one person at part-time employment, such as the total working hours of those part-time



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employees pooled together is equivalent to the hours of one person working full time. Generally, full-time positions will involve between 35-40 hours in a regular work week. Do not include FTEs who are employed by suppliers or contracted services.

13. **Total number of jobs to be created at the end date of project:** A job created refers to a job that did not exist within the applicant organization prior to the project, but that was created as a direct result of the project activities. An FTE can consist of one person at full-time employment, or more than one person at part-time employment, such that the total working hours of those part-time employees pooled together is equivalent to the hours of one person working full-time. Generally, full-time positions will involve between 35-40 hours in a regular workweek. Do not include FTEs who are employed by suppliers or contracted services.

14. **Total number of jobs maintained at the end of project:** A job maintained refers to a job that existed within the applicant organization prior to the project, but that would not continue, or would likely be lost if the project is not funded. An FTE can consist of one person at full-time employment, or more than one person at part-time employment, such that the total working hours of those part-time employees pooled together is equivalent to the hours of one person working full-time. Generally, full-time positions will involve between 35-40 hours in a regular work-week. Do not include FTEs who are employed by suppliers or contracted services. Jobs maintained must be a direct result of the project activities.

Ownership

This section applies to companies and partnerships and is not applicable for the CCRF.

Required information and documents

Commercial Applicants: Not applicable for the CCRF.

Not-For-Profit and Other Applicants: The following documents must be included with the application form package for the CCRF:

- Constituting/incorporating documents and list of directors/members of the board
- Financial statements (current and last fiscal year)
- Description of mandate of the applicant including the management and qualifications of key personnel
- HST rebate information
- Project plan or detailed description of project, including milestones, costs, finance, key partnerships established and evidence of support from the community
- Supplier quotes
- Copies of relevant permits and licenses



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Disclosures

This section requires the applicant to disclose information about the project that could involve additional considerations.

Diversity and Inclusion

- The Government of Canada is committed to diversity and inclusion so that all Canadians have the opportunity to participate in and contribute to the growth of the economy.
- This section of the form is twofold: one part seeks to understand whether the project will benefit or encourage the inclusion of one or more self-represented group listed in this section, as priority may be given to those projects, and the other part is a voluntary self-declaration of the applicant's status in relation to one or more under-represented groups for statistical purposes only.
- The applicant has the discretion of responding to this section and where it chooses not to respond, or where the questions do not apply, the applicant may leave either or both fields blank, as applicable.
- The notion of "led or majority-led" is defined as an organization in which one or more of the federal under-represented groups has a long-term control or management of the organization or an active role in both strategic and day-to-day decision making.
- If it is identified at question 1 that the project will benefit or encourage the inclusion of any of the federal under-represented groups, provide a detailed explanation at question 2 of how the project benefit or encourage the inclusion of these groups in the community. Priority may be given to projects that demonstrate that they benefit or encourage the inclusion of under-represented groups.
- For question 3, please specify if the project will remove barriers and improve accessibility for persons with disabilities.

Consent and Certification

- The consent and certification means that 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 Minister exercising any remedy available to him/her at law and potentially other consequences.
- You must review each statement in this section and sign the Certification.
- By signing and submitting the Application for Financial Assistance, the applicant also acknowledges that the information contained therein is subject the [Access to Information Act](#) and the [Privacy Act](#).

Section D – The Canada Community Revitalization Fund Annex

1. Project Activity

Select from the list the activity that best describes the project.



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- Renovation
 - Existing infrastructure that is being modernized, restored, refurbished, revamped, reconditioned, rehabilitated, repaired, remodeled, updated, improved, upgraded, refitted or refurbished without adding square footage
- Expansion
 - Existing infrastructure that is increasing in size
- New construction
 - Adding a new structure
- Accessibility Upgrades (including measures to adapt to public health guidelines)
 - Adding new infrastructure or improving infrastructure to provide or increase accessibility. Also includes infrastructure related to the adaptation to public health and safety guidelines.

2. Project Type

Select the type of project the applicant plans on undertaking.

- Adapting and reimagining/re-envisioning community spaces and maintaining accessibility standards so that they may safely be used by communities in accordance with social distancing and local public health guidelines to help revitalize areas and support future planning efforts. Projects could include community transformation infrastructure to help rejuvenate communities, downtown cores, main streets, and shared spaces.

Examples include:

- farmers markets
- community centres
- community museums
- cultural centres
- parks
- community gardens
- green houses
- recreational trails and facilities
- bike paths
- outdoor sport facilities
- libraries
- waterfront spaces
- tourism facilities

- Building (i.e. the construction of) or improving community infrastructure through the expansion, improvement or creation of community spaces to encourage Canadians to re-engage in and explore their communities and regions.

Examples include:

- existing community assets for public benefit that have a local community impact
- business parks



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- multi-purpose centres
- co-working spaces
- other similar spaces while ensuring that post COVID-19 health and safety requirements are addressed.

3. Program Priorities

Four priorities have been identified for the CCRF. Please indicate if your project falls within one (or more) of the four priorities. Should it be outside of these priorities, your project may still be considered for funding. The priorities are listed in order of importance.

1) Downtown core and main street

- Core: The dissemination areas encompassing the highest job density based on the place of work information.
- Downtown neighbourhood: Area composed of the downtown core, and encompassing one-kilometre adjacent area surrounding the core ([based the Census classification](#)).
- Main street: Includes not only the highest job density areas, but also important commercial areas.

2) Outdoor space

- Includes open-air facility or space (e.g. anything without doors or windows). In addition to parks, sport facilities (e.g., outdoor ball fields, rinks), and recreational trails, open air markets like farmers markets that aren't fully enclosed/roofed may qualify.

3) Green projects

- Projects that support a clean growth economy and decreasing greenhouse gas emissions. This could include, for example, projects to mobilize communities that want to reduce their carbon footprint (e.g. support for the development of a green local development plan, support to local businesses for local circular economy projects, support for the construction of community greenhouses), with a special focus on Indigenous communities.
- Projects that make the community space more energy efficient (e.g., encouraging new build to net zero standards), lower carbon (e.g., electrification), more resilient (e.g., more resistance to extreme climate events like floods), and higher performing (i.e., better results with same or fewer resources resulting in less inputs and/or waste).



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4) Accessibility

- Projects that intend to improve accessibility, as well as all new builds, that will meet or exceed the highest published accessibility standard as defined by the requirements in the Canadian Standards Association's Technical Standard Accessible Design for the Built Environment (CAN/CSA B651-18) or the most recent standard, in addition to provincial or territorial building codes, and relevant municipal by-law.

4. Project Readiness

Is your project shovel ready?

The purpose of this section is to determine the state of readiness for your project as those ready to start may be prioritized for funding. Should additional details be warranted, please include them in your project's proposal that will be submitted with the application form.