



# PacifiCan



## **Business Scale-Up and Productivity (BSP) Applicant Guide**



Pacific Economic  
Development Canada

Développement économique  
Canada pour le Pacifique



Canada 

## Completing the Application Form

The purpose of this guide is to help you complete the online application form. Before starting the form, carefully review the [BSP website](#) to ensure your organization is eligible to apply for funding and that your proposed activities meet the program objectives and criteria.

Please note:

- Fields marked with an asterisk (\*) are mandatory. You will not be able to submit if these fields are incomplete.
- Incomplete applications cannot be assessed and may be deemed ineligible.
- Character count includes spaces.
- Remember to save after each section.
- Contact PacifiCan if you have any questions.

PacifiCan may modify this Applicant Guide at any time without notice. In the event of any discrepancies between this document and the application form, the application form takes precedence.

**IMPORTANT!**

After accessing the portal, make sure to select the correct Organization and Program Stream.

Businesses must select:

**BC (PacifiCan) – Business Scale-Up and Productivity (BSP)**

ORGANIZATION INFORMATION					
<b>Legal name of applicant organization *</b>			<i>The legal name of your organization as shown on the certificate of incorporation or registration.</i>		
<b>Operating name (if different than legal name)</b>			<i>The name under which your organization operates if different from its full legal name.</i>		
<b>Mailing address (including suite, unit, apt #)</b>			<i>The mailing address of your organization.</i>		
<b>Mailing address line 2</b>			<i>Any additional mailing information.</i>		
<b>City *</b>	<i>City for your mailing address.</i>	<b>Province/ Territory *</b>	<i>Province for your mailing address.</i>	<b>Country *</b>	<i>Country for your mailing address.</i>
<b>Mailing Postal Code *</b>	<i>Postal code for your mailing address.</i>	<b>Telephone Country Code *</b>	<i>Telephone country code for your organization.</i>	<b>Telephone *</b>	<i>Telephone number for your organization.</i>
<b>Facsimile Country Code</b>	<i>Facsimile (fax) country code of your organization.</i>		<b>Facsimile</b>	<i>Facsimile (fax) number of your organization.</i>	
<b>Email address:</b>	<i>A general email address for your organization.</i>		<b>Website</b>	<i>Webpage address for your organization.</i>	
<b>Are you an Indigenous (First Nation, Metis, Inuit) organization or government? *</b>	<i>Indigenous organizations are defined as organizations majority-owned or led by Indigenous people. Indigenous governments are governments of Indigenous communities.</i>				
<b>Corporate Status *</b>	<i>Indicate whether your organization is a for-profit or not-for-profit organization</i>				
<b>Organization Type (select best fit) *</b>	<i>Select the organization type that most accurately reflects your organization's type from the drop-down menu.</i>				

	<b>I have a CRA Business number *</b>	<i>Select “yes” if you have a CRA business number. Select “no” if you do not.</i>	
	<b>Provide your Canada Revenue Agency (CRA) Business number or Goods and Services Tax (GST) number (first 9 digits only)</b>	<i>Provide the unique business number or GST number assigned to your organization by the Canada Revenue Agency (CRA). For information on obtaining a business number visit the CRA’s <a href="#">Business Number Registration page</a>.</i>	
	<b>Jurisdiction of Incorporation *</b>	<i>Select your organization’s jurisdiction of incorporation from the drop-down menu.</i>	
	<b>Incorporation Number</b>	<i>Provide your organization’s incorporation number as shown on your Certification of Incorporation.</i>	
	<b>In the province of</b>	<i>Indicate the province in which your organization is incorporated.</i>	
	<b>Date of incorporation</b>	<i>Indicate the date your organization was incorporated.</i>	
<b>Alternate number type</b>	<i>If your organization does not have a CRA Business Number or Incorporation Number, provide an alternate number that can be used to identify your organization. For example, a band number or education number.</i>	<b>Alternate Number</b>	<i>Select the type of alternate identification number you have provided.</i>
<b>Number of employees working for your organization (full-time equivalents) *</b>	<i>Indicate the number of <u>full-time equivalent employees (FTEs)</u> working for your organization (and any affiliated companies if applicable). ( Please refer to the <a href="#">PacifiCan Glossary</a>)</i>		
<b>Provide a brief description and summary of your organization</b> (maximum of 500 characters) *	<i>Describe your organization and explain the organization’s mandate and priorities. Include the date your organization established business in Canada. Indicate if your organization is a subsidiary of another company.</i>		

<b>PROJECT INFORMATION</b>						
<b>Project Primary Contact Person</b>						
<i>This person will be contacted for any follow-up regarding this application.</i>						
<b>First name *</b>	<i>Primary contact given name.</i>	<b>Last name *</b>	<i>Primary contact last name.</i>	<b>Title *</b>	<i>The primary contact’s title in your organization (e.g., President, Executive Director).</i>	
<b>Email address *</b>	<i>The email at which the primary contact may be reached.</i>		<b>Cellular phone country code</b>	<i>Telephone country code for primary contact.</i>	<b>Cellular phone</b>	<i>Telephone number for primary contact.</i>
<b>Telephone country code *</b>	<i>For primary contact.</i>		<b>Telephone *</b>	<i>Telephone number for primary contact.</i>		

<b>Project Secondary Contact</b> <i>This person will be contacted if the primary contact is unavailable.</i>						
<b>First name</b>	<i>Secondary contact given name.</i>	<b>Last name</b>	<i>Secondary contact last name.</i>	<b>Title</b>	<i>The secondary contact's title in your organization (e.g., President, Executive Director).</i>	
<b>Email address</b>	<i>The email at which the secondary contact may be reached.</i>		<b>Secondary cellular phone country</b>	<i>Cellular phone country code for secondary contact.</i>	<b>Cellular phone</b>	<i>Cellular phone number for secondary contact.</i>
<b>Secondary Telephone country code</b>	<i>Telephone country code for secondary contact</i>		<b>Telephone</b>	<i>Telephone number for secondary contact.</i>		

<b>Project Information</b>					
<b>Project title</b> (maximum of 90 characters) *		<i>Provide a project title that accurately reflects the activities and results of the project. If you receive funding, this title will be disclosed on the <a href="#">Open Government Portal website</a>.</i>			
<b>Project address is the same as Mailing address on the account?</b>		<i>If you choose "Yes", the mailing address will be automatically entered as the project address.</i>			
<b>Project address / location</b> (including suite, unit, apt #) *		<i>If the project address is different from your organization's mailing address, enter the location at which the project would take place.</i>			
<b>Project address line 2</b>		<i>Any additional project address information.</i>			
<b>City</b> *	<i>The city in which the project would take place.</i>	<b>Province/ Territory</b> *	<i>The province in which the project would take place.</i>	<b>Postal Code</b> *	<i>The mailing postal code for where the project would take place.</i>
<b>Describe your project activities in plain language. The description should include the objectives of the project, as well as key activities of the project and how these activities will achieve the intended objectives of the project.</b> (maximum of 1,000 characters including spaces) *		<p><i>Without using technical language, summarize the project. The description should provide a high-level overview of the project and outline the main elements of the project. It should provide an understanding of why you are seeking financial assistance, how you will use the funds, and how the funds will support the objectives of your project.</i></p> <p><i>List the key activities you would undertake to achieve the project's objectives.</i></p> <p><i>You will be able to provide additional detail about project activities later in the application.</i></p> <p><i>Please refer to the <a href="#">BSP website</a> for more information on eligible activities.</i></p>			

<p><b>Describe the economic benefits associated with this project.</b> (maximum of 1,000 characters including spaces) *</p>	<p><i>Summarize the incremental economic benefits that would be directly attributable to the project. This could include:</i></p> <ul style="list-style-type: none"> <li>- How many <a href="#">highly-qualified personnel (HQP) and non-HQP</a> jobs you would create in Canada (Please refer to the <a href="#">PacifiCan Glossary</a>)</li> <li>- Your revenue growth</li> <li>- Your export sales growth</li> <li>- Your business sales growth resulting from commercialization (if applicable)</li> </ul> <p><i>Explain how you identified these expected economic outcomes, including any assumptions, and how you will track and report on these outcomes. You will be able to provide additional details on economic benefits later in the application.</i></p>
<p><b>Which regional development agency (RDA) Priority does this project best support? *</b></p>	<p><i>For technical assistance, see <a href="#">Steps to select priorities in the Technical Guide</a>.</i></p>
<p><b>Explain how this project supports the indicated priority.</b> (maximum of 2,000 characters including spaces)</p>	<p><i>Explain in detail how the project’s objectives, activities, and outcomes align with the selected priority.</i></p> <p><i>You must provide additional details via the <a href="#">BSP Use of Canadian Content and Material Form</a>.</i></p>

Project Timelines			
<p><b>Proposed start date *</b></p>	<p><i>Enter the date you propose an agreement between your organization and PacifiCan would come into effect, a proposed project start date.</i></p>	<p><b>Proposed end date *</b></p>	<p><i>Enter the date you would anticipate the project activities would conclude, a proposed project end date. It should be within three years after the project proposed start date.</i></p>

<b>FUNDING</b>		
<b>Project Costs</b>		
<p>For technical assistance, please see <a href="#">Steps to add a project cost item in the Technical Guide</a>.</p>		
Description *	Type *	Amount *
<p>Summarize the costs you anticipate incurring to implement the project. Each cost item should have its own line. Costs should be summarized by type of cost (e.g., equipment), rather than by activity (e.g., costs associated with a specific training session). All estimated project costs must be <a href="#">incremental</a>, reasonable, and essential.</p> <p>Detailed breakdowns of these costs should be entered into the Budget Worksheet and uploaded as a document in the application portal.</p> <p>Please refer to the <a href="#">BSP website</a> for more information on eligible and ineligible costs.</p>	<p>Indicate if the cost is capital (e.g. purchase of equipment and associated costs such as installation) or non-capital (e.g. salaries, professional fees).</p>	<p>The anticipated amount (Canadian dollars) of the cost item.</p>
(e.g., Equipment)	(e.g., Capital)	(e.g., \$100,000)
(e.g., Professional services)	(e.g., Non-capital)	(e.g., \$25,000)
<b>Total project costs</b>		(e.g., \$125,000)
<p>Note: Total project costs must equal the total expenditures from the Cash Flows section below</p>		<p>Automatically sums the cost items listed above.</p>

<b>Cash Flows</b>			
<p>Complete a row in this table for each fiscal year in which your project would have cashflows. Estimate your cash flows carefully, as changes will not automatically be approved. For technical assistance, see <a href="#">Steps to enter cash flow information in the Technical Guide</a>.</p> <p>Note: PacifiCan's fiscal year starts on April 1 and ends on March 31 (e.g., Fiscal Year 2026/27 is from April 1, 2026, to March 31, 2027).</p>			
Fiscal Year (Ending March 31)	Total Fiscal Expenditures (Total anticipated project costs incurred during each fiscal year.)	RDA Funding (The amount of PacifiCan funding being requested to support each fiscal year's expenses.)	Non-RDA Funding (Automatically generated: the portion of project expenditures not covered by PacifiCan funding.)
2026/27	(e.g., \$50,000)	(e.g., \$25,000)	(e.g., \$25,000)
2027/28	(e.g., \$25,000)	(e.g., \$0)	(e.g., \$25,000)
2028/29	(e.g., \$25,000)	(e.g., \$0)	(e.g., \$25,000)
2029/30	(e.g., \$25,000)	(e.g., \$0)	(e.g., \$25,000)
<b>Total expenditures *</b>	<p>(e.g., \$125,000)</p> <p>This is the sum of the Total Fiscal Expenditures column in the Cash Flows section. It is automatically calculated. NOTE: This total must equal the Total project costs from the Project Costs section above.</p>		
<b>Total RDA funding: *</b>			(e.g., \$50,000)
<p>This is the sum of RDA (PacifiCan) Funding column in the Cash Flows section. It is automatically calculated.</p>			

<b>Total non-RDA funding: *</b> <i>This is the sum of the Non-PacifiCan Funding column in the Cash Flows section. It is automatically calculated. Note: This total must equal the Amount provided by funding partners from the Funding Partners section below.</i>	(e.g., \$75,000)
---	------------------

<b>Funding Partners *</b> For technical assistance, please see <a href="#">Steps to enter funding partners' information in the Technical Guide</a> .
---

Funding Partner	Funding Source	Funding Confirmed	Amount
<i>The first line should show any funding your organization will provide. Enter your organization's name.</i>	<i>Select from the drop-down menu the description that best reflects the funding source.</i>	<i>Indicate yes if you have this cash on hand. Indicate no if you do not have this cash on hand.</i>	<i>The amount of funding your organization will provide from its own resources.</i>
<i>Add funding partners or contributors, if any, in subsequent rows.</i>  <i>Identify all other contributors that will provide a monetary contribution to the project, such as cash contributions or pending funding you expect to receive. Other contributors could include government departments, non-profit organizations, businesses, community organizations, or others.</i>	<i>Select from the drop-down menu the description that best reflects the funding source.</i>	<i>Indicate yes if you have written documentation of funding. These contributions must be supported by official documentation.</i>  <i>Indicate no if this funding is not yet confirmed.</i>	<i>The anticipated amount of funding this partner will provide.</i>
<b>Total Amount provided by funding partners</b>	<i>Automatically sums the funding amounts listed above. This total must equal the Total non-RDA funding from the Cash Flows section above.</i>		

**Briefly describe any project partnerships (non-financial and financial), including any costs covered** (maximum of 1,200 characters including spaces)

*Describe any partnerships that would be important to the success of the proposed project.*

*If you are awaiting confirmation of financial partnerships laid out in the table above, explain when you expect a decision will be made about that funding.*

<b>BENEFITS</b>
-----------------

<b>Primary Activity: *</b>	<i>Choose ONE primary activity that best aligns with your project's objectives, activities, and outcomes. Your project may be compared to similar projects of a chosen primary activity. Refer to <a href="#">eligible activities</a> for more details.</i>
----------------------------	---

*Note: Complete the table below to summarize key expected benefits of your project. Targets should represent the incremental results expected as a result of the project, over the period from the proposed funding start date to a date up to one year following the project completion.*

*If the project does not have a value to report for a listed indicator, input "0" and enter a target date. If your project will have economic or other benefits not captured by these indicators, describe them in the following section, about other significant benefits.*

Indicator: *	Target Date: *	Target: *
<p><b>Revenue Growth (\$) * (Entire Firm)</b></p> <p><i>Definition: The value (Canadian dollars) of the total additional anticipated sales resulting from this project for the entire firm, over the period from the project funding start date up to one year following the proposed end date.</i></p>	<p><i>Enter the date by which you expect to achieve the targeted results, in format YYYY-MM-DD</i></p>	<p><i>Enter the value you target to achieve by the target date.</i></p>
<p><b>Export sales growth (\$) * (Entire Firm)</b></p> <p><i>Definition: The value (Canadian dollars) of total anticipated sales growth related to exports for the entire firm over the period from the project funding start date up to one year following the proposed end date.</i></p>	<p><i>Enter the date by which you expect to achieve the targeted results, in format YYYY-MM-DD</i></p>	<p><i>Enter the value you target to achieve by the target date.</i></p>
<p><b>HQP (Highly Qualified Personnel) jobs created *</b></p> <p><i>Definition: The number of <u>highly qualified personnel (HQP) jobs</u> that will be created in your company as a result of this project, as <u>full time equivalents (FTEs)</u>.</i></p>	<p><i>Enter the date by which you expect to achieve the targeted results, in format YYYY-MM-DD</i></p>	<p><i>Enter the value you target to achieve by the target date.</i></p>
<p><b>Non-HQP (Highly Qualified Personnel) jobs created *</b></p> <p><i>Definition: The number of <u>highly qualified personnel (HQP) jobs</u> that will be created in your company as a result of this project, as <u>full time equivalents (FTEs)</u>.</i></p>	<p><i>Enter the date by which you expect to achieve the targeted results, in format YYYY-MM-DD</i></p>	<p><i>Enter the value you target to achieve by the target date.</i></p>
<p><b>Business Sales Growth resulting from commercialization (mandatory for technology commercialization projects)*</b></p> <p><i>Definition: The value (Canadian dollars) of the anticipated sales growth from the specific product or process being commercialized over the period from the project funding start date up to one year following the proposed end date.</i></p>	<p><i>Enter the date by which you expect to achieve the targeted results, in format YYYY-MM-DD</i></p>	<p><i>Enter the value you target to achieve by the target date.</i></p>
<p><b>Value of expenditures in research and development (\$) *</b></p> <p><i>Definition: Amount of dollars invested in research and development (R&amp;D). Includes creative work undertaken to increase the stock of knowledge and the use of this knowledge to devise new applications. R&amp;D covers three activities: basic research, applied research, and experimental development.</i></p>	<p><i>Enter the date by which you expect to achieve the targeted results, in format YYYY-MM-DD</i></p>	<p><i>Enter the value you target to achieve by the target date.</i></p>

<p><b>Number of Technologies to market *</b></p> <p><i>Definition: The number of knowledge-based products, processes, services, or technologies which meet legal and regulatory requirements in order to be sold to consumer or industrial clients.</i></p>	<p><i>Enter the date by which you expect to achieve the targeted results, in format YYYY-MM-DD</i></p>	<p><i>Enter the value you target to achieve by the target date.</i></p>
<p><b>Please provide information on any other significant economic benefits that your project could achieve</b> (maximum 2,000 characters including spaces). *</p>		
<p><i>List any economic outcomes not covered above, such as long-term plans for the project beyond the funding period, plans to ensure your project continues generating economic benefits after the initial investment, and mechanisms or partnerships you plan to establish to support this continuation or scaling of the project. If your project will have other, non-economic benefits, you may describe them here.</i></p> <p><i>Explain how the economic outcomes listed above will be achieved. Identify and detail any assumptions you made in estimating the expected economic outcomes of your project. All projects will be screened for the significance of outcomes and their likelihood of achievement.</i></p>		
<p><b>Does your project have activities that will benefit Francophones? If your project includes activities that will directly benefit the Francophone community in Western Canada or if you are willing to modify your project to extend its benefits to the Francophone community, choose yes. *</b></p>	<p><i>Select Yes or No.</i></p>	
<p><b>If yes, describe how the project activities will benefit Francophones</b> (maximum of 1,500 characters including spaces). *</p>		
<p><i>Explain how this project will or could benefit the Francophone community in B.C. and what specific activity or activities will or could be included. If the project will not have targeted impacts on B.C. Francophone communities, write 'not applicable.'</i></p>		
<p><b>Clearly outline if the project aligns with other Government of Canada priorities, provincial government priorities, industry needs, and your organization's long-term research, capital, and/or strategic plans</b> (maximum of 1,500 characters including spaces).</p>		
<p><i>PacifiCan may give priority to projects that:</i></p> <ul style="list-style-type: none"> <li>- <i>Prioritize Canadian material and content in support of the <a href="#">Buy Canadian Policy</a>, where possible.</i></li> <li>- <i>Demonstrate strong regional economic benefits</i></li> <li>- <i>Advance Indigenous economic inclusion</i></li> </ul> <p><i>Describe whether and how your project advances these or other <a href="#">Government of Canada priorities</a>.</i></p> <p><i>You must provide additional details on your use of Canadian suppliers, material, and content via the <a href="#">BSP Use of Canadian Content and Material Form</a>.</i></p>		

## TIMELINES

**Full project description** (maximum of 3,000 characters including spaces).

<p><i>Describe your project. Explain:</i></p> <ul style="list-style-type: none"> <li>- <i>The objectives of your proposed project</i></li> <li>- <i>Key activities of the project and how these activities contribute to achieving its objectives</i></li> <li>- <i>Your plan to achieve the objectives and key activities</i></li> <li>- <i>Engagement and/or commitment(s) from other partners (e.g., industry, other levels of government)</i></li> <li>- <i>Any project risks and mitigation measures to address these risks (e.g., project delays, staff turnover, other challenges) to secure confirmed funding and meet or exceed your project's economic benefits/outcomes</i></li> </ul>	
<p><b>Milestone: *</b>  <i>Provide a list of significant activities or project milestones (2-3 key milestones per year of the project) that can be measured and tracked to ensure the project is proceeding as planned. A milestone is a project activity that can be clearly defined and measured. These should be significant milestones that will be used to ensure your project's performance over the course of the project, up to the stated completion date of the project. For technical assistance, please see <a href="#">Steps to enter project timelines in the Technical Guide</a>.</i></p>	<p><b>Date of Expected Completion: *</b></p>
<p>(e.g., Hire Project Staff)</p> <p><i>Briefly describe the milestone.</i></p>	<p>(e.g., 2026-03-31)</p> <p><i>Enter the date the milestone should be completed, in format YYYY-MM-DD.</i></p>
<p>(e.g., Complete project implementation)</p>	<p>(e.g., 2027-03-31)</p>
<p><b>Timeline comments (maximum of 1,000 characters including spaces). *</b></p> <p><i>Add any information needed to clarify the milestones. If no additional information is required, enter "not applicable."</i></p>	

MARKET
<p><b>Are other organizations currently providing a similar activity, service, or product?</b></p> <p><i>Select Yes or No.</i></p>
<p><b>Describe how your activity, service, or product is different or unique compared to others</b> (maximum of 1,000 characters including spaces).</p>
<p><i>How many years has your organization been doing business in the indicated target market/sector? List your major competitors. Describe how your project could affect your competitive position and/or market share within Canada and internationally, if applicable. Identify if your project will adversely impact other businesses in Canada.</i></p>
<p><b>Provide the rationale for the project and for RDA's involvement in the project</b> (maximum of 2,000 characters including spaces).</p> <p><i>Explain how the project will fill a market gap or an industry need.</i></p> <ul style="list-style-type: none"> <li>- <i>Describe the opportunity or challenge and how your project is a solution.</i></li> <li>- <i>Provide a rationale for government's role in the project.</i></li> <li>- <i>Provide details on how this project is incremental to the organization's current operations or activities.</i></li> <li>- <i>Provide details on the size of the market for your proposed product/technology. Quantify this determination with third-party data, if available (e.g. market research report, evidence of industry trends).</i></li> </ul>
<p><b>Which western Canadian province(s) will directly benefit from this project, select all that apply?</b></p>

<input type="checkbox"/> BC <input type="checkbox"/> AB <input type="checkbox"/> SK <input type="checkbox"/> MB	<i>Select all provinces where your project will have benefits. PacifiCan only supports projects that have benefits in British Columbia.</i>
<b>Will the project result in the generation of revenues?</b>	
<i>Select Yes or No.</i>	
<b>If yes, please explain (maximum of 1,000 characters including spaces).</b>	
<i>Explain how much revenue you expect your project to generate and for what the revenue will be used.</i>	

MANAGEMENT
<b>Clearly demonstrate that your organization has effective governance measures in place to execute this project. Indicate how oversight will be provided to the project (maximum of 2,000 characters including spaces). *</b>
<i>Provide an explanation of how your organization is governed (e.g., board of directors, advisory board) and its structure along with a brief explanation of key executives' credentials (e.g., indicate the level of experience of the board members, such as the number of years of experience each member has on the board of directors).</i>
<i>Clearly demonstrate that your organization has effective governance measures in place to provide appropriate oversight of this project. Indicate how these individuals will specifically be involved in providing oversight on the project.</i>
<b>Describe the qualifications and related experience of the key individuals that will be responsible for managing and implementing the project (maximum of 2,000 characters including spaces) *</b>
<i>Provide a list of the members of your organization who will be directly managing and implementing the project including their relevant prior experience, education, professional designation(s), and other achievements. Clearly demonstrate that your organization has the management skills and leadership to carry out the project.</i>

ADDITIONAL DETAILS
<b>Date your organization established business in Canada. *</b>
<i>Enter the month-day-year your organization established business in Canada.</i>
<b>Is your organization a subsidiary of another company? *</b>
<i>Select Yes or No.</i>
<b>If yes, what is the legal name of the parent company? (Maximum 200 characters including spaces)</b>
<i>Enter name.</i>
<b>What is your fiscal year end date? *</b>
<i>Enter the month-day-year of your organization's fiscal year end.</i>
<b>Total revenues from your most recent fiscal year end. *</b>
<i>Enter amount (\$).</i>
<b>Total revenues from your previous fiscal year end. *</b>
<i>Enter amount (\$).</i>
<b>Previously received funding from a regional development agency (RDA)? *</b>
<i>Select Yes or No.</i>
<b>Do you have an independent market assessment or evidence of unmet market demand? *</b>
<i>Select Yes or No.</i>
<b>Competitors are operating within:</b>
<i>Select the applicable geographic locations.</i>

<b>Describe your competition. * (Maximum 1,000 characters including spaces)</b>
<i>Provide a description of your primary competitors and how your organization differentiates itself. Please make specific note of any British Columbian or Canadian competition.</i>
<b>Operating facilities existing in British Columbia? *</b>
<i>Select Yes or No.</i>
<b>Describe the most significant risk to your project and the steps you have in place to mitigate this risk. (maximum 1,000 characters including spaces) *</b>
<i>Provide a description.</i>

<b>DOCUMENTS</b>	
<i>Upload the following mandatory documents (marked *) and other supporting documents with your application. Please do not provide your Social Insurance Number on any documentation.</i>	
<input type="checkbox"/> <b>1. Completed <a href="#">BSP Use of Canadian Content and Material Form</a> *</b>	<i>Information on how your project intends to use Canadian suppliers, material, and content.</i>
<input type="checkbox"/> <b>2. Business Plan *</b>	<p><i>A business plan should include:</i></p> <ul style="list-style-type: none"> <li>• <i>A description of your business.</i></li> <li>• <i>A description of each major product or service your business currently provides, and the value proposition to your customer base.</i></li> <li>• <i>A detailed operating/execution plan for implementing the proposed project.</i></li> <li>• <i>A description of how your project will affect the value proposition to your current key customer segments and/or how your customer base will grow or change; how it will strengthen revenue or reduce costs.</i></li> <li>• <i>A description of your businesses' competitive advantage and how your project will affect your competitive position.</i></li> <li>• <i>An analysis of the marketplace (including industry factors, competition, and customers).</i></li> <li>• <i>A detailed sales, pricing, and marketing strategy.</i></li> <li>• <i>A description of the management team and corporate governance structure. This should include both the ability to manage day-to-day operations as well as to manage the project. If the management team is not yet complete, please comment as to the reasoning, and if applicable, future intentions.</i></li> </ul>
<input type="checkbox"/> <b>3. Forecast income statement and cash flow *</b>	<i>Financial forecast extending two years beyond duration of project (Forecasted income statements and cash flows should be for current operations, for the new project alone, and on a combined basis. Forecasts must include all rationale/assumptions.)</i>
<input type="checkbox"/> <b>4. Completed Detailed Budget using the <a href="#">BSP Project Cost Detailing Sheet</a> *</b>	<p><i>A detailed listing of project costs that allows PacifiCan to complete an assessment of your project and determine the eligibility of project costs.</i></p> <p><i>PacifiCan may give priority to projects that:</i></p> <p><i>Prioritize Canadian material and content in support of the <a href="#">Buy Canadian Policy</a>, where possible</i></p>

<p><b>5. Financial Statements</b></p> <p><input type="checkbox"/> Externally reviewed financial statements for the past 2 complete years</p> <p><input type="checkbox"/> Interim financial statement/s for the current period since the last complete year</p>	<p><i>Externally reviewed financial statements for the past 2 complete years, as well as interim statement/s for the current period since the last complete year (i.e. as recent as 3 months preceding the date of your application submission).</i></p> <p><i>The financial statements should be reviewed by an external accountant. Interim financial statement may be internally prepared.</i></p>
<p><input type="checkbox"/> <b>6. Written confirmation of funding from all other (non-PacifiCan) sources *</b></p>	<p><i>Submit proof of confirmed funding of both government and non-government sources with the submission of the application. You will also need to submit proof again if your project is approved prior to receiving a funding agreement. Please see <a href="#">website</a> for details on what PacifiCan considers proof of confirmed funding.</i></p>
<p><i>For technology commercialization projects:</i></p> <p><input type="checkbox"/> <b>7. Completed <a href="#">BSP Technology Questionnaire</a> *</b></p>	<p><i>Enables PacifiCan to seek assessment of your technology and its readiness level.</i></p>
<p><input type="checkbox"/> <b>Supporting documents</b></p>	<p><i>Attach any additional documents that could strengthen your application. These could include, for example:</i></p> <ul style="list-style-type: none"> <li>- <i>Written endorsement or review of the technology</i></li> <li>- <i>Evidence of market demand such as purchase orders, letter of intent, etc.</i></li> <li>- <i>Independent market assessment</i></li> <li>- <i>Capitalization table</i></li> </ul>

## DIVERSITY AND INCLUSION

*Answering this section is not mandatory and will not be used to determine your eligibility.*

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. Gender and diversity data collected may be used for research, statistics, program and policy evaluation, risk management, strategy development, reporting, and gender-based analysis (including GBA+). This information can help the Government of Canada monitor progress on inclusive access to federal support programs and services; to identify and remove barriers; and, to make changes to improve inclusive access. The Government of Canada understands that participation of underrepresented groups is an integral part of building strong and inclusive communities and economy.

No personal identifying information will be shared. Aggregate and anonymous data may be shared with other federal organizations and/or published for reporting and monitoring purposes. Unless otherwise directed by the program, the following gender and diversity data will not be used to assess the application. It is being collected for statistical purposes and may feed into future programming.

**Is your organization majority (i.e. over 50%) owned or led by individuals who self-identify as:**

*If applicable, please indicate whether your organization is led or majority owned by people belonging each of the listed groups. Aggregate and anonymous data may be shared with other federal organizations, and/or published for reporting and monitoring purposes. If you do not know if a particular group is involved in the management team, or prefer not to answer, please select 'prefer not to answer/do not know' from the drop-down box.*

**Will your project directly support any of the following diverse groups:**

Select any groups to which your project will provide targeted supports. The purpose of this question is to gather information related to the benefits or targeted clients for the project to see which diverse groups directly benefit from PacifiCan funding. Please refer to the [PacifiCan Glossary](#) for definitions. If you do not know if your project will directly support a particular group, or prefer not to answer, just leave the field blank.

**If yes is selected for any of the diverse groups, please specify** (maximum of 1,500 characters)

Explain how your project will directly support the diverse group(s) selected.

### SIGNING AUTHORITY

The application form must be submitted by a member of your organization with signing power/authority to enter into a legal agreement. Indicate here the individual within your organization who has signing power / the authority to enter into an agreement. This person may be different from the contact person.

<b>First Name *</b>	<i>Signing authority given name</i>	<b>Last name *</b>	<i>Signing authority last name</i>	<b>Title *</b>	<i>The signing authority's title at your organization (e.g., President, Executive Director).</i>
<b>E-mail Address *</b>	<i>Signing authority e-mail address</i>	<b>Telephone country code *</b>	<i>Country code for signing authority's telephone number</i>	<b>Telephone *</b>	<i>Telephone number for signing authority</i>
<b>Cellular phone country code</b>	<i>Country code for signing authority's cellular phone number</i>	<b>Cellular phone *</b>	<i>Cellular phone number for signing authority</i>		