Pacific Economic
Development Canada

Développement économique
Canada pour le Pacifique

Help guide for the Business Scale-up and Productivity expression of interest form

This help guide is a companion for the Business Scale-up and Productivity program.

Preparation

Before beginning your expression of interest (EOI), carefully review the guidelines for this program, to ensure your organization is eligible to apply for funding and your proposed activities meet the program's objectives and criteria.

- Delivered by Canada's regional development agencies (RDAs), in this case PacifiCan, this expression of interest will be used to determine whether you will be invited to submit a full Business Scale-up and Productivity (BSP) application.
- PacifiCan will only accept 1 EOI per business for each BSP intake. Businesses will be limited to 1 successful application per year.
- Fields marked with an asterisk **(*)** are mandatory, and you will be unable to submit your EOI if such fields are left incomplete.
- Incomplete EOIs cannot be assessed and may be deemed ineligible.
- Contact PacifiCan should you have any questions or wish to discuss your proposed project or other relevant government programs that may be applicable to your project.

Completing the form

Refer to the guidance below for explanations of how to complete the expression of interest form.

Organization information

Legal name of applicant organization *
The legal name as shown on the certificate of incorporation or registration.
Operating name (if different than legal name)
Provide the name you are operating under if different from the full legal name.
Mailing address (Including suite, unit, apt #)
The mailing address of the applicant organization.
Email address
Include the general email address of your organization.
Website
Your organization's website address (if available).
Corporate Status *
Indicate if your organization is a for-profit or not-for-profit.
Organization Type (select best fit) *
Select from the drop down menu what most accurately reflects your organization type.
Provide your Canada Revenue Agency (CRA) Business number or Goods and Services Tax (GST) number (first 9 digits only)
The unique business number or GST number assigned to the applicant organization by the CRA. A business number or GST number must be obtained through the CRA. For information on obtaining a business number visit the CRA's Business Number Registration page.
Jurisdiction of Incorporation *
Select from the drop down menu your organization's jurisdiction of incorporation.

Incorporation Number

As shown on your Certification of Incorporation.

In the province of

Indicate in which province the organization was incorporated.

Date of incorporation

Indicate the date the organization was incorporated.

Alternative number type

Please enter if you do not have a CRA Business Number or Incorporation Number, so your organization can be identified (e.g. band number, education number).

Number of employees working for your organization (full time equivalents)

Indicate the number of Full-Time Equivalent employees (FTEs) working for your organization (and if applicable, any affiliated companies). Part-time employees should be calculated based on their equivalent to a FTE (i.e., one part time employee working approx. 20 hrs/week should be represented as 0.5 FTE).

Provide a brief summary of your organization and mandate (Maximum of 500 characters)

The description of the applicant organization and an explanation of the organization's mandate and priorities.

Include the date your organization established business in Canada.

Project primary contact

This person will be contacted for any follow-up on this application.

Title *

Provide the contact person's job title (e.g., President, Executive Director).

Email address *

The email at which the primary contact may be reached.

Project secondary contact

Title

Provide the contact person's job title (e.g., President, Executive Director).

Email address

The email at which the secondary contact may be reached.

Project information

Project title (maximum of 90 characters) *

Provide a project title that accurately reflects the activities and results of the project. Should your project be approved, this description will be disclosed on the Open Government Portal website as part of its proactive disclosure guidelines. A project title can be a maximum of 90 characters including spaces and should begin with "BSP-PAC."

Enter your project title this way: "BSP-PAC <Your Project Title>"

Project address is the same as Mailing address on the account?

Yes / No

Select "Yes" if the address at which the project will be undertaken is the same as the organization's mailing address. If checked, the mailing address will be automatically entered.

Project address / location (Including suite, unit, apt #): *

If the project address is different from the mailing address, enter the location at which the project will take place.

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. (Maximum of 1,000 characters including spaces) *

Briefly describe your project in plain language. This is important as this section will be used in summary documents to describe your project at various review stages. The description should provide the department with 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. Do not use technical language in this section. Eligible projects will focus on accelerating and supporting business growth through productivity improvement, business scale-up and/or technology commercialization. Identify the primary project activity and outline your planned activities to scale-up, introduce a productivity improvement, or commercialize a technology.

Briefly describe the economic benefits associated with this project. (1,000 characters including spaces) *

Describe the economic benefits associated with the proposed project including sales growth and job creation (e.g. number of highly qualified personnel).

Provide numerical values measured year over year from the project funding start date typically to 1 year following the project completion date.

Provide an explanation as to how these economic outcomes will be achieved. Ensure to identify and detail all assumptions to support the reasonableness of your economic outcomes. All projects will be screened for significance of outcomes and the likelihood of them being achieved.

If your project supports the Government of Canada's commitment to inclusive growth (under-represented groups) you may include this in your explanation. Note: recipients will be encouraged to track inclusiveness indicators (i.e., women, Indigenous Peoples, and youth).

Which Regional Development Agency (RDA) RDA Priority does this project best support?

Choose 1 priority that best aligns with your project's objectives, activities, and outcomes. Your project may be compared to similar projects of a chosen priority area.

To select 1 of the RDA's priorities, click on the magnifying glass icon and the "Lookup records" window will appear where you can then select a priority from.

Explain how this project supports the indicated priority. (Maximum of 2,000 characters).

Explain in detail how the project's objectives, activities, and outcomes align with the selected RDA priority.

Indicate whether your project addresses one of the RDA's additional areas of focus (i.e. Export Orientation; Advanced Manufacturing; Clean Resources; Clean Technology; Digital Industries; Health/Bio-Sciences; Natural Resources Value Added Processing; Ocean Technology; and Value Added Agriculture/AgriTech).

Project timelines

Proposed project start date *

This is the proposed date the agreement between the Recipient and PacifiCan comes into effect. The date entered in this field should be in the future. Any costs incurred prior to this date are not eligible for reimbursement under the terms of the agreement and are outside of the scope of the project. This can be thought of as the start date for the project.

Proposed project end date *

This is the anticipated date the project activity will cease.

Project costs

Description *

List the various cost items you anticipate incurring in the implementation of the project. Each cost item should have its own line (see instructions below). Recipients must ensure all project cost items are clearly verifiable.

Examples of eligible costs and ineligible costs under the BSP program can be found on the program's webpage.

Type *

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).
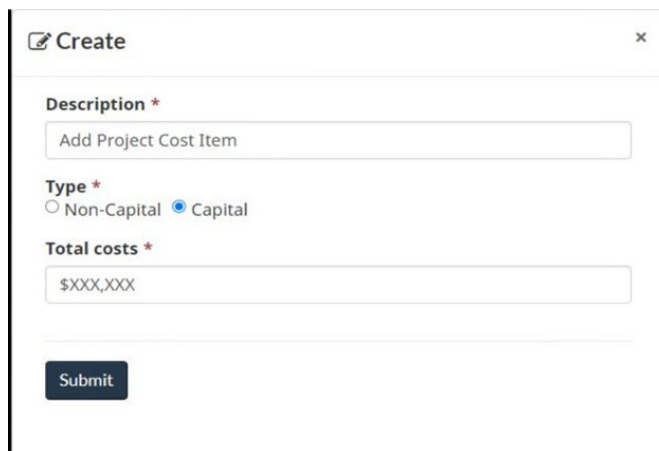
Amount *

The anticipated amount of the cost item.

Total Project Costs

Automatically sums the cost items listed above.

NOTE: This total must equal the **Total expenditures** from the Cash Flows section below.

To add a project cost item, click on the **+ Add New Cost Item** button and the following window will appear for you to provide the information. Click the **Submit** button once complete. You will still have the ability to edit the project cost item after hitting this **Submit** button.

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Cash flows

Fiscal Year (Ending March 31)
> Select appropriate fiscal year for cash flows.

Total Fiscal Expenditures
> Anticipated total project costs incurred from 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 expenditures not covered by PacifiCan funding.

1. To enter cash flow information, click the **down arrow** on the far right for the fiscal year you are interested in. Click the **Edit** option that appears. Note: the fiscal years shown below are for illustrative purposes only.

Cash Flows

Fiscal Year (Ending March 31) ⬆	Total Fiscal Expenditures	RDA Funding	Non-RDA funding	
2021/22	$0	$0	$0	⊙
2022/23	$0	$0	$0	⊙
2023/24	$0	$0	$0	⊙
2024/25	$0	$0	$0	⊙

2. Enter the *Expenditures* and *RDA Amount Requested* information and then hit **Submit**. You will still have the ability to edit the project cost item after hitting this **Submit** button. Note: the fiscal years shown below are for illustrative purposes only.

> ✎ **Edit**   ✕
>
> Fiscal year (Ending March 31) *
> 2021/22
>
> Expenditures *
> [$]
>
> RDA Amount Requested *
> [$]

Submit

RDA funding requested *
> This is the sum of the **RDA Funding** column in the Cash Flows section. It is automatically calculated.

Total expenditures *
> 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.

Total non-RDA funding *
> This is the sum of the **Non-RDA 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.
> The solid arrows point to the fields that must balance, and the dotted lines indicate what column is being summed to produce those totals. Note: fiscal years shown above are for illustrative purposes only.

Funding partners

Funding Partner

Please note that the first entry in the list of funding partners is reserved for your own organization (the "Applicant"). Add other funding partners or contributors, if any, in subsequent rows.

Identify all potential project contributors that will provide funding as a monetary contribution or in-kind contribution.

Note: recipients must ensure all contributions (including in-kind contributions) are clearly verifiable.

Funding Category

Select from the drop down menu the description that best reflects the funding source.

Funding Confirmed

Indicate if the funding has been confirmed.

In the case where your organization (Applicant) is a source of funding, indicate yes if you have cash on hand.

Amount

The anticipated amount of funding this partner will provide.

Amount provided by funding partners

Automatically sums the funding amounts listed above.

Note: This total must equal the **Total non-RDA funding** from the Cash Flows section above.

1. To add a funding partner, click on the **+ Add New Funding Partner** button and the following window will appear for you to input the information. Click the **Submit** button once complete. You will still have the ability to edit the project cost item after hitting this **Submit** button

. ☑ Create   ×

General

Funding Partner *

Source

Confirmed

Amount *

Submit

2. To edit what your organization will be contributing towards this project, click the **down arrow** on the far right for the fiscal year you are interested in. Click the **Edit** option that appears and a similar pop-up window as shown above will appear

Funding Partners

+ Add New Funding Partner

Funding Partner	Funding Category	Funding Confirmed	Amount	
Applicant			$0	○

Briefly describe any partnerships (non-financial and financial) for this project (maximum of 1200 characters including space): *

> Describe your management team (including board or directors, advisors) and/or partnerships that would be important to the success of the proposed project.

Signing authority

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.

Title *

> Provide the contact person's job title (e.g., President, Executive Director).

Email address *

> The email at which the primary contact may be reached.

Documents

Upload here the supporting documents to be provided with your EOI. Upload the following mandatory documents:

- Financial statements for the past 2 years (externally prepared; provide a rationale if not available)
- Interim financial statements for the last 6 months
- Written confirmation of funding from all sources (non-government funding must be at least 50% of project costs)
- Business plan, pitch deck, or other documents describing:
  - your business and how it meets the definition of high-growth
  - your proposed project and its expected economic benefits
  - the market for your products or services and how your project addresses unmet market demand
  - the value proposition to your customers
  - your competitors and competitive advantages

- your management team and corporate governance structure

Validation

For this step, any errors or omissions in the form will be brought to your attention, and you will be given the opportunity to review them, and make any necessary corrections.

Attestation

Before you can complete and submit your expression of interest, it is necessary in this final step for you to affirm that you are aware of certain statutory obligations, and that your organization meets the eligibility requirements for the BSP program. The attestation must be completed by a member of your organization with signing power/authority to enter into a legal agreement. For your reference, the complete text of this attestation is given below.

Please select "I agree" to affirm, and then submit using the "Submit" button. On behalf of the Applicant Organization, I hereby acknowledge and agree that:

- This expression of interest does not constitute a commitment from Pacific Economic Development Canada (PacifiCan) for financial assistance.
- Any person who has been lobbying on behalf of the Applicant Organization to obtain a contribution as a result of this expression of interest is registered pursuant to the Lobbying Act and was registered pursuant to that Act at the time the lobbying occurred.
- The Applicant Organization is under no obligation or prohibition, nor is it subject to, or threatened by any actions, suits or proceedings, which could or would affect its ability to implement this proposed project.
- The Applicant Organization has not, nor has any other person, corporation or organization, directly or indirectly paid or agreed to pay any person to solicit a contribution arising as a result of this expression of interest for a commission, contingency fee or any other consideration dependent on the execution of an Agreement or the payment of any contribution arising as a result of this expression of interest.
- Pacific Economic Development Canada (PacifiCan) and Prairies Economic Development Canada (PrairiesCan) are government institutions as defined under the Access to Information (ATI) Act. Records in the custody and care of the institution are subject to disclosures under Part 1 and Part 2 of the ATI Act with limited exceptions and exclusions.
- Personal information collected through the expression of interest and application process is collected in accordance with section 4 of the Privacy Act (R.S.C., 1985, c. P-21). This information will be used to determine eligibility for and administer grants and contributions as well as evaluate program effectiveness. Personal information provided on this application is described in the Personal Information Bank entitled "Grants and Contributions (G&Cs) Programs", number WED-PPU-055. Questions regarding the collection and use of your personal information may be directed to the Deputy ATIP Coordinator, PrairiesCan, Suite 1500 Canada Place, 9700 Jasper Avenue NW, Edmonton, Alberta T5J 4H7, or by email to aitip-aiprp@prairiescan.gc.ca.

I authorize PacifiCan, its officials, employees, agents and contractors to make credit checks and enquiries of such persons, firms, corporations, federal, provincial and municipal government departments/ agencies, and non-profit, economic development or other organizations as may be appropriate, and to collect and share information with them, as PacifiCan deems necessary in order to assess this expression of interest, to administer and monitor the implementation of the subject project, and to evaluate the results of the project and related programs.