



Business Scale-up and Productivity (BSP) Program Applicant Guide

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Pacific Economic Development Canada (PacifiCan) reserves the right to modify these guidelines at any time without notice.



PART 1 – PROGRAM DETAILS

The purpose of this Applicant Guide is to provide information to assist you with the completion of your application for funding under the Business Scale-up and Productivity program.

1. OVERVIEW

Pacific Economic Development Canada (PacifiCan) delivers the [Regional Economic Growth through Innovation](#) (REGI) initiative in British Columbia. REGI is a national program delivered by regional development agencies across the country. It comprises two program streams designed to fuel economic growth through innovation and create more well-paying jobs for Canadians. The Business Scale-up and Productivity program is one of those program streams.

PacifiCan makes strategic investments in key economic sectors and also supports the development of leading industry geographic clusters through its **Business Scale-up and Productivity (BSP) program**.

The purpose of this Applicant Guide is to provide information to assist you with the completion of your application for funding under the Business Scale-up and Productivity program.

BSP supports high-growth* businesses that are scaling up and producing innovative goods, services or technologies. It offers interest-free, repayable funding to incorporated businesses.

*A high-growth business can be defined as any for-profit company that has notable and/or consistent revenue increases year over year. Typically, this means an increase of at least 20% year over year.

2. OBJECTIVES

Through this program, PacifiCan seeks to:

- Help high-growth businesses to **scale up and expand**.
- Support demonstration and the **commercialization of new technologies**.
- Encourage the early adoption or adaptation of **leading-edge technologies and processes** to improve productivity.
- Increase businesses' capacity to grow through **market diversification** and entry into global markets.

3. ELIGIBLE APPLICANTS

The BSP program is open to incorporated high-growth businesses that have been operating in British Columbia for a minimum of 2 years. Preference may be given to small and medium-sized enterprises (SMEs) with less than 500 full-time employees (FTEs).

Applicants must meet the following mandatory criteria:

- A high-growth business that is scaling up and producing innovative goods, services or technologies.
- A for-profit company incorporated to conduct business in Canada.
- Has been in operation for a minimum of two years in Canada.



- Has staffed operating facilities in British Columbia.
- Have confirmed, at the time of EOI submission, funding from all other sources, including government and non-government (non-government funding must represent at least 50% of the proposed project costs).

4. ELIGIBLE ACTIVITIES

Eligible projects will focus on accelerating and supporting business growth through one or more of the following activities:

- **Business Scale-up:** market development/expansion, adopting best management practices, processes, and systems, business opportunity development.
- **Productivity Improvement:** acquiring, adapting, adopting new technologies processes, process re-engineering, improving manufacturing capacity.
- **Technology Commercialization:** late-stage product development geared toward market diversification and growth, such as technology showcasing and technology demonstration. ([Technology Readiness Levels 7-9](#)).

5. ELIGIBLE PRIORITIES

There is a maximum project duration of 3 years focused on 1 or more of the following areas:

1. **Export Orientation** refers to entering new markets or increasing market share abroad.
2. **Advanced Manufacturing** is defined by the development and adoption of innovative technologies to create new products, enhance processes and establish more efficient and cost-effective ways of working.
3. **Clean Resources** refers to transitioning from the old resource economy into a new resource economy. It is where innovation drives economic and environmental competitiveness in the energy, mining and forestry sectors, and which leverages Canada's natural resources advantage to transition to a low-carbon economy.
4. **Clean Technology** refers to any process, product or service that reduces environmental impacts in order to better control costs, meet new regulatory requirements, improve global competitiveness and reduce impacts on climate, water, land and air.
5. **Digital Industries** includes a combination of information and communication technology (ICT), digital and interactive media, and content industries, as well as manufacturers and service companies that creatively capture, transmit and display information electronically in innovative ways
6. **Health/Bio-sciences** encompasses a wide range of companies, from the developers and manufacturers of pharmaceuticals, medical devices and biomedical innovations, to producers of digital health solutions and disruptive technologies such as artificial intelligence (AI), big data analytics, 3D printing, robotics and nanotechnologies.



7. **Natural Resources Value-added Processing** includes the processing of natural resources in the energy, mineral, or forestry, sectors that adds value to primary products/raw materials.
8. **Ocean technology** includes developing marine technologies and renewable energy systems.
9. **Value-added Agriculture** includes innovating to improve agriculture, fisheries and food processing.

6. FINANCIAL ASSISTANCE

- Minimum funding request of \$200,000 and maximum of \$5,000,000 per project.
- Applicants may apply for funding of up to 50% of total eligible costs for each project.
- The remaining 50% of eligible cost must be supported from a **non-government source**, and must be confirmed at time of the Expression of Interest and again prior to project approval.
- Companies may only receive funding for one BSP project per calendar year.
- Total support to any one organization cannot exceed \$10 million over the life of the program.

Funding Disbursement

PacifiCan will provide funding to successful projects based on claims submitted by the recipient. PacifiCan will reimburse you for the approved portion (e.g. 50%) of eligible project costs that have been incurred and paid. Since successful applicants must submit a claim for reimbursement, there will be a delay between the time costs are incurred, and when claimed costs are partly reimbursed. Successful applicants will therefore need to plan their project cash flow accordingly. PacifiCan will provide detailed instructions on this process to those applicants approved for funding.

Claims for incurred costs can be submitted quarterly, and are processed within 15 business days of PacifiCan receiving a complete claim package.



Repayment

A BSP contribution agreement will require recipients to repay the entire principal within six years of project completion. Following a one-year grace period after project completion, recipients will be required to make 60 equal monthly payments. Although funding is provided interest-free, interest equal to the average bank rate plus 3% will be charged for any late principal payments.

There is no penalty for early repayment.

Other Government Assistance, SR&ED and Other Tax Credits

PacifiCan considers tax credits received for activities undertaken between the project start and end date as a source of government assistance. Such credits are included when calculating the total amount of government funding that has been provided to a project. Likewise, the Canada Revenue Agency (CRA) may consider funding received from BSP to be government assistance, even though it will eventually be repaid.

Successful applicants who are in receipt of Scientific Research & Experimental Development (SR&ED) tax credits and other similar federal or provincial tax credits for activities defined in the project are required to inform PacifiCan. PacifiCan may be required to reduce its overall level of project funding to ensure the total amount of government assistance does not exceed 50% of project costs.

Applicants are strongly advised to seek independent professional advice to determine the potential effect of BSP funding on project activities for which SR&ED tax credits, or other federal and provincial tax credits, are likely to be sought.

7. ELIGIBLE PROJECT COSTS

Eligible incremental project costs include, but are not limited to:

- Cost of labour (e.g. wages and benefits)
- Capital costs (e.g. purchase of machinery, equipment)
- Marketing costs
- Operating costs that are directly related to the project
- Professional, advisory and technical services
- Costs related to intellectual property
- Technological development and commercial demonstrations
- Subcontracting costs
- Production and distribution of promotional material and management tools
- Maintenance costs

PacifiCan reserves the right to make the final determination on the value of contributions and to exclude expenditures deemed to be ineligible or outside the scope of the BSP.

8. INELIGIBLE PROJECT COSTS

Project costs that are deemed unreasonable, non-incremental or not directly related to project activities will be ineligible for reimbursement. These include, but are not be limited to:



- Basic and applied research and development ([Technology Readiness Level 1-6](#))
- Land and buildings
- Entertainment expenses
- Salary bonuses and dividend payments
- Entertainment expenses
- Allowance for interest on invested capital, bonds, debentures, and other debts.
- Losses on investments, bad debts and associated expenses, other projects and contracts
- Refinancing of existing debts
- Amortization or depreciation of assets
- Federal and provincial income taxes, GST (recoverable portion), taxes or surtaxes on excess profit
- Provisions for contingencies or commissions paid to consultants to secure funding
- Lobbying activities
- Donations, dues and membership fees

9. EXPECTED RESULTS

PacifiCan is looking to support projects that have a viable plan to produce strong economic outcomes. Applicants must quantify, substantiate, and later report on the following expected results:

- how many high-quality personnel (HQP) jobs you created in Canada
- how many non-HQP jobs you created in Canada
- your revenue growth
- your export sales growth
- your business sales growth resulting from commercialization (where applicable)

PacifiCan is working to improve the economic participation of **Indigenous Peoples, women and youth**.

Applicants are encouraged to report on efforts to support inclusiveness. Refer to the Government of [Canada's Inclusive Innovation Agenda](#).

10. ASSESSMENT PROCESS

BSP is a competitive process. Expressions of Interest that demonstrate the highest merit and strongest alignment with program objectives, departmental priorities, and significant economic benefit are invited to complete a full application.

All applications will be evaluated on their ability to achieve BSP objectives, the viability and economic impact of the project, as well as their relative strengths in the following areas:

- market potential
- management capability
- financial capacity
- economic benefits
- technology readiness (technology commercialization projects only)
- degree of alignment with departmental/regional priorities
- If undergoing a detailed assessment, PacifiCan will request:



- [business plan](#) (if not already submitted)
- financial statements for the past 2 years, as well as interim financial statements for at least the last 6-month period (if not already submitted)
- forecasted income statements and cash flow including relevant assumptions for the duration of the project
- detailed breakdown of project costs
- disclosure of pre-existing disbursements to third parties or senior executives

Note that PacifiCan will also conduct a credit check (e.g. Equifax). Where required, PacifiCan will engage the technical services of the National Research Council's Industrial Research Assistance Program (IRAP) to conduct the technical assessment of proposals for projects using novel technology.

The Clean Growth Hub (CGH) may also be consulted regarding projects related to clean technology and clean resources. Where possible, the Clean Growth Hub will undertake pathfinding within the federal government to identify other potential sources of funding.

Although PacifiCan may engage companies directly on outstanding questions or issues, applicants are advised to submit a complete and thorough application. Not all applications undergoing a detailed assessment will receive an offer of funding.

PacifiCan has comprehensive due diligence and decision-making process. PacifiCan anticipates funding decisions within approximately 90 business days from receiving a complete funding application.

11. ATTRIBUTES OF A STRONG PROJECT

Strong projects will have a complete and sufficiently detailed application, which will allow PacifiCan to thoroughly review and validate the information.

Elements of a **strong project**:

- comprehensive and well-written business plan
- independent market assessment and/or evidence of unmet market demand
- clearly defined market size and opportunity
- direct competitors identified and assessed
- detailed description of both the applicant organization and project management team
- credible financial statements accompanied by logical and reasonable financial projections
- demonstrated financial capacity to execute the project and the ability to repay
- clear alignment with at least one priority area
- significant economic benefits/outcomes supported by reasonable assumptions and rationale
- well-defined IP strategy (if applicable)
- clear explanation as to how the productivity or efficiency savings will enable the company to grow and expand (if applicable)



12. APPLICATION REQUIREMENTS

The expectation is that BSP applicants will normally have already sought funding from other sources (e.g., banks, venture capitalists, etc.) prior to applying to PacifiCan, and as such, will already possess a written business plan and financial statements.

Submissions to the BSP **must include**:

1. A **completed application**, with a request of at least \$200,000 and no more than \$5 million.
2. A **business plan** or pitch deck that addresses each area outlined below. The plan should include clear rationale/assumptions where necessary and must include:
 - A description of your business.
 - A description of each major product or service your business currently provides, and the value proposition to your customer base.
 - A detailed operating/execution plan for implementing the proposed project.
 - 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.
 - A description of your businesses' competitive advantage and how your project will affect your competitive position.
 - An analysis of the marketplace (including industry factors, competition, and customers).
 - A detailed sales, pricing, and marketing strategy.
 - A third party market assessment (if available).
 - 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.
3. Forecasted **income statements and cash flow information** for the duration of the project and two years past the project completion date. These statements should be for current operations, for the new project alone and on a combined basis. The forecasts must include all rationale/assumptions on which they are based, and could include various scenarios such as breakeven.
4. **Financial statements for the past 2 years**, as well as interim statements for the current period (i.e. less than three months from the date of this application). The financial statements should be prepared by an external accountant. If externally prepared statements are not available, please provide a rationale as to why they are not available.
5. **Proof of confirmed funding**, of both government and non-government sources, with the submission of the Expression of Interest; and again if your project is approved, prior to receiving a funding agreement. Note that non-government funding must represent at least 50% of the proposed project costs. PacifiCan considers proof of confirmed funding to include:
 - **For funding to be provided by the applicant firm** – current bank statements detailing existing cash balances or the unused portion of lines of credit.



- **For third-party funding sources** – official letters (on letterhead, signed) of confirmed or conditional funding, and/or funding agreements that can be verified.

The proof of confirmed funding provided with the Expression of Interest will be retained in the portal account.

PacifiCan **does not** consider the following as proof of confirmed funding:

- Forecasted revenues from future activities
- Accounts receivables
- Commitments to raise equity
- Commitments to obtain future bank financing
- Scientific Research & Experimental Development (SR&ED) credit receivables

6. Complete a **financial disbursement disclosure form**, which was included with the email to complete a full application.
7. Complete a **cost clarification form**, which was included with the email to complete a full application.
8. Technology Commercialization projects **only** are required to complete the Technology Questionnaire, and attach it as part of the application.
9. The following **OPTIONAL** information could also be attached in order to strengthen your application:
 - Written endorsement or review of the technology.
 - Independent market assessment.
 - Evidence of market demand such as purchase orders, letter of intent, etc.
 - Productivity analysis for Productivity Improvement projects (if available).

Note:

- PacifiCan will not assess saved applications that have not been submitted.
- Signing and submitting the application form does not constitute a commitment from PacifiCan for financial assistance.

13. CONFIDENTIALITY

All proprietary data, commercially sensitive information and potentially valuable results or ideas will be protected from unauthorized, inadvertent or untimely disclosure. Information provided by applicants in the application and in all supporting documentation is collected under the authority of the [Western Economic Diversification Act](#). This information will be treated in accordance with that Act and with the [Access to Information Act](#) and the [Privacy Act](#).

These laws govern, protect and limit the collection, use and disclosure of personal and confidential information by federal government departments and agencies. Beyond the parties already mentioned above, confidential commercial information will not be shared without the applicant's consent.



14. OFFICIAL LANGUAGES

Under the [Official Languages Act](#), the Government of Canada is committed to supporting the development of official language minority communities (English-speaking communities in Quebec and French-speaking communities in the rest of Canada). More than two million Canadians belong to an official language minority community. The intention is to enable these communities to thrive and to enjoy the same benefits as the rest of the population.

Applicants seeking funding under not-for-profit programming may assist PacifiCan in fulfilling its obligations under the Official Languages Act by identifying aspects of the proposed project that may benefit Francophone communities in Western Canada or by being willing to modify the proposed project to extend its benefits to the Francophone community. This may be as simple as including a French-speaking service provider who is able to offer business services in French as part of the project or offering the final product resulting from the project in French.

Please follow up with your PacifiCan project officer to explore how you might modify your proposed project to assist the department in extending benefits to the Francophone community.

15. ENVIRONMENTAL ASSESSMENT COMPLIANCE

Projects involving physical works may be subject to the [Impact Assessment Act \(2019\)](#). Recipients of PacifiCan funding will be responsible for obtaining all certificates, consents, permits and approvals required for compliance with applicable legislation and for complying with the requirements of such legislation. Should an environmental assessment be required, it will be necessary to plan several months before the project Proposed Start Date to allow sufficient time for the completion of the assessment.

16. REPORTING REQUIREMENTS

All contribution agreements issued under the BSP program include performance indicators to measure the individual project performance and the program's effectiveness relative to objectives. Recipients will be required to submit, along with funding claims, regular progress reports and financial statements to PacifiCan throughout the project, from implementation through to the repayment period.

17. FREQUENTLY ASKED QUESTIONS (FAQ)

Please refer to our [website](#) for more information on the BSP and other PacifiCan programs.



18. GLOSSARY

Below is a short glossary of terms used in this guide:

Assessment	Thorough review and analysis of all aspects of an application prior to entering into a contribution agreement. This includes scoping of the project to meet program and departmental objectives as well as Government of Canada guidelines for funding contributions.
Black Community(ies)	This term is a designation used for people of full or partial descent from over 200 ethnic or cultural origins, including sub-Saharan African descent, who are citizens or permanent residents of Canada. The majority of "Black" Canadians are of Caribbean origin, though the population also consists of African-American immigrants and their descendants (including Black Nova Scotians), as well as many native African immigrants.
Business Sales Growth resulting from commercialization	A numerical value that totals the anticipated sales growth from the specific product or process being commercialized through the project year over year from the project proposed start date up to one year following the proposed end date. Mandatory for technology commercialization projects.
Commercialization	For the purposes of the BSP, commercialization is the process of introducing a <u>new</u> product, process, or service into the market place and is achieved when commercial level sales and/or production are realized.
Contribution	A monetary payment to a successful Recipient that does not result in the acquisition by the Government of Canada of any goods, services, or assets. The payment(s) will be for assisted costs as identified in the Contribution Agreement with PacifiCan. The successful Recipient must first pay the cost of the service or good and then submit a claim, which provides proof that the cost has been incurred and paid for by the Recipient. PacifiCan then reimburses such costs on the percentage basis specified in the Contribution Agreement. Contributions are subject to performance conditions specified in a Contribution Agreement and therefore a Recipient is required to report to PacifiCan on results achieved. A contribution is to be accounted for, is subject to audit and, where profit is generated by the project, it may be subject to repayment conditions also specified in the contribution agreement.
Diverse groups	Includes, but is not limited to people living with disabilities, Indigenous persons, youth, immigrants, persons from racialized communities, and people from Official Language Minority Communities (OLMCs).
Export Sales Growth	A numerical value that totals the anticipated entire firm sales growth related to exports year over year from the project proposed start date up to one year following the proposed end date.
Full-Time Equivalent	The number of full-time employees working for the organization.
Gender	This refers to the socially constructed roles, behaviours, expressions and identities of girls, women, boys, men, and gender diverse people. It influences how people perceive themselves and each other, how they act and interact and the distribution of power and resources in society. Gender



	is usually conceptualized as a binary (girl/women and boy/man), yet there is considerable diversity in how individuals and groups understand, experience, and express it. Self-identifying gender is an expression of what a person internally feels and/or the gender a person publicly expresses in their daily life. A person's current gender may differ from the sex a person was assigned at birth (male, female, or intersex) and may differ from what is indicated on their current legal documents. A person's gender may change over time.
Government assistance	Funding from any level of government (Federal, Provincial or Municipal). Also includes funding from any organization that is fully funded by government, and does not make investment decisions independent from government or on a commercial basis.
Highly Qualified Personnel (HQP)	Canada's Highly Qualified personnel (HQP) are defined as individuals with university degrees at the bachelor's level and above.
Incremental	Activities to be undertaken that are additional to the applicant's current operations or activities.
Indigenous Peoples	Refers to those persons who identify with at least one Indigenous group, that is First Nations, Métis, or Inuit. Aboriginal peoples of Canada (referred to here as Indigenous peoples) are defined in the Constitution Act, 1982, Section 35 (2) as including the Indian, Inuit and Métis peoples of Canada.
In-Kind Costs/Contributions	Contributions toward project costs that do not involve a cost incurred or paid for by the recipient. These types of contributions should be demonstrated in the application at fair market value.
Innovation	The Conference Board of Canada defines innovation as the process through which economic and social value is extracted from knowledge through the generation, development, and implementation of ideas to produce new or improved strategies, capabilities, products, services, or processes.
2SLGBTQI+	Refers to those persons who identify as lesbian, gay, bisexual, transgender, intersex, queer, two-spirit, non-binary or gender queer, questioning, asexual, pansexual, agender, bigender, gender variant, and pangender.
Majority-Owned/Led	Majority owned or led is defined as an enterprise where one or more of the diverse groups has long-term control and management of the organization and an active role in both strategic and day to day decision making. In for-profit enterprises, this may include an equity stake. • Long-term control and management of the organization – have been engaged in the operation, management and ownership of the organization for at least two years • Active role in strategic decision making – involved in elements related to the establishment of priorities, objective and goals for the organization; overall operations of the organization • Day to day decision making – involved in elements related to the financial management, human resources, supply management, logistics or customer services (for example) • Equity stake — demonstrates an ownership in the company Majority-owned is where an individual(s) owns more than 50% of



	the company.
Newcomer to Canada or immigrant	Person(s) who have landed in Canada within in the last ten years.
Official Language	English-speaking communities in Quebec and French-speaking communities
Minority Communities (OLMCs)	in provinces and territories other than Quebec.
Person with a disability	A person with long-term or recurring disabilities related to hearing, vision, mobility, flexibility, dexterity, pain, learning, mental health, memory, and developmental impairment or functional limitation and who consider themselves to be disadvantaged by reason of that impairment.
Project	The group of activities and actions, which are cost-shared, that occurs in the period between the RDA Project Start Date and the Project End Date.
Proposed Start Date	This is the date an agreement between a Recipient and the department comes into effect. 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. It can be thought of as the start date for the project as defined by the contribution agreement.
Proposed End Date	The date it is anticipated that project activity will cease. (This does not include a repayment period when applicable.)
Racialized Communities	Groups that have been socially constructed as races, other than an Indigenous peoples, persons from Black communities, or persons who are Caucasian in race or white in colour, based on characteristics such as ethnicity, language, economics, religion, culture, and/or politics. For example, Chinese, Japanese, Korean, South Asian/East Indian, Southern Asian, non-white West Asian, North African or Arab, non-white Latin American, persons of mixed origin (with one parent in one of the visible minority or racialized groups in this list), or other racialized or visible minority group.
Regional Development Agency (RDA)	Canada's Regional Development Agencies (RDA) work closely with businesses and innovators in their regions to fuel economic growth that creates more well-paying middle-class jobs for Canadians. They are a key part of the Government of Canada's Innovation and Skills Plan , advancing and diversifying our regional economies and helping communities thrive. There are seven RDAs across Canada including PrairiesCan Economic Development Canada (PrairiesCan) and Pacific Economic Development Canada (PacifiCan).
Repayable Contribution	A repayable contribution is a contribution that will be repaid to the RDA according to repayment conditions specified in the contribution agreement.
Revenue Growth	A numerical value that totals the anticipated entire firm sales year over year from the project proposed start date up to one year following the proposed end date.
Women	The use of the word “women” is inclusive of cisgender and trans individuals.
Youth	Person(s) who are between the ages of 15 and 34.



PART 2 – APPLICATION FORM INSTRUCTIONS

How to Complete the Application

Tips

- Fields marked with an asterisk (*) are mandatory and you will be unable to submit your application if these fields are incomplete.
- Character count includes spaces.
- Remember to click save after each section.

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 your organization.

Mailing address line 2:

Additional mailing address information.

City: *

The city in which your organization resides in.

Province/Territory: *

The province in which your organization resides in.

Country: *

The country in which your organization resides in.

Mailing postal code: *

The mailing postal code of your organization.

Telephone country code: *

The telephone country code of your organization.

Telephone: *

The telephone number of your organization.

Facsimile country code:

The facsimile country code of your organization.



Facsimile:

The facsimile number of your organization.

Website:

Your applicant organization's website address (if available).

Email address:

Include the general email address of your organization.

Are you an Indigenous (First Nation, Métis, and Inuit) organization or government? *

Select yes or no.

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 that most accurately reflects your organization type.

I have a CRA Business Number: *

Select yes or no.

Provide your CRA Business number or GST number (first 9 digits only):

The unique business number or GST number assigned to your organization by the Canada Revenue Agency. A business number or GST number must be obtained through the Canada Revenue Agency. For information on obtaining a business number visit: <http://www.cra-arc.gc.ca/bn/>.

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 your organization was incorporated.

Date of incorporation:

Indicate the date your organization was incorporated.

Alternative number and Alternative number type:

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 any affiliated companies if applicable). Part-time employees should be calculated based on their equivalent to an FTE (i.e. one part time employee working approx. 20hrs/week should be represented as 0.5 FTE).



Provide a brief summary of your organization (Maximum of 500 characters). *

The description of your organization and an explanation of 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.

Click Save.

PROJECT PRIMARY AND SECONDARY CONTACTS

If you have an existing portal account, the project contact may be selected and sub-sections will be pre-filled.

Project Primary Contact *

This person will be contacted for any follow-up on this application. Enter primary contact person information in the sub-sections (first name, last name, title, email address, cellular phone country code, cellular phone, telephone country code, telephone).

Project Secondary Contact

This person will be contacted if the primary contact is unavailable. Enter secondary contact person information in the sub-sections (first name, last name, title, email address, secondary cellular phone country code, secondary cellular phone, secondary telephone country code, secondary telephone).

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 may 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.

Project address is the same as mailing address? *

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.

Project address line 2:

If you would like to provide additional project address information, please fill out this section.

Project city, province/territory, and postal code. *

The project location address.



Briefly describe your project activities in plain language. This is an important section as it will be used in summary documents to describe your project at various review stages (maximum of 1,000 characters including spaces). *

Briefly describe your project in plain language. 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. Do not use technical language in this section.

A suggested opening sentence could be: ABC Company will demonstrate xyz prototype, or adopt technology abs that will enable ... etc.

You will have an opportunity to provide a Full Project Description in the Timelines section.

Refer to the [eligible project activities](#) for more details.

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

Provide an explanation as to how economic outcomes (e.g. job creation, revenue growth, etc.) will be achieved. A job created refers to a job that did not exist with the organization prior to the project, but which was created as a result of the project. Identify the numbers of jobs requiring highly qualified personnel, which is defined as individuals with university degrees at the bachelor's level and above. 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 achieving them.

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.

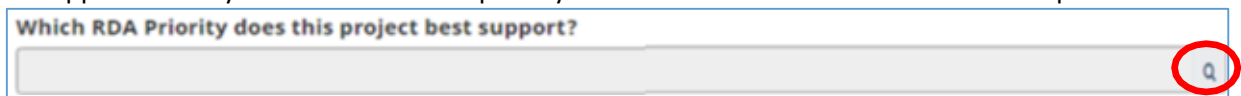
You will be provided another opportunity to explain in the Benefits section. Refer to the [expected benefits](#) for more details.

Which RDA Priority does this project best support? *

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

Refer to the [eligible priorities](#) for more details.

To select one of the priorities, click on the magnifying glass icon  and the "Lookup records" window will appear where you can then select a priority from. **Scroll down for "Other."** For example:



Which RDA Priority does this project best support?



Lookup records

Search

Q

✓	Name
	Advanced Manufacturing Fabrication de pointe
	Clean Resources Ressources propres
	Clean Technology Technologies propres
	Digital Industries Industries numériques
	Inclusiveness - Indigenous Inclusivité - Autochtones
	Inclusiveness - Women Inclusivité - Femmes
✓	Inclusiveness - Youth Inclusivité - Jeunes

1

2

>

Select

Cancel

Remove value

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 priority.

Project Timelines

Proposed start date: *

This is the proposed date the agreement between the Recipient and PacifiCan could come into effect. The earliest project start may be not earlier than the date of Expression of Interest submission. If the application is approved, eligible project costs incurred after this date may be reimbursed with proper documentation. Any costs incurred prior to this date would be not eligible for reimbursement under the terms of the agreement and are outside of the scope of the project.

Proposed end date: *

This is the anticipated date the project activity will cease. It should be within three years after the project proposed start date.

Click Save.



FUNDING

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.

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.

Create

Description *

Type *
☐ Non-Capital ☒ Capital

Total costs *

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 FY expenses.

Non-RDA Funding

Automatically generated: the portion of project 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 (e.g. 2021-22). Click the **Edit** option that appears.

Cash Flows					
<u>Fiscal Year (Ending March 31) ↑</u>	<u>Total Fiscal Expenditures</u>	<u>RDA Funding</u>	<u>RDA</u>	<u>Non-RDA</u>	<u>Non-RDA</u>
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 the **Submit** button.

 Edit ×

Fiscal year (Ending March 31) *
2021/22

Expenditures *
\$

RDA Amount Requested *
\$

Total Expenditures, Total RDA funding requested, and Total non-RDA funding

The system will automatically calculate total PacifiCan funding requested, as well as Total Fiscal Expenditures. Note that this total must equal total projects costs from the project cost section.

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.*

RDA funding requested: *

*This is the sum of the **PacifiCan Funding** column in the Cash Flows section. It is automatically calculated.*



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.

FUNDING

Calculated fields will be populated / recalculated on selecting "Save" at the bottom of the page.

Project Costs

The solid arrows point to the fields that must balance and the dotted lines indicate what column is being summed to produce those totals.

+ Add New Cost Item

Description	Type	Amount
Example Cost Item	Capital	\$1,000,000
Total project costs		
\$1,000,000		

Fiscal Year (Ending March 31) ↑	Total Fiscal Expenditures	RDA Funding	Non-RDA funding
2021/22	\$500,000	\$250,000	\$250,000
2022/23	\$0	\$0	\$0
2023/24	\$500,000	\$250,000	\$250,000
2024/25	\$0	\$0	\$0
Total expenditures			
\$1,000,000			

Funding Partner	Funding Category	Funding Confirmed	Amount
Applicant	Non Government / Non gouvernemental	Yes	\$250,000
provincial	Government, Provincial / Gouvernement, provinciale	No	\$250,000
Total Amount provided by funding partners			
\$500,000			

Total RDA funding requested	Total non-RDA funding
\$500,000	\$500,000

Funding Partners *

Funding Partners

The first line in the list of funding partners is reserved for the applicant organization. Please add other funding partners or contributors, if any, in subsequent rows. Identify all potential contributors that will provide a monetary contribution to the project. In-kind contributions are not eligible and, therefore, should not be listed in this section.



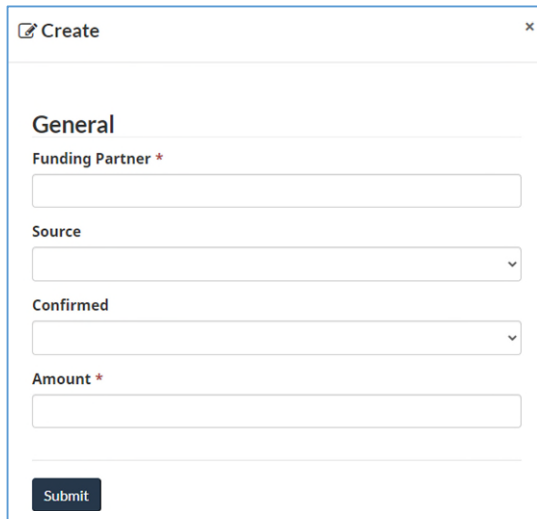
Identify all potential project contributors including the applicant organization that will provide funding as a monetary contribution or in-kind contribution. Note: applicants must ensure all contributions are clearly verifiable.

Funding Category: *Select from the drop down menu the description that best reflects the funding source.*

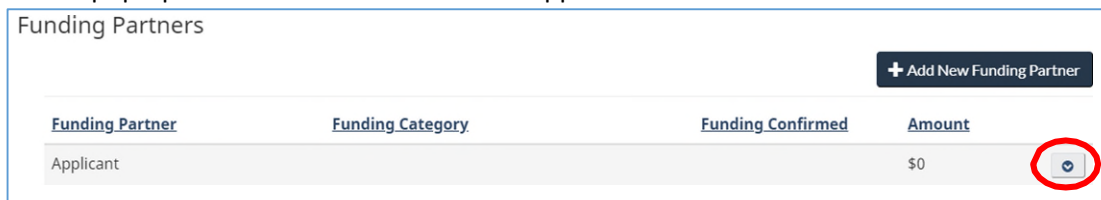
Funding Confirmed: *In the case where your organization (Applicant) is a source of funding, indicate yes if you have cash on hand. In the case of other funding sources, indicate yes if there is written documentation supporting the funding.*

Amount: *The anticipated amount of funding this partner (Applicant or funding partner) will provide.*

- 1) To add a funding partner, click on the  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.



- 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 Partner	Funding Category	Funding Confirmed	Amount
Applicant			\$0

Total 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.*



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

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

Click Save.

BENEFITS

Primary Activity: *

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 [eligible activities](#) for more details.

Indicator: *

Note these should be measured from the project proposed start date until typically one year following the project completion. The most common indicators are below, although additional indicators pertaining to your project can be added.

Number of jobs created (Highly Qualified Personnel including STEM) in Canada: *

Provide the number of jobs created as a result of this project that are professional, science, and technology-related jobs – based on an OECD (Organization for Economic Co-operation and Development) definition of 'science and technology-related jobs'. See definition of this in the [annex glossary](#). Number of jobs created includes the number of HQP (highly qualified personnel including STEM) jobs expanded as a result of project supported through PacifiCan funding. Expanded refers to transitioning a seasonal or part-time employee to a year-round or full-time position, or similar increase in hours.

- *One FTE job = 12 person months of employment. (In the case of seasonal or part time employment, person months of employment should be converted to FTE job).*
- *Inclusiveness sub-types include women, Indigenous Peoples, and youth.*

Number of jobs created (non-Highly Qualified Personnel) in Canada: *

Provide the number of jobs created as a result of this project that are not considered highly qualified personnel (HQP) as per the definition above. Number of jobs created includes the number of non-HQP jobs expanded as a result of projects supported through PacifiCan funding. Expanded refers to transitioning a seasonal or part-time employee to a year-round or full-time position, or similar increase in hours.

- *One FTE job = 12 person months of employment. (In the case of seasonal or part time employment, person months of employment should be converted to FTE job).*
- *Inclusiveness sub-types include women, Indigenous Peoples, and youth.*

Revenue Growth: *



Provide a numerical value that totals the anticipated entire firm sales year over year from the project proposed start date up to one year following the proposed end date.

The example below illustrates how to calculate the revenue growth.

- For example, a firm has \$1 million in revenue at the time of application. They plan to grow to \$2 million next year, \$3 million the year after and \$4 million the year after (which is the last year of the project), and finally \$5 million for the year after the project. To calculate the total, add up the incremental amount (that years' forecasted revenue minus the original level they were at when they applied) from each year. In this example, the revenue growth measurable would be \$1 million + \$2 million + \$3 million + \$4 million = \$10 million.

Revenue at time of application	Year 1		Year 2	Year 3	Year 4	Total
\$1 million	Actual Revenue	\$2M	\$3M	\$4M	\$5M	\$14M
	Revenue Growth	\$1M	\$2M	\$3M	\$4M	\$10M

Export Sales Growth: *

Provide a numerical value that totals the anticipated sales growth related to entire firm exports the year over year from the project proposed start date up to one year following the proposed end date.

The example below illustrates how to calculate export sales growth.

- For example, a firm has \$500,000 in export sales revenue at the time of application. They plan to grow to \$1 million next year, \$1.5 million the year after and \$2 million the year after (which is the last year of the project), and finally \$2.5 million for the year after the project. To calculate the total, add up the incremental amount (that years' forecasted revenue minus the original level they were at when they applied) from each year. In this example, the export sales growth measurable would be \$500,000 + \$1 million + \$1.5 million + \$2 million = \$5 million.

Export sales at time of application	Year 1		Year 2	Year 3	Year 4	Total
\$500,000	Actual Export Sales	\$1M	\$1.5M	\$2M	\$2.5M	\$7M
	Export Sales Growth	\$500,000	\$1M	\$1.5M	\$2M	\$5M



Business Sales Growth resulting from commercialization (mandatory for technology commercialization projects): *

Provide a numerical value that totals the anticipated sales growth from the specific product or process being commercialized through the project year over year from the project proposed start date up to one year following the proposed end date.

The example below illustrates how to calculate business sales growth resulting from commercialization.

- For example, a firm has no revenue from business sales resulting from commercialization at the time of application. They plan to grow to \$100,000 next year, \$500,000 the year after and \$1 million the year after (which is the last year of the project), and finally \$2 million for the year after the project. To calculate the total, add up the incremental amount (that years' forecasted revenue minus the original level they were at when they applied) from each year. In this example, the business sales growth resulting from commercialization measurable would be \$100,000 + \$500,000 + \$1 million + \$2 million = \$3.6 million.

Time of Application	Year 1		Year 2	Year 3	Year 4	Total
\$0	Actual sales from commercialization	\$100,000	\$500,000	\$1M	\$2M	\$3.6M
	Sales growth from commercialization	\$100,000	\$500,000	\$1M	\$2M	\$3.6M

Please provide information on any other significant economic benefits that your project could achieve (maximum 2,000 characters including spaces). *

Provide a detailed explanation as to how the economic outcomes listed above will be achieved and list economic outcomes not listed above. Identify the numbers of jobs requiring highly qualified personnel, which is defined as individuals with university degrees at the bachelor's level and above. Identify and detail all assumptions to support the reasonableness of your economic outcomes. All projects will be screened for significance of outcomes and their likelihood of achievement.

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) throughout the project from the project proposed start date to one year following the project completion date.

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. *

Select Yes or No.

If yes, describe how the project activities will benefit Francophones (maximum of 1,500 characters including spaces). *



Explain how this project will or could benefit the Francophone community in Western Canada and what specific activity(ies) will or could include. If Francophones will not benefit from the project, simply write 'not applicable'.

For example:

- *The project will hire bilingual staff.*
- *The project will ensure that any communication tools are produced in French (final report, exhibit, video, etc.)*

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 (maximum of 1,500 characters including spaces).

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. This is not a mandatory field. If none apply, simply write 'not applicable'.

For example:

- *The project will advance the Government of Canada's priority of...by...*

Click Save.

PROJECT TIMELINES

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

This description should provide clear understanding of the following:

- *Objectives of the project;*
- *Key activities of the project and how these activities will achieve the intended objectives of the project;*
- *Outline the plan to achieve the objectives and key activities;*
- *Describe the engagement and/or commitment from other partners (e.g., industry, other levels of government); and*
- *Clearly address any project risks and mitigation measures to address these risks (e.g., project delays, staff turnover, other challenges) to secure confirmed funding.*

Project Timeline – Milestone *

A milestone is a project activity that can be clearly defined and measured. 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. 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. The milestone activities should start with a verb and clearly indicate when an activity has finished.

Select '+Add New Project Timeline' to enter information.

Date of Expected Completion *

This is the date that the milestone should be completed by.

Timeline Comments (maximum of 1,000 characters including spaces). *

Add any information necessary to provide additional clarity regarding the milestones.

Click Save.

MARKET

Are other organizations currently providing a similar activity, service, or product?

Select Yes or No.

Describe how your activity, service, or product is different or unique compared to others (maximum of 1000 characters including spaces).

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.

Provide the rationale for the project and for the Regional Development Agency's involvement in the project (maximum of 2,000 characters including spaces).

Fully explain how the project will fill a market gap or an industry need.

- *Describe the opportunity or challenge and how your project is a solution.*



- *Provide a rationale for government's role in the project.*
- *Provide details on how this project is incremental to the organization's current operations or activities.*
- *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.*

Which western Canadian province(s) will directly benefit from this project? Select all that apply.

Select all provinces that will directly benefit.

Will the project result in the generation of revenues?

Select Yes or No.

If yes, please explain (maximum of 1,000 characters including spaces).

Explain how much and what the revenues will be used for in the comment box.

Click Save.

MANAGEMENT

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 2000 characters including spaces) *

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). 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.

Describe the qualifications and related experience of the key individuals that will be responsible for managing and implementing the project. (Maximum of 2000 characters including spaces) *

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.



ADDITIONAL DETAILS

Date your organization established business in Canada. *

Enter the month-day-year your organization established business in Canada.

Is your organization a subsidiary of another company? *

Select Yes or No.

If yes, what is the legal name of the parent company? (Maximum 200 characters including spaces)

Enter name.

What is your fiscal year end date? *

Enter the month-day-year of your organization's fiscal year end.

Total revenues from your most recent fiscal year end. *

Enter amount (\$).

Total revenues from your previous fiscal year end. *

Enter amount (\$).

Previously received funding from a Regional Development Agency (RDA)? *

Select Yes or No.

Do you have an independent market assessment or evidence of unmet market demand? *

Select Yes or No.

Competitors are operating within:

Select the applicable geographic locations.

Describe your competition. * (Maximum 1,000 characters including spaces)

Provide a description of your primary competitors and how your organization differentiates itself. Please make specific note of any western Canadian or Canadian competition.

Operating facilities existing in Western Canada? *

Select Yes or No.

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) *

Provide a description.



DOCUMENTS

Upload here the supporting documents to be provided with your application.

Upload the following mandatory documents marked with an asterisk (*) and other supporting documents:

- Financial statements for the past 2 years*
- Interim financial statement for the past 6 months*
- Forecasted income statements and cash flows complete with rationale and assumptions (3-5 years)*
- Evidence of confirmation of all other (non-RDA) sources of funding*
- Supporting documents including [business plan](#) or pitch deck (e.g. Information to include in a business plan by [BDC business plan website](#)) *
- Independent market assessment or evidence of unmet market demand (third party reports and/or websites)
- [Technology Questionnaire](#) (for technology commercialization projects only)

Click Save.

SIGNING AUTHORITY

The application form **MUST** be submitted by a member of your organization with signing power/authority to enter into a legal agreement with PacifiCan.

Note: the fields marked with an asterisk (*) need to be completed in order to submit this form.

First name: *

Provide the first name of the member of the organization with signing power/the authority to enter into an agreement. This person should be either the primary or the secondary contact.

Last name: Provide the family name of the contact.

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

Email address: Provide a valid e-mail address.

Telephone country code: The telephone country code of where the contact person can be reached.

Telephone: Provide a phone number where the contact person can be reached.

Cellular country code: The cellular country code of your organization.

Cellular phone: The cellular number of your organization.

Click Save.



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. 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.

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

The purpose of this question is to gather information related to the ownership/leadership of the organization to see which diverse groups PacifiCan funds. Answer related sub-questions below. Please refer to the [annex glossary](#) for definition on “majority-owned” and any of the diverse groups.

Will your project directly support any of the following diverse groups?

This question is regarding the people that will benefit from this project. Will your project directly support any of the groups listed? If so, please answer ‘yes’. If you do not know if your project will directly support a particular group, or prefer not to answer, just leave the field blank. This information may be considered in assessing your project. Refer to the [annex glossary](#) for definition on “majority-owned” and any of the diverse groups.

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

Provide an explanation on how your project will directly support the diverse group selected.

Click Save.

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 application, it is necessary in this final step for you to affirm that you are aware of certain statutory obligations, that your organization meets the eligibility



requirements for the program, and that the collected information may also be used for consideration under other government programs.

Please ensure the attestation is completed by the primary contact, who is also the member of your organization with signing power/authority to enter into a legal agreement with PacifiCan.

Click off the check box to indicate you have read and agree with the acknowledgements.

AUTHORIZED OFFICIAL OF THE APPLICANT ORGANIZATION ACKNOWLEDGEMENTS

The application form must be submitted by a member of your organization with signing power/authority to enter into a legal agreement.

On behalf of the Applicant Organization, I hereby acknowledge and agree that:

- This application does not constitute a commitment from Pacific Economic Development Canada (PacifiCan) for financial assistance.
- I have read and understand the application process, including the mandatory eligibility criteria located on PacifiCan's public website.
- Project costs incurred by the Applicant Organization in the absence of a signed funding agreement with PacifiCan are incurred at the sole risk of the Applicant Organization and that any such costs may not be considered eligible for PacifiCan assistance.
- Any person who has been lobbying on behalf of the Applicant Organization to obtain a contribution as a result of this application 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 application 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 application.
- Prairies Economic Development Canada (PrairiesCan) and Pacific Economic Development Canada (PacifiCan) 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 by PacifiCan 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, administer grants and contributions as well as evaluate program effectiveness. Personal information collected is described in the Personal Information Bank entitled "Grants and Contributions", number PacifiCan-PPU-055. Questions regarding the collection and use of your personal information may be directed to the ATIP Coordinator, PacifiCan, 1300-300 West Georgia Street, Vancouver, British Columbia, V6B 6B4, by telephone at 604-666-6256 or by email to atip-aiprp@prairiescan.gc.ca.
- If you choose not to provide the personal information, your application may not be processed.
- You have a right under section 12 of the Privacy Act to access to your personal information



under the control of PacifiCan as well as a right to request correction of personal information where there is an error or omission. You have the right to [make a complaint](#) to the Office of the Privacy Commissioner under section 29(1) of the Privacy Act regarding PacifiCan's collection, use, and disclosure of your personal information, processing of your request for correction of personal information or processing of your access to personal information request.

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 application, to administer and monitor the implementation of the subject project, and to evaluate the results of the project and related Programs.

I have read and agree with the above acknowledgements and certify that all statements and information furnished in this application are true, complete, and correct to the best of my knowledge. *