



# PacifiCan

# **Regional Defence Investment Initiative (RDII)**

## **Applicant Guide**

*For Businesses*



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 [RDII 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:

**PacifiCan - Regional Defence Investment Initiative (DIR-Business)**

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).</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.</i></p> <p><i>Outline how the project would produce a defence capability for Canada, its allies, or partners.</i></p> <p><i>List the key activities you would undertake to achieve the project's objectives (e.g., research, planning, construction, training, etc.).</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="#">RDII 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>- <i>How many highly-qualified personnel (HQP) jobs you would create in Canada</i></li> <li>- <i>How many non-HQP jobs you would create in Canada</i></li> <li>- <i>Your revenue growth</i></li> <li>- <i>Your export sales growth</i></li> <li>- <i>How many defence or dual-use technologies, products, services you would develop and/or commercialize (if applicable)</i></li> <li>- <i>Your business sales growth resulting from commercialization (if applicable)</i></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>Choose "Defence". For technical assistance, see <a href="#">Steps to select priorities</a> in Annex 1.</p>
<p><b>Explain how this project supports the indicated priority.</b> (maximum of 2,000 characters including spaces)</p>	<p><i>Summarize how your proposed project's objectives, activities, and outcomes would contribute to produce a defence capability for Canada, its allies, or partners.</i></p> <p><i>In your response, address the following:</i></p> <ol style="list-style-type: none"> <li><i>1. How your technology, product, or project would contribute to producing defence capabilities in a priority area for Canada, its allies, or partners</i></li> <li><i>2. The experience your organization has working with the defence sector</i></li> <li><i>3. The current maturity level of your technology</i></li> <li><i>4. If your technology or product dual-use, the civilian application of your technology.</i></li> </ol> <p><i>You must provide additional details via the RDII Mandatory Supplemental Form.</i></p>

<b>Project Timelines</b>			
<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><i>Costs must be incurred and goods received or services rendered between April 1, 2026 and March 31, 2028.</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.</i></p> <p><i>Costs must be incurred between April 1, 2026 and March 31, 2028.</i></p>

<b>FUNDING</b>		
<b>Project Costs</b>		
<p>For technical assistance, please see <a href="#">Steps to add a project cost item</a> section in Annex 1.</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="#">RDII 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</a> in Annex 1.</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)
<b>Total expenditures *</b>	<p style="text-align: right;">(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>			

<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></p>	<p>(e.g., \$75,000)</p>
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<p><b>Funding Partners *</b>  <i>For technical assistance, please see <a href="#">Steps to enter funding partners' information</a> in Annex 1.</i></p>
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Funding Partner	Funding Source	Funding Confirmed	Amount
<p><i>The first line should show any funding your organization will provide. Enter your organization's name.</i></p>	<p><i>Select from the drop-down menu the description that best reflects the funding source.</i></p>	<p><i>Indicate yes if you have this cash on hand. Indicate no if you do not have this cash on hand.</i></p>	<p><i>The amount of funding your organization will provide from its own resources.</i></p>
<p><i>Add funding partners or contributors, if any, in subsequent rows.</i></p> <p><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></p>	<p><i>Select from the drop-down menu the description that best reflects the funding source.</i></p>	<p><i>Indicate yes if you have written documentation of funding. These contributions must be supported by official documentation.</i></p> <p><i>Indicate no if this funding is not yet confirmed.</i></p>	<p><i>The anticipated amount of funding this partner will provide.</i></p>
<p><b>Total Amount provided by funding partners</b></p>	<p><i>Automatically sums the funding amounts listed above. This total must equal the Total non-RDA funding from the Cash Flows section above.</i></p>		

**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>
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<p><b>Primary Activity: *</b></p>	<p><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></p>
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*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 (\$) *</b></p> <p><i>Definition: The value (Canadian dollars) of the total additional anticipated sales resulting from this project, 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 (\$) *</b></p> <p><i>Definition: The value (Canadian dollars) of total anticipated sales growth related to exports 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 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>Number of SMEs assisted *</b></p> <p><i>Definition: The number of Small and Medium-sized Enterprise businesses assisted as a result of the project. If your business will be the only SME assisted, indicate a target value of 1.</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 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>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>

<b>Please provide information on any other significant economic benefits that your project could achieve</b> (maximum 2,000 characters including spaces). *	
<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>	
<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>	
<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> *	Select Yes or No.
<b>If yes, describe how the project activities will benefit Francophones</b> (maximum of 1,500 characters including spaces). *	
<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>	
<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).	
<i>PacifiCan may give priority to projects that:</i> <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> <i>Describe whether and how your project advances these or other <a href="#">Government of Canada priorities</a>.</i> <i>You must provide additional details on your use of Canadian suppliers, material, and content via the RDII Mandatory Supplemental Form.</i>	

## TIMELINES

<b>Full project description</b> (maximum of 3,000 characters including spaces).
<i>Describe your project. Explain:</i> <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 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</a> in Annex 1.</i></p>	<p><b>Date of Expected Completion: *</b></p>
<p>(e.g., Hire Project Staff)   <i>Briefly describe the milestone.</i></p>	<p>(e.g., 2026-03-31)   <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>	

<h2 style="margin: 0;">MARKET</h2>	
<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>	
<p><input type="checkbox"/> BC    <input type="checkbox"/> AB    <input type="checkbox"/> SK    <input type="checkbox"/> MB</p>	<p><i>Select all provinces where your project will have benefits. PacifiCan only supports projects that have benefits in British Columbia.</i></p>
<p><b>Will the project result in the generation of revenues?</b></p>	
<p><i>Select Yes or No.</i></p>	
<p><b>If yes, please explain</b> (maximum of 1,000 characters including spaces).</p>	
<p><i>Explain how much revenue you expect your project to generate and for what the revenue will be used.</i></p>	

<b>MANAGEMENT</b>
<p><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</b> (maximum of 2,000 characters including spaces). *</p>
<p><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></p> <p><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></p>
<p><b>Describe the qualifications and related experience of the key individuals that will be responsible for managing and implementing the project</b> (maximum of 2,000 characters including spaces) *</p>
<p><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></p>

<b>ADDITIONAL DETAILS</b>
<p><b>Date your organization established business in Canada.</b> *</p>
<p><i>Enter the month-day-year your organization established business in Canada.</i></p>
<p><b>Is your organization a subsidiary of another company?</b> *</p>
<p><i>Select Yes or No.</i></p>
<p><b>If yes, what is the legal name of the parent company?</b> (Maximum 200 characters including spaces)</p>
<p><i>Enter name.</i></p>
<p><b>What is your fiscal year end date?</b> *</p>
<p><i>Enter the month-day-year of your organization's fiscal year end.</i></p>
<p><b>Total revenues from your most recent fiscal year end.</b> *</p>
<p><i>Enter amount (\$).</i></p>
<p><b>Total revenues from your previous fiscal year end.</b> *</p>
<p><i>Enter amount (\$).</i></p>
<p><b>Previously received funding from a regional development agency (RDA)?</b> *</p>
<p><i>Select Yes or No.</i></p>
<p><b>Do you have an independent market assessment or evidence of unmet market demand?</b> *</p>
<p><i>Select Yes or No.</i></p>
<p><b>Competitors are operating within:</b></p>
<p><i>Select the applicable geographic locations.</i></p>
<p><b>Describe your competition.</b> * (Maximum 1,000 characters including spaces)</p>
<p><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></p>
<p><b>Operating facilities existing in British Columbia?</b> *</p>
<p><i>Select Yes or No.</i></p>
<p><b>Describe the most significant risk to your project and the steps you have in place to mitigate this risk.</b> (maximum 1,000 characters including spaces) *</p>
<p><i>Provide a description.</i></p>

<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 RDII Mandatory Supplemental Form *</b>	<i>Information on your project's relevance to defence and how your project intends to use Canadian suppliers, material, and content.</i>
<input type="checkbox"/> <b>2. Completed Detailed Budget *</b>	<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>  <i>PacifiCan may give priority to projects that: Prioritize Canadian material and content in support of the <a href="#">Buy Canadian Policy</a>, where possible</i>
<input type="checkbox"/> <b>3. Current Financial Statements</b> <i>(for the past two complete years and period since the end of the most recent annual statement) *</i>	<i>Financial statements should be reviewed by an external accountant. If providing internally prepared financial statements, provide a rationale.</i>  <i>Covering the period from the end of the most recent annual financial statements. Interim financial statement may be internally prepared.</i>
<input type="checkbox"/> <b>4. Written confirmation of funding from all other (non-PacifiCan) sources *</b>	<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.</i>  <i>Please see <a href="#">website</a> for details on what PacifiCan considers proof of confirmed funding.</i>
<i>For technology commercialization projects:</i> <input type="checkbox"/> <b>5. Completed Technology Questionnaire *</b>	<i>Enables PacifiCan to seek assessment of your technology and its readiness level.</i>
<input type="checkbox"/> <b>Supporting documents</b>	<i>Attach any additional documents that could strengthen your application. These could include, for example:</i> <ul style="list-style-type: none"> <li>- <i>Business plan, pitch deck or other documents describing: your business, your proposed project, 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</i></li> <li>- <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></li> <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 [Annex II: 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>		

## ANNEX 1: TECHNICAL GUIDANCE

### Steps to select priority

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

**IMPORTANT for RDII - Projects MUST select "Defence" in the drop-down menu**

Which RDA Priority does this project best support?



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

2000/2000

Lookup records x

Q

Choose one record and click Select to continue

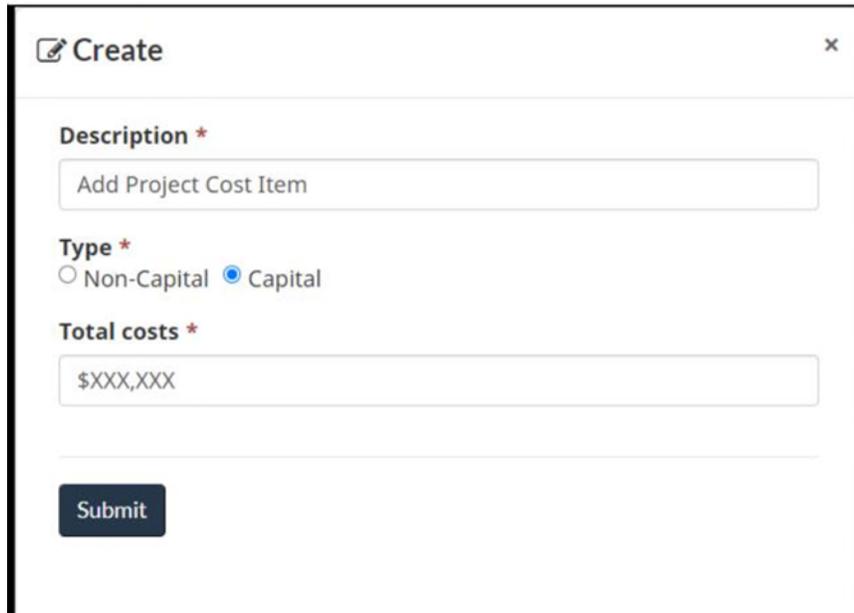
<input checked="" type="checkbox"/> Name
<input type="checkbox"/> Defence   Défense

Select Cancel Remove value

## Steps to add a project cost item

**+ Add New Cost Item**

1. 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.



The screenshot shows a 'Create' form window with the following fields and options:

- Description \***: A text input field containing the placeholder text 'Add Project Cost Item'.
- Type \***: Radio button options for 'Non-Capital' and 'Capital'. The 'Capital' option is selected.
- Total costs \***: A text input field containing the placeholder text '\$XXX,XXX'.
- Submit**: A dark blue button at the bottom left of the form.

2. Click Submit once completed. You can still edit the project cost item after hitting Submit.

## Steps to enter cash flow information

1. Click the down arrow on the far right for the fiscal year you are interested in. 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>Non-RDA funding</u>	
2025/26	\$0	\$0	\$0	⌵
2026/27	\$0	\$0	\$0	⌵
2027/28	\$0	\$0	\$0	⌵

2. Enter the “*Expenditures and RDA Amount Requested*” information and then hit Submit. You can still edit the project cost item after hitting Submit.

 **Edit** ×

---

**Fiscal year (Ending March 31) \***  
2026/27

**Expenditures \***

\$ 0

**RDA Amount Requested \***

\$ 0

---

**Submit**

- After filling out cash flow information, the funding section will show the following details. The solid arrows point to the fields that must balance, and the dotted lines indicate what column is being summed to produce those totals.

**FUNDING** ✓

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

### Project Costs

+ Add New Cost Item

Description	Type	Amount
Example	Capital	\$1,000,000

**Total project costs**  
\$1,000,000

---

### Cash Flows

Fiscal Year (Ending March 31) ↑

Fiscal Year	Total Fiscal Expenditures	RDA Funding	Non-RDA funding
2025/26	\$500,000	\$250,000	\$250,000
2026/27	\$500,000	\$250,000	\$250,000
2027/28	\$0	\$0	\$0
2028/29	\$0	\$0	\$0
2029/30	\$0	\$0	\$0

**Total expenditures**  
\$1,000,000

**Total RDA funding requested**  
\$500,000

**total non-RDA funding**  
\$500,000

---

### Funding Partners

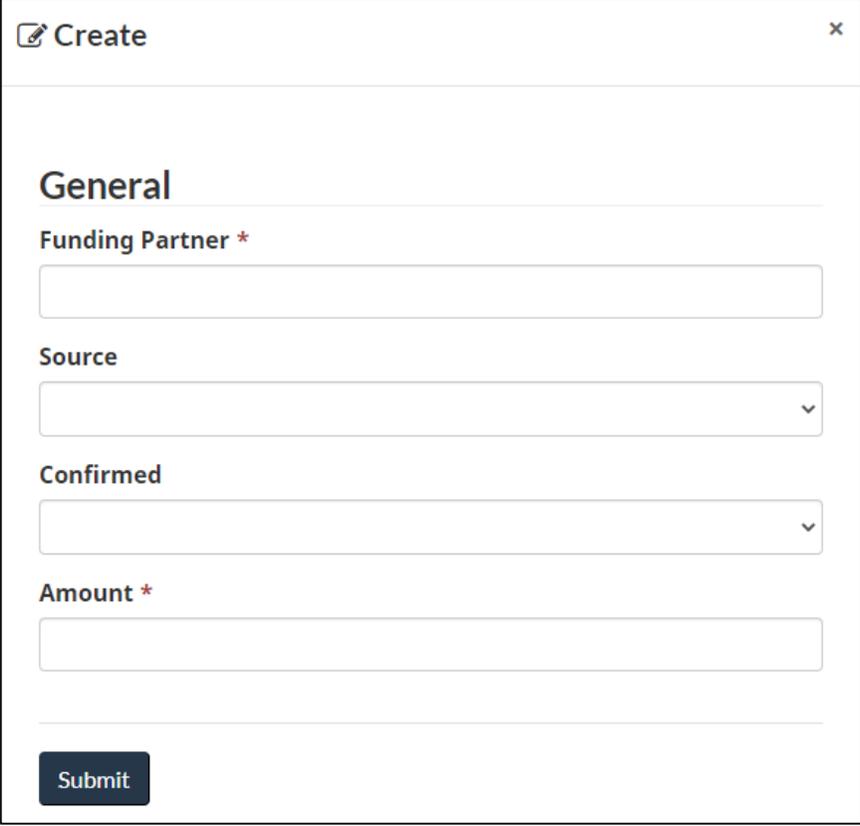
+ Add New Funding Partner

Funding Partner	Funding Category	Funding Confirmed	Amount
Applicant	Non-Government   Non gouvernemental	Yes	\$250,000
province	Government, Provincial   Gouvernement, provincial	Yes	\$250,000

**Total Amount provided by funding partners**  
\$500,000

## Steps to enter funding partners' information

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 completed. You can still edit the project cost item after hitting Submit.



The image shows a 'Create' window with a close button (x) in the top right corner. The window is titled 'Create' and contains a form with the following fields:

- General**
- Funding Partner \***: A text input field.
- Source**: A dropdown menu.
- Confirmed**: A dropdown menu.
- Amount \***: A text input field.
- Submit**: A dark blue button at the bottom left.

2. To edit what your organization will be contributing to 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.



The image shows a table titled 'Funding Partners' with a '+ Add New Funding Partner' button in the top right corner. The table has four columns: 'Funding Partner', 'Funding Category', 'Funding Confirmed', and 'Amount'. The first row contains the text 'Applicant' in the 'Funding Partner' column and '\$0' in the 'Amount' column. A small down arrow icon in the rightmost cell of the first row is circled in red.

<u>Funding Partner</u>	<u>Funding Category</u>	<u>Funding Confirmed</u>	<u>Amount</u>
Applicant			\$0

Updated: 16 February 2026

## Steps to enter project timelines

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



The screenshot shows a web interface titled "TIMELINES" with a red close button. Below the title is a large text area for a "Full project description (maximum of 3,000 characters including spaces)". The text area is currently empty, and a character count "3000/3000" is visible at the bottom left. To the right of the text area is a button labeled "+Add New Project Timeline", which is highlighted with a red rectangular box. Below the text area is a table with two columns: "Project Timeline - Milestone" and "Date of Expected Completion". The first row of the table contains the text "Example" and the date "10/23/2021".

2. Enter the date of expected completion. This is the date that the milestone should be completed by.
  - Enter comments to add any information necessary to provide additional clarity regarding the milestones (maximum of 1,000 characters including spaces).
3. Click Save.

## ANNEX 2: GLOSSARY

Below is a short glossary of terms used in this guide. Additional terms may be defined on PacifiCan's [Funding Program Glossary](#).

<b>Assessment</b>	The process of review and analysis of an application and proposed project prior to entering into a contribution agreement.
<b>Black community(ies)</b>	This term is a designation used for people of full or partial descent from over 200 ethnic and 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.
<b>Commercialization</b>	Commercialization is the process of introducing a new product, process, or service into the marketplace and is achieved when commercial level sales and/or production are realized.
<b>Contribution</b>	A kind of funding from the Government of Canada (PacifiCan) that does not result in it acquiring any goods, services, or assets. Contributions are subject to performance conditions specified in a contribution agreement. Contributions are to be accounted for and are subject to audit. Whether contributions need to be repaid is specified in each contribution agreement.
<b>Diverse groups</b>	Includes persons with disabilities, Indigenous people, youth, immigrants, people from racialized communities, people from Official Language Minority Communities (OLMCs), and others.
<b>Dual use</b>	Dual-use technologies are items, services, or software that can be employed for civilian purposes and are critical to providing operational advantage to enable Canadian Armed Forces and Allied military operations
<b>Export Sales Growth</b>	A numerical value that totals the anticipated entire firm's sales growth related to exports year over year from the project proposed start date up to one year following the proposed end date.
<b>Full time equivalent (FTE)</b>	One FTE equals one year (12 months) of full-time employment (40 hours per week). Seasonal or part-time employment should be converted to FTEs. For example, one part-time employee working about 20 hours per week for one year would equal 0.5 FTE. An employee working about 40 hours per week for 3 months would equal 0.25 FTE.
<b>Gender</b>	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

	<p>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.</p>
<b>Government assistance</b>	<p>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 independently from government or on a commercial basis.</p>
<b>Highly Qualified Personnel (HQP)</b>	<p>Canada's Highly Qualified personnel (HQP) are defined as individuals with university degrees at the bachelor's level and above.</p>
<b>Incremental</b>	<p>New, additional. Incremental activities are activities that add to or expand existing operations or activities.</p>
<b>Incremental cost</b>	<p>A cost that arises specifically because of the project. It is a cost that would not exist if the project were not undertaken, or one that increases as a result of the project and would otherwise be lower.</p>
<b>Incremental private sector investment attracted</b>	<p>Amount of any private sector capital invested as a result of a project funded by PacifiCan. Does not include private sources of project funding for project activities.</p>
<b>Indigenous peoples</b>	<p>People who identify with one or more Indigenous groups: First Nations, Métis, or Inuit.</p>
<b>Indigenous business</b>	<p>A business that is more than 50% owned by Indigenous people — individuals who reported being First Nations, Métis or Inuit.</p>
<b>Innovation</b>	<p>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.</p>
<b>Jobs Created</b>	<p>New jobs created or expanded by participant businesses as facilitated by/directly attributable to their participation in the project. Expanded refers to transitioning a seasonal or part-time employee to a year-round or full-time position, or similar increase in hours.</p>
<b>Jobs Maintained</b>	<p>A job maintained refers to a job that existed within the organization prior to the project, but will not continue, or would likely be lost if the project is not funded.</p>
<b>2SLGBTQI+</b>	<p>The Canadian community of people who identify as part of sexual and gender diverse communities. 2S: at the front, recognizes Two-Spirit people as the first 2SLGBTQI+ communities; L: Lesbian; G: Gay; B: Bisexual; T: Transgender; Q: Queer; I: Intersex, considers sex characteristics beyond sexual orientation, gender identity and gender expression; +: is inclusive of people who identify as part of sexual and gender diverse communities, who use additional terminologies.</p>
<b>Majority-owned or -led</b>	<p>Majority-owned is owning more than 50% of a company. Majority-led is having long-term control and management of an organization, by being represented in more than 50% of an organization's management.</p>

<b>New technologies or processes implemented to decrease the cost of production</b>	New products, processes, or services that a client has employed to reduce the amount of expenditures incurred to produce/manufacture a good or service.
<b>Newcomer or immigrant to Canada</b>	People who have landed in Canada within in the last ten years.
<b>Official Language Minority Communities (OLMCs)</b>	Francophone communities in provinces and territories other than Quebec and anglophone communities in Quebec. In British Columbia, OLMCs are francophone.
<b>Persons with disabilities</b>	Persons who have long-term physical, mental, intellectual or sensory impairments which in interaction with various barriers may hinder their full and effective participation in society on an equal basis with others.
<b>Project</b>	The group of activities and actions that occur in the period between the project funding start date and the project funding end date.
<b>Project funding start date (Project start date)</b>	The date when expenses are eligible for funding. It is established in a funding agreement.
<b>Project funding end date (Proposed end date)</b>	The date when expenses are no longer eligible for funding. It is established in a funding agreement. For repayable contributions, this does not include the repayment period.
<b>Racialized communities</b>	Groups that have been socially constructed as races, based on characteristics such as ethnicity, language, economics, religion, culture, or politics.
<b>Recipient</b>	The business entity supported by the program funding.
<b>Regional Development Agency (RDA)</b>	<u>Canada's Regional Development Agencies (RDAs)</u> work closely with businesses and innovators in their regions to fuel economic growth that creates more well-paying middle-class jobs for Canadians. There are seven RDAs across Canada. Pacific Economic Development Canada (PacifiCan) is the RDA for British Columbia.
<b>Repayable Contribution</b>	A repayable contribution is a contribution that will be repaid to the RDA according to repayment conditions specified in the contribution agreement.
<b>Revenue growth (\$)</b>	New revenue (foreign and domestic) that participant businesses generate as facilitated by/directly attributable to their participation in the project.
<b>Technologies to market</b>	Knowledge-based products, processes, services, or technologies which meet legal and regulatory requirements in order to be sold to consumer or industrial clients.
<b>Women</b>	Adults who identify as women.
<b>Youth</b>	People between the ages of 15 and 34.