



Regional Tariff Response Initiative (RTRI): Applicant Guide Not-for-Profit Organizations



Pacific Economic
Development Canada

Développement économique
Canada pour le Pacifique



Canada 

Introduction

- This applicant guide is a companion for the Pacific Economic Development Canada (PacifiCan) Regional Tariff Response Initiative (RTRI) for not-for-profit organizations.
- This Guide does not constitute a commitment nor constitute any obligation from PacifiCan for financial assistance. Signing and submitting the application form does not constitute a commitment from PacifiCan for financial assistance. In the event of any discrepancies between this document and the application form (blank or completed), the latter document will take precedence.
- PacifiCan reserves the right to modify this Guide at any time without notice.

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PART 1 – PROGRAM DETAILS

The purpose of this Guide is to provide information to assist organizations (not-for-profits) with the completion of your application for funding under the RTRI.

1.01 OVERVIEW

The Regional Tariff Response Initiative (RTRI) in British Columbia is part of the Government of Canada's strategy to defend Canadian jobs, industries, and supply chains. It is part of a coordinated effort to protect Canadians businesses and workers from the impact of tariffs. RTRI is a national investment of \$1 billion over three years to help businesses respond to trade shocks, adapt to new realities and build for the future.

Through the RTRI, we're making investments to help B.C.-based small-and-medium-sized businesses affected by tariffs to pivot to new paths to growth by helping them:

- boost productivity and reduce costs
- optimize and strengthen supply chains
- expand and diversify export markets

The RTRI invests in businesses, either directly or through the organizations that support them, so that they can seize new opportunities, adapt to global trade disruptions and boost domestic trade. These investments contribute to long-term economic resilience in the face of continued global uncertainty. PacifiCan will deliver the RTRI in British Columbia to help B.C. small- and medium-sized businesses affected by tariffs improve productivity, expand and diversify export markets, optimize supply chains, and boost domestic trade within Canada. To benefit from this support, companies must have a strong plan to pivot their operations to new pathways to growth.

1.02 OBJECTIVES

The Regional Tariff Response Initiative aims to support impacted businesses and sectors to boost productivity, catalyze growth, and diversify markets, through projects that can be executed successfully within the timeframe of this initiative, by:

- helping businesses to undertake projects to raise productivity, enhance competitiveness and reduce costs, thereby mitigating tariff impacts within the firms; and
- enabling greater resiliency among Canadian businesses through more robust domestic supply chains, enhanced internal trade, market diversification and future-proofing their operations.

1.03 ELIGIBLE APPLICANT

In general, eligible not-for-profit organizations supporting businesses:

- Are incorporated not-for-profit organizations operating in British Columbia whose primary focus is to support small-and-medium-sized enterprises (SMEs) and may include:
 - Industry associations
 - Post-secondary educational institutions
 - Business Accelerator and Incubators
- Must be in a position to support SMEs impacted by trade disruptions as defined below:
- At least 25% of sales are to markets impacted by tariffs, **OR**
- Able to demonstrate a significant likelihood of being negatively affected by the tariffs (including retaliatory/counter-tariffs) or the uncertainty they may create. This could be demonstrated by:
 - Increased cost for the purchase of production materials
 - Increased costs from suppliers
 - Increased retail cost of finished product
 - Reduced purchase orders or sales
 - Addition of an import or export tax

- Loss of market access
- Other evidence provided by the applicant that demonstrates the business has been negatively impacted

At the time of application, applicants are required to confirm, through an attestation, that they meet the eligibility criteria.

PacifiCan will require additional documentation to complete the assessment, as needed.

1.04 INTAKE

- The closing date for applications will be established at a later date, based on the level of demand and available funds. Advance notice of at least 20 business days will be provided prior to closing intake of applications
- However, applications received by October 15, 2025 will be prioritized for review.
- Other interim submission deadlines may be identified in the future and announced on the program website at least 20 business days ahead of the interim deadline.

1.05 PRIORITIZATION

PacifiCan will apply the following criteria for prioritizing applications **among not-for-profit organizations that support SMEs and that are seeking non-repayable funding for non-commercial projects:**

- **In addition to prioritizing complete applications received by October 15, 2025**, the following criteria will be used to prioritize applications from not-for-profit organizations. The more criteria an organization meets, the higher its priority will be. Organizations that:
 - demonstrate capacity and readiness, and commit to completing a significant portion of project activities by March 31, 2026, and complete the entire project by March 31, 2028
 - have confirmed non-PacifiCan matching funding that exceeds 10% of total eligible project costs, the minimum amount required (maximum PacifiCan support is 90% of eligible project costs)
 - have confirmed funding from non-government sources.
 - demonstrates or provides strongest evidence of capacity to provide support to SMEs which meet the following eligibility requirements:
 - at least 25%*of sales are to the U.S. and/or China; OR
 - have been affected or have a high likelihood of being affected by ongoing trade disruptions, including new U.S. and China tariffs or Canadian countermeasures
- With proposals to support businesses that:
 - export value-added products internationally and/or to other provinces
 - have been impacted/affected by tariffs (i.e. able to report actual losses)
 - that demonstrates past and potential future growth as indicated by an increase in revenue and profits, jobs, customers etc.
 - that are Canadian-owned (i.e. more than 50% Canadian ownership)

1.06 ELIGIBLE ACTIVITIES

Eligible activities aim to boost productivity, catalyze growth, and diversify markets of businesses and sectors impacted by imposed tariffs and/or retaliatory/counter tariff measures. These include, but are not limited to:

- Digitization, automation or technology integration investments that enhance productivity and competitiveness.
- Market diagnostics, development and expansion activities to support businesses, including participation in trade missions, diversify their customer base and reduce exposure.
- Establishing strategic alliances, optimizing supply chain logistics, and ensuring compliance with standards, to enhance global and/or domestic presence, thereby reducing dependence on suppliers

and customers.

- Strengthening domestic supply chains and facilitating internal trade to enhance the resilience and reliability of domestic markets.
- Business support, market development in all markets, and guidance services, e.g., advisory services for businesses from a sectoral intermediary organization.
- Reshoring or onshoring of production, research and development mandates and/or highly qualified personnel/expertise to the region.

1.07 FINANCIAL ASSISTANCE

Types and Amounts of Funding

For non-commercial projects, a not-for-profit organization may receive a maximum \$10 million per project in non-repayable contribution, that can support up to 90% of total eligible costs for the project. The remaining 10% of eligible costs must be supported by other sources (non-PacifiCan) and must be confirmed at the time of the application and again prior to project approval. Up to 100% of total eligible costs may be supported by combined (federal, provincial and municipal) government assistance, inclusive of PacifiCan's contribution.

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. 90%) 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.
- Non-repayable contribution are not repayable, except when in default of the RTRI contribution agreement, where PacifiCan may require recipients in default to repay the entire principal.
- Recipients of non-repayable contributions must continue to report on project outcomes and conditions of the agreement remain in effect until at least a year from the completion of project.

1.08 ELIGIBLE PROJECT COSTS

Eligible costs must be reasonable, [incremental](#), and necessary for the successful delivery of project activities and achievement of targeted economic outcomes. These costs may be retroactive to up to a 12-month period prior to the receipt of a signed funding application, but no earlier than March 21, 2025.

Eligible costs incurred between March 21, 2025 and April 1, 2025 may not be reimbursable BUT could be considered as part of your contribution to the project.

Eligible costs include costs such as:

- Cost of labour (e.g., wages and benefits) and of material used;
- Capital costs: purchase of machinery, equipment and infrastructure;
- Consultancy fees (e.g. professional, and technical services);
- Advisory Expenses (e.g., planning, business information, counselling advisory services; coaching, mentoring or networking events; workshops or conference fees; fees associated with participation in business training through a business service organization); and
- Costs related to expanding or maintaining markets.
- 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 RTRI.

1.09 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 limited to:

- Basic and applied research and development (Technology Readiness Level 1-6)
- Land and buildings
- Entertainment expenses
- Salary bonuses and dividend payments
- Entertainment and hospitality 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

1.10 EXPECTED RESULTS

PacifiCan is looking to support projects that have a viable plan to produce strong economic outcomes.

Not-for-profit organizations with non-commercial projects must quantify, substantiate, and later report on the following expected results:

- Number of SMEs assisted
- Export sales growth
- Export sales maintained
- Create non-HQP jobs
- Create Highly Qualified Personnel (HQP) jobs
- Revenue Growth
- Number of Technologies to market
- Incremental private sector investment attracted
- Value of expenditures in research and development
- Number of new technologies or processes implemented to decrease the cost of production

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](#).

1.11 ASSESSMENT PROCESS

- Full applications will be evaluated on their ability to achieve RTRI objectives, the viability and economic impact of the project, as well as their relative strengths in the following areas:
 - business viability and overall performance prior to the impact of tariffs
 - impact or likelihood of tariff impact
 - a clear and viable project/business plan
 - clear articulation of opportunities for future growth
 - alignment with PacifiCan or Government of Canada priorities
 - consideration and use of Canadian technology and products
 - expansion of inter-provincial trade and supply chains

- expansion and diversification of export markets
- market potential
- management capability
- financial capacity
- economic benefits
 - productivity enhancement and cost reduction
 - market diversification (domestic and international)
 - supply chain improvements (domestic and international)
 - value for money
- technology readiness (technology commercialization projects only)
- If undergoing a detailed assessment, PacifiCan will request:
 - business/project plan (if not already submitted)
- Financial statements for the past 2 complete 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) will 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.

1.12 ATTRIBUTES OF A STRONG PROJECT

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

Elements of a **strong project**:

- comprehensive and well-written business/project 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
 - market diversification (domestic and international)
 - supply chain improvements (domestic and international)
 - consideration and use of Canadian technology and products
 - expansion of inter-provincial trade and supply chains
- 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)

1.13 APPLICATION REQUIREMENTS

For Not-for-Profits seeking non-repayable funding for non-commercial projects that support SMEs:

Full Application submissions to the RTRI must include:

- A completed application
- Documents showing how your organization intends to screen for SMEs that have a minimum sales of 25% in (US and Chinese) markets that are targeted by tariffs OR SMEs that have been impacted or have a likelihood of being impacted by tariffs and retaliatory tariffs.
- **Financial statements for the past 2 complete 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.
- **Proof of confirmed funding**, of both government and non-government sources, with the submission of the application; and again if your project is approved, prior to receiving a funding agreement. Non-commercial projects that secure funds from combined non-PacifiCan and non-government sources to cover larger shares of their eligible costs will be assessed more favourably. 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 application 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 obtain future bank financing
 - Scientific Research & Experimental Development (SR&ED) credit receivables

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.

1.14 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.

1.15 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.

1.16 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.

1.17 REPORTING REQUIREMENTS

All contribution agreements issued under the RTRI 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.

1.18 Frequently Asked Questions (FAQ)

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

PART 2 – Completing the Form

Before you attempt to complete the form for the application, carefully review PART I and ensure your organization is eligible to apply for funding and your proposed activities meet RTRI's objectives and criteria.

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

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

For not-for-profits (NFP – not-for-profit organizations) seeking non-repayable funding, you must select: “PacifiCan – Regional Tariff Response Initiative (RTRI-NFP)”

Select the province project location or province where the majority of benefits will accrue:

PacifiCan - BC PrairiesCan - AB, SK, and MB

Name (EN) ↑	Name (FR)
Account Registration	Enregistrement du compte
PacifiCan - Regional Tariff Response Initiative (RTRI-NFP)	PacifiCan - Initiative régionale de réponse tarifaire (IRRT-OSBL)
PacifiCan - Regional Tariff Response Initiative (RTRI-SME)	PacifiCan - Initiative régionale de réponse tarifaire (IRRT-PME)
PrairiesCan - Expression of Interest	PrairiesCan - Déclaration d'intérêt

Please refer to the guidance below for explanations of how to complete the application form:

ORGANIZATION INFORMATION					
Legal name of applicant organization *			<i>The legal name of your organization as shown on the certificate of incorporation or registration.</i>		
Operating name (if different than legal name)			<i>The name your organization operates under, if different from its full legal name.</i>		
Mailing address (Including suite, unit, apt #)			<i>The mailing address of your organization.</i>		
Mailing address line 2			<i>Any additional mailing information</i>		
City *	<i>City for your mailing address</i>	Province/ Territory *	<i>Province for your mailing address</i>	Country *	<i>Country for your mailing address</i>
Mailing Postal Code *	<i>Postal code for your mailing address</i>	Telephone Country Code *	<i>Telephone country code for your organization.</i>	Telephone *	<i>Telephone number for your organization.</i>
Facsimile Country Code	<i>Facsimile (fax) country code of your organization.</i>		Facsimile	<i>Facsimile (fax) number of your organization.</i>	

Email address:	<i>A general email address for your organization.</i>		Website	<i>Webpage address for your organization.</i>
Are you an Indigenous (First Nation, Metis, Inuit) organization or government? *	<i>Select yes if your organization is an Indigenous organization or government. Indigenous organizations are defined as organizations majority owned or led by Indigenous people. Indigenous governments are governments of Indigenous communities. Select no if your organization is not an Indigenous organization or government.</i>			
Corporate Status *	<i>Indicate whether your organization is a for-profit or not-for-profit organization.</i>			
Organization Type (select best fit) *	<i>Select the organization type that most accurately reflects your organization's type from the drop-down menu.</i>			
	I have a CRA Business number *	<i>Select yes if you have a CRA business number. Select no if you do not.</i>		
	Provide your Canada Revenue Agency (CRA) Business number or Goods and Services Tax (GST) number (first 9 digits only)	<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 Business Number Registration page.</i>		
	Jurisdiction of Incorporation *	<i>Select your organization's jurisdiction of incorporation from the drop-down menu.</i>		
	Incorporation Number	<i>Provide your organization's incorporation number, as shown on your Certification of Incorporation.</i>		
	In the province of	<i>Indicate the province in which your organization is incorporated.</i>		
	Date of incorporation	<i>Indicate the date your organization was incorporated.</i>		
Alternate number type	<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, this could include a band number or education number.</i>	Alternate Number	<i>Select the type of alternate identification number you have provided.</i>	
Number of employees working for your organization (full time equivalents) *	<i>Indicate the number of full-time equivalent employees (FTEs) working for your organization (and any affiliated companies if applicable).</i>			

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

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.

PROJECT CONTACTS

PROJECT PRIMARY CONTACT PERSON –

Enter primary contact person information in sub-sections below. This person will be contacted for any follow-up regarding this application.

First name *	<i>Primary contact given name</i>	Last name *	<i>Primary contact last name</i>	Title *	<i>The primary contact's title in your organization (e.g., President, Executive Director)</i>	
Email address *	<i>The email at which the primary contact may be reached</i>		Cellular phone country code	<i>Telephone country code for primary contact</i>	Cellular phone	<i>Telephone number for primary contact</i>
Telephone country code *	<i>Telephone country code for primary contact</i>		Telephone *	<i>Telephone number for primary contact</i>		

PROJECT SECONDARY CONTACT –

Enter secondary contact person information in sub-sections below. This person will be contacted if the primary contact is unavailable.

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

PROJECT INFORMATION					
Project title (maximum of 90 characters) *		Provide a project title that accurately reflects the activities and results of the project. A project title can be a maximum of 90 characters, including spaces. If you receive funding, this title will be disclosed on the Open Government Portal website .			
Project address is the same as Mailing address on the account?		Select "Yes" if the address at which the project will be undertaken is the same as the organization's mailing address. If you choose "Yes", the mailing address will be automatically entered as the project address.			
Project address / location (Including suite, unit, apt #) *		If the project address is different from your organization's mailing address, enter the location at which the project would take place.			
Project address line 2		Any additional project address information.			
City *	The city in which the project would take place.	Province/ Territory *	The province in which the project would take place.	Postal Code *	The mailing postal code for where the project would take place.
Describe your project activities in plain language. The description should include the objectives of the project, as well as key activities of the project and how these activities will achieve the intended objectives of the project. (Maximum of 1,000 characters including spaces) *		<p>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, including but not limited to:</p> <ul style="list-style-type: none"> • Main steps or actions your organization will take • Who will be involved • Where the activities will take place • When they will generally happen <p>If your project includes research, planning, construction, training, or other components, please list them here. 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.</p> <p>Please refer to PacifiCan's website (program objectives, eligible projects) for more details.</p>			

<p>Briefly describe the economic benefits associated with this project. (1,000 characters including spaces) *</p>	<p>Explain what <u>economic benefits</u> your proposed project will achieve for your community or region:</p> <ul style="list-style-type: none"> • Identify clear and tangible economic outcomes of your project, including both direct and indirect economic impacts. Direct impacts could include SMEs directly supported by the project's activities. Indirect impacts could include long-term impacts on community economic diversity. • Explain who will benefit, such as Indigenous communities, youth, newcomers, or rural residents. <ul style="list-style-type: none"> ○ Indigenous people, women, youth, and other underrepresented groups have lower rates of employment and business ownership than other British Columbians. PacifiCan will help increase economic participation for all under-represented people across British Columbia. If your project supports PacifiCan's investment priority on inclusive growth, you may include this in your explanation. • Explain how you identified these expected economic outcomes. Describe any assumptions you relied on in that process. • Explain how you will track and report on these outcomes. <ul style="list-style-type: none"> ○ Your project's economic results should be clear, measurable, and directly attributable to the project. You will need to be able to report on these economic results during and at the end of the project. Depending on the nature of the proposed project, results may be measured and reported up to one year past the proposed end date.
<p>Which regional development agency (RDA) Priority does this project best support? *</p>	<p>Choose one priority that best aligns with your project's objectives, activities, and outcomes. Your project may be compared to similar projects of a chosen priority area. Please see the instructions in <u>Steps to select priorities</u> in Annex I.</p>
<p>Explain how this project supports the indicated priority. (Maximum of 2,000 characters including spaces)</p>	<p>Explain how your proposed project's objectives, activities, and outcomes align with the priorities below:</p> <ul style="list-style-type: none"> ○ market diversification (domestic and international) ○ supply chain improvements (domestic and international) ○ consideration and use of Canadian technology and products ○ expansion of inter-provincial trade and supply chains

PROJECT TIMELINES

Proposed start date *	<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 may be retroactive to up to a 12-month period prior to the receipt of a signed funding application, but no earlier than March 21, 2025.</i></p> <p><i>Eligible costs incurred between March 21, 2025 and April 1, 2025 may not be reimbursable BUT could be considered as part of your contribution to the project.</i></p>	Proposed end date *	<p><i>Enter the date you would anticipate the project activities would conclude, a proposed project end date.</i></p>
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PROJECT COSTS

Please see the instructions in the [Steps to add a project cost item](#) section in Annex I.

Description *	Type *	Amount *
<p><i>List the costs you anticipate incurring in the implementation of the project. Each cost item should have its own line. Costs should be summarized by type of cost (e.g., salaries), rather than by activity (e.g., costs associated with a specific training session). Ensure all project costs are supported by reasonable estimates.</i></p> <p><i>Please see the instructions in the cost clarification sheet template in Annex I.</i></p> <p><i>Please refer to PacifiCan's website for more information (eligible costs, ineligible costs).</i></p>	<p><i>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).</i></p>	<p><i>The anticipated amount (Canadian dollars) of the cost item.</i></p>
(Ex. Salaries)	(Ex. Non-capital)	(Ex. \$100,000)
(Ex. Professional fees for contract labour)	(Ex. Non-capital)	(Ex. \$125,000)
Total project costs Note: Total project costs must equal the total expenditures from the Cash Flows section below		(Ex, \$225,000) <i>Automatically sums the cost items listed above.</i>

CASH FLOWS

Estimate your cash flows carefully, as changes will not automatically be approved. Please see the instructions in the [Steps to enter cash flow information](#) in Annex I.

Complete a row in this table for each fiscal year in which your project would have cashflows.
Note: PacifiCan's fiscal years start on April 1 and end on March 31 (e.g., Fiscal Year 2025/26 is from April 1, 2025 to March 31, 2026).

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 – typically 50%.)	Non-RDA Funding (Automatically generated: the portion of project expenditures not covered by PacifiCan funding.)
(Ex. 2025/26)	(Ex. \$50,000)	(Ex. \$25,000)	(Ex. \$25,000)
(Ex. 2026/27)	(Ex. \$50,000)	(Ex. \$25,000)	(Ex. \$25,000)
(Ex. 2027/28)	(Ex. \$25,000)	(Ex. \$0)	(Ex. \$25,000)
Total expenditures *	(Ex. \$125,000) This is the sum of the Total Fiscal Expenditures column in the Cash Flows section. It is automatically calculated. NOTE: This total must equal the Total project costs from the Project Costs section above.		
Total RDA funding: * This is the sum of RDA (PacifiCan) Funding column in the Cash Flows section. It is automatically calculated.		(Ex. \$50,000)	
Total non-RDA funding: * 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.			(Ex. \$75,000)

FUNDING PARTNERS *

Please see the instructions in the [Steps to enter funding partners' information](#) in Annex I.

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>Total Amount provided by funding partners</p>	<p><i>Automatically sums the funding amounts listed above.</i></p> <p><i>Note: This total must equal the Total non-RDA funding from the Cash Flows section above.</i></p>		
<p>Briefly describe any project partnerships (non-financial and financial), including any costs covered (maximum of 1,200 characters including spaces)</p>			
<p><i>Describe your management team (including board or directors, advisors) and/or partnerships that would be important to the success of the proposed project.</i></p> <p><i>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.</i></p>			

<p>BENEFITS</p>	
<p>Primary Activity:*</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 <u>eligible activities</u> for more details.</i></p>

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: *
Number of SMEs supported: * <i>Definition: The number of SMEs that would be supported by this project.</i>	<i>Enter the date by which you expect to achieve the targeted results, in format YYYY-MM-DD</i>	<i>Enter the value you target to achieve by the target date.</i>
Export sales growth (\$): * <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>	<i>Enter the date by which you expect to achieve the targeted results, in format YYYY-MM-DD</i>	<i>Enter the value you target to achieve by the target date.</i>
Create HQP (Highly Qualified Personnel) jobs: * <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>	<i>Enter the date by which you expect to achieve the targeted results, in format YYYY-MM-DD</i>	<i>Enter the value you target to achieve by the target date.</i>
Create non-HQP (Highly Qualified Personnel) jobs: * <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>	<i>Enter the date by which you expect to achieve the targeted results, in format YYYY-MM-DD</i>	<i>Enter the value you target to achieve by the target date.</i>
Revenue Growth (\$): * <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>	<i>Enter the date by which you expect to achieve the targeted results, in format YYYY-MM-DD</i>	<i>Enter the value you target to achieve by the target date.</i>
Number of Technologies to market: * <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>	<i>Enter the date by which you expect to achieve the targeted results, in format YYYY-MM-DD</i>	<i>Enter the value you target to achieve by the target date.</i>

<p>Incremental private sector investment attracted: *</p> <p><i>Definition: 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.</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>Value of expenditures in Research and Development (\$): *</p> <p><i>Definition: Total anticipated additional expenditures (Canadian dollars) related to research and development 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>Number of new technologies or processes implemented to decrease the cost of production: *</p> <p><i>Definition: The number of new products, processes, or services that a client has employed to reduce the amount of expenditures incurred to produce/manufacture a good or service.</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>Please provide information on any other significant economic benefits that your project could achieve (maximum 2,000 characters including spaces).*</p>		
<p><i>List any economic outcomes not covered above, such as long-term plans for the project beyond the funding period, plans to ensure your project continues generating economic benefits after the initial investment, and mechanisms or partnerships you plan to establish to support this continuation or scaling of the project. If your project will have other, non-economic benefits, you may describe them here.</i></p> <p><i>Explain how the economic outcomes listed above will be achieved. Identify and detail any assumptions you made in estimating the expected economic outcomes of your project. All projects will be screened for the significance of outcomes and their likelihood of achievement.</i></p>		
<p>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.*</p>	<p><i>Select yes or no.</i></p>	
<p>If yes, describe how the project activities will benefit Francophones (maximum of 1,500 characters including spaces).*</p>		
<p><i>Explain how this project will or could benefit the Francophone community in B.C. and what specific activity or activities will or could be included. If the project will not have targeted impacts on BC Francophone communities, write 'not applicable'.</i></p>		

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).

Explain whether the project aligns with other Government of Canada priorities; provincial government priorities; and your organization's long-term research, capital, and/or strategic plans. Explain how the project aligns with industry and market demand in your community.

PROJECT TIMELINES

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

Describe your project. Make sure to explain:

- The objectives of your proposed project
- Key activities of the project and how these activities contribute to achieving its objectives
- Your plan to achieve the objectives and key activities
- Engagement and/or commitment(s) from other partners (e.g., industry, other levels of government)
- Any project risks and mitigation measures to address these risks (e.g., project delays, staff turnover, other challenges) to secure confirmed funding

Complete the table below to summarize your project's milestones. A milestone is a project activity that can be clearly defined and measured. Provide a list of significant activities or project milestones 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.

Please see [Steps to enter project timelines](#) in Annex I for further instructions.

Milestone: *	Date of Expected Completion: *
(Ex. Hire Project Staff)	(Ex. 2026-03-31)
<i>Briefly describe the milestone.</i>	<i>Enter the date the milestone should be completed, in format YYYY-MM-DD.</i>
(Ex. Complete project implementation)	(Ex. 2027-03-31)

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

Add any information needed to clarify the milestones. If no additional information is required, enter "not applicable."

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 1,000 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 RDA's involvement in the project (maximum of 2,000 characters including spaces).	
<p>Fully explain how the project will fill a market gap or an industry need.</p> <ul style="list-style-type: none"> • 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. <p>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.</p>	
Which western Canadian province(s) will directly benefit from this project, select all that apply?	
<input type="checkbox"/> BC <input type="checkbox"/> AB <input type="checkbox"/> SK <input type="checkbox"/> MB	Select all provinces where your project will have benefits. PacifiCan only supports projects that have benefits in British Columbia.
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 revenue you expect your project to generate, and what the revenue will be used for.	
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 2,000 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 2,000 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.

DOCUMENTS for NOT-FOR-PROFITS

Please do not provide your Social Insurance Number on any of the documentation you provide.

*Upload the following mandatory documents (marked *) and other supporting documents with your application.*

<input type="checkbox"/> Financial statements for the past 2 complete years *	Financial statements for the past 2 complete 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.
<input type="checkbox"/> Interim financial statement for the past 6 months *	
<input type="checkbox"/> Evidence of confirmation of all other (non-RDA) sources of funding *	<p>Proof of confirmed funding, of both government and non-government sources, with the submission of the application; 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:</p> <ul style="list-style-type: none">• For funding to be provided by the applicant – 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 application will be retained in the portal account. <p>PacifiCan does not consider the following as proof of confirmed funding:</p> <ul style="list-style-type: none">• Forecasted revenues from future activities• Accounts receivables• Commitments to obtain future bank financing• Scientific Research & Experimental Development (SR&ED) credit receivables

Click **Save**

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.

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.

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

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 and that your organization meets the eligibility requirements for the RTRI. The attestation must be completed by a member of your organization with signing power/authority to enter into a legal agreement. For your reference, the complete text of this attestation is given below.

Please select "I agree" to affirm and then submit using the "Submit" button.

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 Pacifican.atip-airp@pacifican.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 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 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. *

Yes

Date Accepted / Submitted: YYYY-MM-DD

ANNEX I: 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 RTRI - Projects for businesses in the steel industry MUST select “Other” 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

Search

Choose one record and click Select to continue

✓

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

Lookup records

Search

Choose one record and click Select to continue

✓

Name

☐

Natural Resources Value-added Processing | Transformation à valeur ajoutée des ressources naturelles

☐

Other | Autres

<

1

2

Select


Cancel

Remove value

Cost clarification sheet

Cost Type		Cost Item	Cost
Capital	1	Equipment	50,000
		Enter the cost description. For example, please identify what equipment will be purchased and any other associated costs, like installation.	
	a	Computers	45,000
	b	Installation Fees	5,000
Non-capital	2	Salaries	265,000
		Enter the cost description. For example, please clarify for each sub-category: • the positions and number of technical and non-technical employees that will be funded under the project salaries costs • their job title (engineer, technician, developer, sales person, etc.)	
	a	Technician	50,000
	b	Technician	25,000
	c	Engineer	40,000
	b	Engineer	50,000
	c	Marketing and Sales	100,000
	3	Travel	19,000
Non-capital		Enter the cost description. Please note that travel must be in compliance with the Treasury Board of Canada Secretariat Travel Directive. *Please note that entertainment and hospitality costs are not eligible.	
	a	Trade Shows	4,000
	b	Sales Meetings and Site Visits	15,000
Non-capital	4	Contractors & Professional Fees	30,000
	a	Legal Fees	20,000
	b	External Accounting Services	10,000

Steps to add a project cost item

To add a project cost item, click on the  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 *

Add Project Cost Item

Type *

☐ Non-Capital

☒ Capital

Total costs *




\$XXX,XXX

Submit


Steps to enter cash flow information

Follow the following two 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				
Fiscal Year (Ending March 31) ↑	Total Fiscal Expenditures	RDA Funding	Non-RDA funding	
2025/26	\$0	\$0	\$0	
2026/27	\$0	\$0	\$0	
2027/28	\$0	\$0	\$0	
2028/29	\$0	\$0	\$0	

2. Enter the “*Expenditures and RDA Amount Requested*” information and then hit Submit. You will still have the ability to edit the project cost item after hitting this Submit button.

 Edit ×

Fiscal year (Ending March 31) *

2023/24

Expenditures *

\$ 0

WD Amount Requested *

\$ 0

Submit

3. 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) 	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		Total RDA funding requested	total non-RDA funding
\$1,000,000		\$500,000	\$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

Follow the following two steps to enter funding partners' information:

1.

To add a funding partner, click on the

+ Add New Funding Partner

 button and the following window will appear for you to input the information. Click the Submit button once complete. You will still have the ability to edit the project cost item after hitting this Submit button.

Create

General

Funding Partner *

Source

Confirmed

Amount *

Submit

2.

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

Funding Partners

+ Add New Funding Partner

Funding Partner	Funding Category	Funding Confirmed	Amount	
Applicant			\$0	

Steps to enter project timelines

Follow the following two steps to enter project timeline information:

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



The screenshot shows a web form titled "TIMELINES" with a red close button. It features a large text area for a "Full project description (maximum of 3,000 characters including spaces)." with a character count of "3000/3000". Below this is a table with two columns: "Project Timeline - Milestone" and "Date of Expected Completion". The first row contains the text "Example" and the date "10/23/2021". A red rectangular box highlights the "+ Add New Project Timeline" button located at the bottom right of the form.

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

ANNEX II: GLOSSARY

[Funding program glossary - Canada.ca](#)

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

Assessment	The process of review and analysis of an application and proposed project prior to entering into a contribution agreement.
Black community(ies)	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.
Commercialization	Commercialization is the process of introducing a new product, process, or service into the market place and is achieved when commercial level sales and/or production are realized.
Contribution	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.
Diverse groups	Includes persons with disabilities, Indigenous people, youth, immigrants, people from racialized communities, people from Official Language Minority Communities (OLMCs), and others.
Expenditures in Research and Development, Value of Export Sales Growth	Total anticipated additional expenditures (Canadian dollars) related to research and development over the period from the project funding start date up to one year following the proposed end date. 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 (FTE)	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.
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	New, additional. Incremental activities are activities that add to or expand existing operations or activities.
Incremental cost	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.
Incremental private sector investment attracted	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.
Indigenous peoples	People who identify with one or more Indigenous groups: First Nations, Métis, or Inuit.
Indigenous business	A business that is more than 50% owned by Indigenous people — individuals who reported being First Nations, Métis or Inuit.
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.
Jobs Created	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.
Jobs Maintained	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.
2SLGBTQI+	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.
Majority-owned or -led	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.
New technologies or processes implemented to decrease the cost of production	New products, processes, or services that a client has employed to reduce the amount of expenditures incurred to produce/manufacture a good or service.

Newcomer or immigrant to Canada	People who have landed in Canada within in the last ten years.
Official Language Minority Communities (OLMCs)	Francophone communities in provinces and territories other than Quebec and anglophone communities in Quebec. In British Columbia, OLMCs are francophone.
Persons with disabilities	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.
Project	The group of activities and actions that occur in the period between the project funding start date and the project funding end date.
Project funding start date (Project start date)	The date when expenses are eligible for funding. It is established in a funding agreement.
Project funding end date (Proposed end date)	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.
Racialized communities	Groups that have been socially constructed as races, based on characteristics such as ethnicity, language, economics, religion, culture, or politics.
Recipient	The business entity supported by the program funding.
Regional Development Agency (RDA)	Canada's Regional Development Agencies (RDAs) 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.
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 (\$)	New revenue (foreign and domestic) that participant businesses generate as facilitated by/directly attributable to their participation in the project.
Technologies to market	Knowledge-based products, processes, services, or technologies which meet legal and regulatory requirements in order to be sold to consumer or industrial clients.
Women	Adults who identify as women.
Youth	People between the ages of 15 and 34.