



Emergency Processing Fund: Atlantic Canada

PROJECT APPLICATION FORM

Before you begin your application, **complete the Applicant Pre-Screening Checklist**. If you have any questions regarding your eligibility, email programs@perennia.ca prior to completing the full application.

This application is for Agriculture and Agri-Food Canada (AAFC)'s Emergency Processing Fund (EPF) for:

- Eligible food processors in Atlantic Canada; and,
- Funding requests between \$10,000 and \$100,000

Applicants in other provinces/territories, who are requesting less than \$100,000, and applicants across Canada, who are requesting greater than \$100,000, can visit AAFC's EPF website <http://www.agr.gc.ca/eng/?id=1591291974693> or <http://www.agr.gc.ca/fra/?id=1591291974693> (en français) for further program information.

The two objectives of the program are:

- Objective 1 Emergency COVID Response
- Objective 2 Strategic Investments

If you are applying under both objectives of the program, you must complete SEPARATE application forms. Projects under Objective 1, with a focus on meat processing, will be the initial priority for funding under the EPF. The secondary priority will be projects under Objective 1, with a focus on other areas of food and beverage processing, then projects under Objective 2.

Mandatory fields are those items marked with an asterisk (*).

PART 1 – APPLICANT INFORMATION

*Organization Type (select one)

- For-profit
- Indigenous group (for-profit)
- Other - Describe:

Organization Identification			
*Legal Name of Organization			
Is operating name same as legal name?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	Operating name (if different)
Date of incorporation (yy-mm-dd)			
Organization's website			
*CRA Business Number (9 digits)			
*Number of full-time employees in Canada (pre-COVID)			
<p>Affiliated Organizations (if applicable)</p> <p>An "affiliate" relationship exists in the following situations:</p> <ul style="list-style-type: none"> • An affiliate is a corporation that is a subsidiary of another corporation • If a corporation has two subsidiary corporations, the two subsidiaries are affiliates of each other; or • If two corporations are controlled by the same individual or business, the two corporations are also affiliates of each other. <p>A subsidiary is understood to be a business which has more than 50% of its ordinary shares or voting power owned by another business or individual.</p> <p>As part of the calculation of total full-time employees (pre-COVID), include the parent company and subsidiaries.</p>			
*Are you affiliated to other organizations?		<input type="checkbox"/> Yes	<input type="checkbox"/> No
*If you answered yes, identify all affiliated organizations (e.g. parent companies, subsidiaries, etc.) and their location (City/Country)			
*Does the Applicant have a class of shares listed on a designated stock exchange in Canada?		<input type="checkbox"/> Yes	<input type="checkbox"/> No
Primary Contact			
*Name (first and last)			
Title			
*Email Address			
*Primary Phone (10 digits)		Extension	
Alternate Phone (10 digits)		Extension	
Language of correspondence		<input type="checkbox"/> English <input type="checkbox"/> French	
Project Contact (if different than Primary Contact)			
*Name (first and last)			

Title			
*Email Address			
*Primary Phone (10 digits)		Extension	
Alternate Phone (10 digits)		Extension	
Language of correspondence	<input type="checkbox"/> English <input type="checkbox"/> French		
Mailing Address Enter street number and street name in Line 1. Lines 2 and 3 are for additional information if necessary.			
*Line 1			
Line 2			
Line 3			
*City		*Province/ Territory	Select from drop-down
			*Postal Code (A9A 9A9)
Organizational Capacity			
*How many employees work for your organization?			
*Provide a brief description of the principal line(s) of business:			
*Describe your organization, including how long it has been established, and your organization's mandate. Describe your target clientele and who it represents, if applicable.			
*Does the mandate of your organization focus on any of the following groups? (Select all that apply)			
<input type="checkbox"/> Indigenous		<input type="checkbox"/> Youth	
<input type="checkbox"/> Persons with Disabilities		<input type="checkbox"/> Not applicable	
<input type="checkbox"/> Visible Minorities		<input type="checkbox"/> Decline to identify	
<input type="checkbox"/> Women			

PART 2 – PROJECT INFORMATION

***Project Title** (What you are calling this COVID-19 related work for which you are requesting funding)

***Objective Type (select one after reviewing the applicant guide)**

Emergency COVID Response

Strategic Investments

***Describe the impacts of COVID-19 on your organization's operations.**

***Project Objective (Explain the “what”)**

Will your project maintain or create direct or indirect employment opportunities? Please describe including Temporary Foreign Workers.

***Include any other comments or information that offer a better understanding of the project.**

Environmental Considerations

All projects must comply with the Impact Assessment Act (IAA). To help Perennia determine if the IAA applies to your project, please answer the questions below to the best of your knowledge. Perennia and/or AAFC staff will follow-up with you during the application assessment, as required.

Is your proposal a “project” on federal land?

Under the [Impact Assessment Act \(IAA\)](#), AAFC has responsibilities when involved in “projects” on federal land.

“Federal land” includes crown land, land that belongs to Her Majesty, waters on those lands, and reserve lands.

A “project” means a physical activity (e.g. construction, installation) carried out in relation to a human-made structure, with a fixed location. Examples of projects include the construction or expansion of a building, installing a concrete pad or permanent irrigation system, or any other activity related to a permanent, human-made structure.

Considering the definitions above:

* Is your proposal on federal land? (select one only)

Yes

No

Unsure

Project Data Collection

The North American Industry Classification System (NAICS) is an industry classification system developed by the statistical agencies of Canada, Mexico and the United States. For more information, we invite you to visit the [Statistics Canada website](#).

Select the NAICS identifier that best applies to this project or to the industry your project represents:

*Identifier Type

Select from drop-down (to see drop down selections view on a computer)

*NAICS Identifier

Select from drop-down

*Select any of the following groups who will directly benefit from the intent of this project’s activities (select all that apply):

Indigenous

Youth

Persons with Disabilities

Not applicable

Visible Minorities

Decline to identify

Women

Official Languages

AAFC is committed to enhancing the vitality of the official language minority communities (French-speaking people outside Quebec or English-speaking people in Quebec), supporting and assisting their development, and promoting the full recognition and use of both English and French in Canadian society.

Please note that answering “no” to the following questions will not influence the outcome of your application. However, AAFC will validate and/or discuss this information with you to determine if linguistic commitments should be included in agreements

* If approved, would your project activities reach an audience of BOTH English-speaking and French-speaking individuals or groups?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
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* If approved, would your project activities specifically target an official language minority community (French-speaking people outside Quebec or English-speaking people in Quebec)?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
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PART 3 – WORK PLAN

All eligible activities must be completed and all costs incurred and paid by September 30, 2020. The program will fund activities retroactive to March 15, 2020.

*Project Start Date (YYYY-MM-DD)		*Project End Date (YYYY-MM-DD)	
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Activity One

*Activity Name			
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*Activity Start Date (YYYY-MM-DD)		*Activity End Date (YYYY-MM-DD)	
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*Estimated Cost			
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*Description (tasks and type of costs/supplies necessary)			
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*Location of Activity			
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Activity Two (if required)

*Activity Name			
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*Activity Start Date (YYYY-MM-DD)		*Activity End Date (YYYY-MM-DD)	
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*Estimated Cost			
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*Description (tasks and type of costs/supplies necessary)			
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*Location of Activity			
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Activity Three (if required)

*Activity Name			
*Activity Start Date (YYYY-MM-DD)		*Activity End Date (YYYY-MM-DD)	
*Estimated Cost			
*Description (tasks and type of costs/supplies necessary)			
*Location of Activity			

PART 4 – DECLARATIONS

Quarantine Act

*I acknowledge that all applicable measures of the Quarantine Act are being adhered to, including but not limited to the 14-day isolation period for Temporary Foreign Workers.	<input type="checkbox"/> Yes	<input type="checkbox"/> No
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Unpaid Debts to the Government of Canada

The recipient of AAFC funds must declare any amounts owing to the Government of Canada. Any amounts due to the recipient under AAFC programs may be set off against any such amounts owing to the Government of Canada under any agreement or any legislation with the Government of Canada

*Does this applicant have any amounts owing to the Government of Canada?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
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Lobbying Activities

The applicant must ensure that a person lobbying on behalf of the applicant is registered and in compliance with the *Lobbying Act*. More information on the obligations in the *Lobbying Act* can be found on the website of the [Commissioner of Lobbying of Canada](#).

*Are there any paid lobbyists working on the applicant's behalf?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
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Conflicts of Interest

Current or former public servants or public office holders are required to avoid conflict of interest situations while employed by the federal government, and for a period of time following their service. The Applicant

acknowledges that any individuals who are subject to the provisions of the Conflict of Interest Act, the Values and Ethics Code for the Public Sector, the Conflict of Interest Code for Members of the House of Commons, any applicable federal values and ethics code or any applicable federal policy on conflict of interest and post-employment shall not derive any direct benefit resulting from this application unless the provision or receipt of such benefit is permitted in such legislation, policy or codes.

Consent for Use, Disclosure and Copyright

***I acknowledge that by electronically submitting this Program Application Form I agree to the following:**

Use and/or Disclosure

Perennia may collect, use, retain, disclose, reproduce and distribute any part of or the whole of the documentation provided in or with this Application Form, within Perennia, to AAFC and with its authorized third parties, including other Government Departments, for purposes consistent with the receipt, assessment and subsequent treatment of the Application.

To see Perennia's Privacy Policy please see: <https://www.perennia.ca/privacy-policy/>

For more information about AAFC's privacy practices, you may refer to the following Personal Information Banks: Public Communications PSU 914 and Outreach Activities PSU 938. If there is an AAFC-specific Personal Information Bank it will be available in the Program's Applicant Guide.

PART 5 - SUBMITTING THE APPLICATION

Review all the fields before you submit this application and accompanying documentation. Submissions will not be considered complete if you are missing information.

The submission of this Project Application Form by the Applicant creates no obligation on the part of the Perennia to provide funding for the Applicant's Project proposed therein.

* I acknowledge that I have, on behalf of the Applicant, read and understood the Program Applicant Guide, and the individual declarations.

* I declare that the information provided in or with this Project Application Form is, to the best of my knowledge, true, complete and accurate. I have completed and attached the Representative Form.

The representative must be duly authorized to submit this Project Application Form on the Applicant's behalf.

***Name (first and last)**

Title

***Email Address**

***Primary Phone (10 digits)**

Extension

Attachment Checklist

Use the following checklist to track required documentation. Your application cannot be considered until the application form and documentation listed below is scanned and e-mailed to Perennia at programs@perennia.ca. While we would prefer to receive your application by email we can also accept them via fax: 902-678-7266 or by mail: Perennia EPF 32 Main Street, Kentville, NS B4N 1J5

Checklist	Required Files
<input type="checkbox"/>	Part 6 – EPF: Atlantic Canada – Budget Template (separate Excel document)
<input type="checkbox"/>	Applicant Pre-Screening Checklist
<input type="checkbox"/>	Signature of Applicant Authorized Representative form
<input type="checkbox"/>	Audited or Review Engagement Financial statements for the past two years**
<input type="checkbox"/>	Applicant's Certificate or Articles of Incorporation
<input type="checkbox"/>	It is recommended that a letter of support from the applicant's union or health and safety committee (if applicable), be included in the application.
If you are applying for Objective 2 – Strategic Investments, you will also need to provide:	
<input type="checkbox"/>	Quotes, estimates and/or contracts provided by supplier for all construction, renovations or equipment and technology to be purchased and installed.
<input type="checkbox"/>	**An additional (third) year of Audited or Review Engagement Financial statements. Financial statements to include an income statement, a balance sheet, cash flow statement and the most recent interim financial statements