

# PUBLIC INSTITUTIONS APPLICATION FORM

## APPLICANT INFORMATION

Legal Name of Business:

---

Civic Address: Town/City: County: Province: Nova Scotia

---

Mailing address if different:

---

Contact name and title:

---

Phone: Email address:

---

Are you a member of Nova Scotia Loyal Yes No

## PROJECT INFORMATION

1) Please briefly describe your proposed project and the impact this will have on your organization.

---

2) Please provide an overall budget for your project, listing the estimated costs (add more lines as needed.) **Please provide relevant quotes for equipment purchases.** Note: As outlined in the program guidelines, the program does not pay for the acquisition of local food.

Category/Item	Rationale	Cost
Example: refrigerated salad bar	No current refrigeration in cafeteria	\$8,000
<b>Total</b>		

3) Please provide a detailed timeline for your project outlining major milestones (For example, these could be equipment purchases, menu discussions and promotions, or other related activities.) Please note that final claims are due by January 15, 2027.

Activity	Anticipated Completion Date
Eg: Purchase and install salad bar in cafeteria	Oct 15, 2026
Eg: Assemble team to review current menu	Oct 25, 2026

**LOCAL FOOD SOURCING INFORMATION**

4) Please describe the challenges and successes to date with sourcing local food for your institution.

---



---



---



---

5) Please list the local products you plan to purchase, where you will source them from, and indicate if each local product will replace an imported product. Complete the chart below:

Local Product	Source (Supplier)	Does this replace an imported product? Y/N



Return the completed application form and supporting documents to:

[ideaprogram@perennia.ca](mailto:ideaprogram@perennia.ca) (preferred method), or fax to 902-678-7266 or mail to:

**Perennia Institutional Development Expansion and Advancement Program**

28 Aberdeen Street

Kentville, NS B4N 2N1

If for any reason email, fax and mail services are not available to you please call 902-670-9572 at least two business days before the deadline to discuss other options.