



**SUBMISSION FORM**



**Business legal name:**

.

**Operating Name (If different from above):**

.

**First Name:**




.

**Last Name:**

.

Registration: Please upload a copy of your Articles of Incorporation and/or Partnership Agreement, Letters Patent. Mandatory - your application will be considered incomplete if not submitted.\*

**Attachments**

NAME	CREATED DATE	
		  

**CRA Business Number:**

**Date Established:**

**Street Number:**

.

**Unit Number:**

.

**Street Name:**

.

**Municipality/Town:**

.

**Southern Ontario Region (Statistics Canada Census Division/Region):**

- Drop Down Selection

**Province:**

- Ontario

**Postal Code:**

.

**Contact Person:**

.

**Title:**

.

**Phone Number:**

- 
- 

**Email Address:**



**Website URL:**

**Social Media Link:**

**Describe your startup in 10 words or less:**

.

**Organization Classification – Three Digit NAICS Code:**

To identify the NAICS code descriptions, please consult this source: [NAICS Canada 2012](#).

Select the most accurate description based on the two digit NAICS code number that best describes your business.

**Type of for-profit business/organization:**

Drop down selection

**Please tell us about your startup, your product or service, commercialization and your core competitive advantage:**

.

**How many founders/senior management team members would you like to add? Up to 10**

**Founder/Senior Management Team Member 1:**

..

**Founder/Senior Management Team Member 1 Title:**

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**Founder/Senior Management Team Member 1 Project Role:**

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**Current Sales (Total sales in your last complete fiscal year \$CAD):**

.

**Sales in Canada:**

.

**Sales in North America:**

.

**Outside North America:**

.

**Monthly Net Burn Rate:**

.

**Current Cash Reserve**

.

**Certification of Matching Private Investment:**

Please provide the following information on previous capital (non-government-sourced) that has been raised by your startup (total amount raised on or after April 19, 2021 must be equal to CAD \$25,000 or more):

**How many investments would you like to add? (Multiple # allowed)**

**Investor Name (Lead):**

**Investor Type:** Drop Down Selection

**Investment Type:**

- Drop Down Selection

**Amount (Example: For \$25,000, enter 25000):**



**Upload Term Sheet:**

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Bank Statements: As substantiation, please upload current business bank statement showing available cash reserve\*

**Attachments**

NAME	CREATED DATE	
Bank Statement		   <input type="button" value="SET AS LOGO"/>

**Project Name:**

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**Project Start Date:**

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**Project End Date:**

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**Brief description of project activities you will be undertaking during the project:**

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**Project Milestone:**

(What major strategic milestone will be achieved as an outcome of your project)

Milestones are major incremental objectives with outcomes you intend to achieve as a direct result of your project.

*The timeline for achieving the milestone triggers the release of approved thriveFORWARD matching funding and must be no later than December 31, 2023.*

**Major Project Milestone:**

.

**Timeline**

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**Outcome (Identify measurable result and critical issues resolved):**

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**Other Government Funding:**

Please disclose any government funding including tax credits previously received or anticipated to be received by your organization:

**How many government funding sources would you like to share?**

- 1

**Source:**

**Amount:**

**Status:** Drop Down Selection

**DIVERSITY & INCLUSION**

The NCFDC recognize that many under-represented groups face unique economic challenges. Understanding that participation of under-represented groups is an integral part of building strong and inclusive communities, NCFDC endeavours to provide inclusive programming to support equity and inclusion in all of our initiatives. Project evaluation and scoring will include an assessment of how your organization supports equity, diversity and inclusive growth. If your organization does not align with or support the groups set out below, or you do not wish to declare your status, leave the fields blank.

**Please indicate if your organization is led or majority led by one or more of the following under-represented groups:**

**Please indicate if your project will influence any of the following inclusive growth priorities:**

**Is your organization signed up as a participant under Canada's 50-30 Challenge?**



•  
Are members of your team GBA+ Certified?

Current # of Permanent FTE Jobs at time of Application:

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Current # of Temporary Jobs at time of Application:

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Based on current jobs, how many permanent FTE jobs do you forecast to be maintained at project completion?

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Based on current jobs, how many temporary FTE jobs do you forecast will be maintained at project completion?

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Forecasted new permanent FTE jobs created at project completion:

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Forecasted new temporary FTE jobs created at project completion:

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### Job Definitions

**Full-time equivalent (FTE)** is equivalent to one employee working full time or more than one person part-time, such that the total working time is the equivalent of one person working full-time. Generally, full-time positions will involve between 35 and 40 hours in a regular workweek. An FTE calculation is the total hours worked in a week divided by the regular workweek. FTEs do not include positions created as a result of subcontracts to undertake work on the project (e.g. construction, suppliers, etc.).

**Permanent job** is a position without a fixed end date.

**Temporary job** is defined as a temporary or contract position with a fixed end date.

**Maintained** refers to employment that existed prior to the project, but which would not have continued, or would have been unlikely to continue, if the project had not been funded.

Forecasted Value of Sales Generated by Commercializing:

**New Products (Specify):**

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**Total Forecasted Value \$:**

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**New Services (Specify):**

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**Total Forecasted Value \$:**

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**New Processes (Specify):**

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**Total Forecasted Value \$:**

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**# New Markets Accessed:**

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**# New Partnerships/Collaborations:**

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**# New IP Registrations/Patents Submitted:**

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Only this section (the Project Summary component of the application) is shared with the Collaborative Panel. Therefore, we encourage you to address each element of the evaluation criteria in your summary. No other section of the application form will be shared with the [Collaborative Panel](#).

Projects will be evaluated using the following five equally weighted criteria for a total possible score of 100 as follows:



PLEASE NOTE: YOUR SUMMARY MUST INCLUDE THE FOLLOWING:

- ○ Company/organization name, location and sector;
- Details on the core technology, proposed project activity and the major strategic milestone you will achieve as a result of the activity, total project costs and requested funding;
- Details on how the project is supporting the five elements of the Evaluation Criteria (Please list each element and address as applicable):
  - (1) Future-proofing, Resilience and Business Growth; (2) Job Impacts; (3) Going Green or Digital Technology Adoption; (4) Critical Sectors; (5) Diversity and Inclusion.

Element	Description	Points
Future-proofing, Resilience and Business Growth	Assessment of the viability and impact of proposed project outcomes in terms of business growth, resiliency/future-proofing, scale-up/market expansion, increased sales (domestic and/or foreign), supply chain adaptation, market diversification and other activities that will contribute to sustainable economic growth and support identified Critical Sectors.	20
Job Impacts	Consideration of the number of FTE (Full-Time Equivalent) jobs the project will create and/or maintain in Southern Ontario.	20
Going Green, or Digital Technology Adoption	Investing in adoption of advanced technology, with prioritization of: <ul style="list-style-type: none"> <li>• Cleantech, OR;</li> <li>• Digital adoption (such as cybersecurity readiness, productivity enhancement, operational resilience).</li> </ul>	20
Critical Sectors	Within or impacting food production, medical supplies or bio-manufacturing sectors.	20
Diversity and Inclusion	<ul style="list-style-type: none"> <li>• Business owned or majority-led by underrepresented groups, such as: Indigenous peoples, members of racialized communities, women, youth, LGBTQ2IA+, persons with disabilities, newcomers to Canada, and members of official language minority communities, AND/OR;</li> <li>• Businesses with a diverse workforce, active HR/workforce development programs, businesses that are GBA+ certified, signatories to the 50-30 Challenge, and/or have other progressive policy and governance initiatives in place that substantially address diversity and inclusion.</li> </ul>	20

**Project Summary:**  
**28,000 Character Maximum**

## CANADIAN ENVIRONMENTAL ASSESSMENT ACT 2021 (CEAA) QUESTIONNAIRE

Is the eligible project a "designated project" under the IAA or designated by the Minister of Environment? Refer to the list of designated projects

- No

Is the "project" located on federal lands, and have a physical activity in relation to the physical work?

- No

This project is not a "designated project" under the IAA, and is not on federal lands. No further action is required.

### Notes

1. The type of project activity determines whether the project is a "designated project." The Regulations Designating Physical Activities under the Impact Assessment Act are available here: <http://www.gazette.gc.ca/rp-pr/p2/2019/2019-08-21/html/sor-dors285-eng.html>
2. The Guide to Preparing a Project Description is located here: <https://www.canada.ca/en/impact-assessment-agency/services/policy-guidance/practitioners-guide-impact-assessment-act/guide-preparing-project-description-detailed-project-description.html>

### 3. Physical activities include the construction, maintenance or repair of a physical work. Federal lands are defined in the

Impact Assessment Act as:

- **lands that belong to Her Majesty in right of Canada, or that Her Majesty in right of Canada has the power to dispose of, and all waters on and airspace above those lands, other than lands under the administration and control of the Commissioner of Yukon, the Northwest Territories or Nunavut;**
- **the following lands and areas:**
  - **the internal waters of Canada, in any area of the sea not within a province,**
  - **the territorial sea of Canada, in any area of the sea not within a province,**
  - **the exclusive economic zone of Canada, and (iv) the continental shelf of Canada; and**
- **reserves, surrendered lands and any other lands that are set apart for the use and benefit of a band and that are subject to the Indian Act, and all waters on and airspace above those reserves or lands.**

Use the following federal lands searchable databases:

[Directory of Federal Real Property](#)

[Pickering Lands](#)

[First Nations reserves](#)

## ABORIGINAL DUTY TO CONSULT ASSESSMENT

The proposed project can be excluded from the DTC process if all of the activities proposed by the project fall under one of the following categories.

- The project consists exclusively of activities where there is no physical impact (e.g., attending a conference, marketing development, buying equipment, hiring staff, administrative costs, investments in capital investment funds, conducting feasibility studies).
- The project includes only minor construction work (i.e., does not include activities such as excavating, clearing trees, paths, building and repairing roads or bridges, or erecting large structures) and there is no prospect of directly or indirectly impacting potential or established aboriginal and/or treaty rights\* through land, water, or air.
- The project activities will be conducted on a site that is developed and used (e.g., an existing industrial park, and urban centre) and there is no possibility of directly or indirectly affecting potential or established aboriginal and/or treaty rights\* through land, water, or air.

\* "Potential or established aboriginal and/or treaty rights" could include such activities as logging, hunting, fishing, trapping, harvesting, and gathering.

### Do all of the proposed project activities fall under one of these categories?

- Yes

You may wish to provide additional information about your Startup and/or your project, such as: a Business Model Canvas, Pitch Deck, Investment Proposal, Business Plan/Executive Summary, Project Management/Planning Documents, Public IP Filings, Resumes/CVs of Founders/Key Personnel, links to online publications, earned media, relevant studies and reports, market validation, and any other sources of interest.

### Attachments

NAME	CREATED DATE
No Data	

## E-SIGNATURE

As the lead contact and as an authorized signing officer of the Applicant, I certify to NCFDC, that:

1. The principals of the Applicant have been notified and consented to the funder collecting, using, retaining and disclosing the information contained in this application for the limited purpose of determining eligibility for funding as is required by law and by the NCFDC. I understand that the NCFDC will handle personal and confidential corporate information in strict confidence in accordance with Federal privacy law.



2. The information contained in this application is true and complete in all respects. If the NCFDC discovers that this application contains a material misrepresentation, this application shall be deemed to be withdrawn immediately by the Applicant.

3. The Applicant understands that by submitting this application it will undergo a due diligence process associated with review and assessment of this application by NCFDC and that additional information, substantiation or documentation may be requested.

4. The Applicant certifies that financial assistance from the NCFDC is a significant factor in the decision to proceed with this project.

5. As part of its project assessment process, the NCFDC requires that all projects conform to the Canadian Environmental Assessment Act, 2012 (CEAA).

6. The Applicant acknowledges that he/she is not aware of any violation with respect to conflict of interest with this application. The applicant further confirms that he/she has not engaged the services of a lobbyist for the advancement of this application.

7. The Applicant certifies that any former public office holder or former public servant that derives benefit from this agreement will be in compliance with the Conflict of Interest Act and the Values and Ethics Code for the Public Sector.

8. The applicant warrants that they are in good standing with Revenue Canada, Municipalities and other Government Ministries/Agencies.

9. The Applicant acknowledges that any approved Project will be the subject of public announcements.

10. I understand that Project Summaries are shared with the Collaborative Panel for the limited purpose of evaluation of the strategic merit and economic benefit of the project.

11. The applicant warrants that they have obtained and will maintain General Liability and Property Damage insurance for the duration of the project, and will provide certificate(s) of insurance upon the request of NCFDC.

12. I have read and understand this application and guidelines and will submit the required information with this proposal. I understand incomplete applications cannot be assessed and will be deemed ineligible.

• I agree

**Authorizing Official Contact Information:**

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**Title:**

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**Phone:**

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**Email:**

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