

NORTH CLAYBELT COMMUNITY FUTURES DEVELOPMENT CORPORATION

Application for Emergency Assistance

By completing and signing this application, you attest that all information herein is true and may be subject to verification.

- All questions are mandatory unless stated otherwise.

A. APPLICANT AND CONTACT INFORMATION

1. Business Legal Name:		Operating name of Business, if different:	
2. Legal Name of Applicant 1		DOB (DD/MM/YYYY)	
3. Applicant 1 Home Address		Telephone Number	Email
4. Legal name of Applicant 2:		DOB (DD/MM/YYYY)	
5. Applicant 2 Home Address		Telephone Number	Email
6. Provide description of your organization or business and its mandate:			
7. Business Location (Street, Unit Number, etc.):			
Country: Canada	Province: Ontario	Municipality:	Postal code:
Business telephone number: ()	Email:	Website:	
8. Type of legal entity: <input type="radio"/> Sole Proprietorship <input type="radio"/> Partnership <input type="radio"/> Corporation <input type="radio"/> Social Enterprise Corporation			
9. Official language preferred for correspondence: <input type="radio"/> English <input type="radio"/> French			
Date of incorporation or of Master business registration (YYYY-MM-DD):		Applicant business number (9-digit business identifier provided by Canada Revenue Agency):	

A.1 EMPLOYEE AND FINANCIAL OVERVIEW

A1.1 Number of employees:	New Jobs	Jobs Maintained	
	# Full Time	# Full Time	
	# Part Time	# Part Time	
A1.2 Financial Overview			
Based on Your Fiscal Year	Fiscal Year 2020 (If available)	Fiscal Year 2019	Fiscal Year 2018
Total Revenues from all sources (A)			
Total Expenses (B)			
Net Income(A-B)			
A1.3 Status of Current Operation			
Since the beginning of the COVID-19 pandemic mid-March, have your current revenues decreased? (compared to the same period last year)			<input type="radio"/> Yes <input type="radio"/> No

B.1 Please provide more detail on how you are experiencing undue hardship due to the impacts of the COVID-19 pandemic? For example, has the outbreak caused your business to record losses or to foresee losses in the near future? Please provide any other details that demonstrate the negative impacts. (i.e. disruption to supply chains)

☐ Yes ☐ No

B.3.2 What steps are you / will you be taking to ensure long-term sustainability?

	\$
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Bridge Support Cost Item	Amount (\$)
1. Commercial Rent / Mortgage	
2. Utilities	
3. Property Taxes	
4. Insurance	
5. Salaries	
6. Bank Charges, Interest and Loan Repayments	
7. Professional Fees	
8. Suppliers	
9. Cleaning Supplies	
10. Additional Safety Measures	
11. Vehicle Operating expenses	
12. Other (please describe)	

TOTAL

C. HAVE YOU REQUESTED COVID-19 FINANCIAL ASSISTANCE FROM OTHER PROGRAMS*?

Department or Agency	Program Name	Applied? (Yes / No / Not Eligible)	\$ Requested	Application Status (In Progress, Approved, Rejected, Waiting for Decision)
Business Development Bank of Canada and Export Development Canada	Business Credit Availability Programs			
Your financial institution	Canada Emergency Business Account			
FedNor	FedNor Regional Relief and Recovery Fund			
Canada Revenue Agency	Canada Emergency Wage Subsidy			
Canada Revenue Agency	1Temporary Wage Subsidy for Employers			
Service Canada	Work-Sharing Program			
Farm Credit Canada	Credit Line			
Canada Revenue Agency	Canada Emergency Response Benefit			
National Aboriginal Capital Corporations	Aboriginal Financial Institution (AFI) Financing			
Your Landlord	Canada Emergency Commercial Rent Assistance			
NRC-IRAP	Wage Subsidy Program			
Other*				

*Other federal, provincial or municipal programs aimed at COVID-19 assistance

C.2 Comment on other COVID-19 funding (if applicable)

D. EQUALITY AND DIVERSITY

D.1 North Claybelt Community Futures Development Corporation is committed to equality and diversity so that all Canadians have the opportunity to participate in and contribute to the growth of the economy. If your organization does not meet the definitions or you do not wish to declare your status, leave the fields blank.

	Is your business owned or majority owned by one or more of the following under-represented groups
Women	<input type="radio"/> Yes <input type="radio"/> No
Indigenous Peoples	<input type="radio"/> Yes <input type="radio"/> No
Visible Minorities	<input type="radio"/> Yes <input type="radio"/> No
Youth	<input type="radio"/> Yes <input type="radio"/> No
Persons with Disabilities	<input type="radio"/> Yes <input type="radio"/> No
LGBTQ2+	<input type="radio"/> Yes <input type="radio"/> No
Francophone	<input type="radio"/> Yes <input type="radio"/> No

E. CERTIFICATION

On behalf of the Applicant, I hereby acknowledge and/or certify that:

- (a) I have authority to submit this application on behalf of the Applicant and evidence of this authority will be provided upon request.
- (b) I confirm that the Applicant is current on all obligations to the federal government; that the execution of the proposed project will not prevent the Applicant from continuing to meet these obligations and from maintaining the economic benefits anticipated by the other agreements; and that these obligations will not preclude the Applicant from fulfilling its obligations under the proposed project.
- (c) The Applicant 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.
- (d) The information provided herein is complete, true and accurate and I undertake to provide any further information that may be required for North Claybelt Community Futures Development Corporation to render a decision in a timely manner.
- (e) I confirm that the funding requested in section B.5 above was not eligible for, or supported by, other COVID 19 financial assistance.
- (f) By submitting this application, I certify that North Claybelt Community Futures Development Corporation's funding is required in order for the project to proceed, and agree that North Claybelt Community Futures Development Corporation may make the enquiries it deems necessary to evaluate the application.
- (g) That there has been no material adverse change in the financial position or operations of the Applicant since _____, **being the end of the last fiscal year** of the Applicant for which a balance sheet and a profit and loss statement have been furnished.
- (h) That the Applicant will be responsible for payment of all charges relative to preparation, execution and registration of such documents as may be required by the Corporation or its solicitors
- (i) That the statements made herein are for the express purpose of obtaining financing from North Claybelt Community Futures Development Corporation and are to the best of the Applicant's knowledge and belief true and correct. The Applicant understands that additional information in support of this application must be supplied to the Corporation, if requested, before adequate consideration can be given to this application. The Applicant realizes that any present or future indebtedness of the Applicant, or the Applicant's business, to the Corporation may become due and payable if any information provided by the Applicant to the Corporation proves to be inaccurate or incomplete.
- (j) That in applying for this financing and, in the event that the Corporation approves such application, the Applicant's personal and confidential business information will be requested from the Applicant and/or collected from third parties that have information about the Applicant's business and personal financial status for the purposes of determining the Applicant's eligibility for financing and reporting to Industry Canada.
- (k) I authorize the Corporation to retain this Statement of Personal Assets and Liabilities and any financial records, credit and reference reports for the Corporation's records and reporting to Industry Canada who oversees the Community Futures Program.
- (l) I confirm receipt of the Corporation's Privacy Statement and understand and consent to the Corporation collecting, using, retaining and disclosing the information contained in this Statement of Assets and Liabilities for the limited purpose of determining my eligibility for financing as is required by law, and by Industry Canada. I understand that the Corporation will handle my personal information in strict confidence in accordance with Federal privacy law as set out in the Corporation's Privacy Policy. If I have any questions or concerns about the management of my information, I may refer to the Privacy Policy, available at <https://www.northclaybelt.com/privacy-policy> or contact the Chief Privacy Officer.

☐ Yes ☐ No I am currently the subject of litigation before a court, tribunal, government board or agency, or there is a threat of such litigation. There are unexecuted judgment(s) registered against me, such as: _____.

☐ Yes ☐ No I have made an assignment or have been petitioned into bankruptcy; there are writs registered against my name. If yes, provide details: _____.

☐ Yes ☐ No I certify that I am a Canadian Citizen or Landed Immigrant.

Name: _____ Signature: _____

Name: _____ Signature: _____

F. The Applicant Understands and Agrees:

- (a) That the Applicant will be responsible for payment of all charges relative to preparation, execution and registration of such documents as may be required by the Corporation or its solicitors.
- (b) That the terms and conditions of any financing which may be authorized will be set forth in a Letter of Offer, for agreement and acceptance by the Applicant.
- (c) That the statements made herein are for the express purpose of obtaining financing from the Corporation and are to the best of the Applicant's knowledge and belief true and correct. The Applicant understands that additional information in support of this application must be supplied to the Corporation, if requested, before adequate consideration can be given to this application. The Applicant realizes that any present or future indebtedness of the Applicant, or the Applicant's business, to the Corporation may become due and payable if any information provided by the Applicant to the Corporation proves to be inaccurate or incomplete.
- (d) That in applying for this financing and, in the event that the Corporation approves such application, the Applicant's personal and confidential business information will be requested from the Applicant and/or collected from third parties that have information about the Applicant's business and personal financial status for the purposes of determining the Applicant's eligibility for financing and reporting to Industry Canada.

G. The Applicant Understands and Agrees:

(a) That the Applicant will be responsible for payment of all charges relative to preparation, execution and registration of such documents as may be required by the Corporation or its solicitors.

(b) That the terms and conditions of any financing which may be authorized will be set forth in a Letter of Offer, for agreement and acceptance by the Applicant.

(c) That the statements made herein are for the express purpose of obtaining financing from the Corporation and are to the best of the Applicant's knowledge and belief true and correct. The Applicant understands that additional information in support of this application must be supplied to the Corporation, if requested, before adequate consideration can be given to this application. The Applicant realizes that any present or future indebtedness of the Applicant, or the Applicant's business, to the Corporation may become due and payable if any information provided by the Applicant to the Corporation proves to be inaccurate or incomplete.

(d) That in applying for this financing and, in the event that the Corporation approves such application, the Applicant's personal and confidential business information will be requested from the Applicant and/or collected from third parties that have information about the Applicant's business and personal financial status for the purposes of determining the Applicant's eligibility for financing and reporting to Industry Canada.

Name of Applicant: _____

Signature: _____ Date: _____

Name of Applicant: _____

Signature: _____ Date: _____

Submitting Your Application

To submit your proposal for funding, please email the completed application and supporting documentation (see checklist below) to jlabelle@northclaybelt.com. Once your application has been received by North Claybelt Community Futures Development Corporation, you will receive a confirmation email within 2 business days. Please ensure you have correctly noted your contact information on this form.

Submission Checklist

Applicant must provide the following documentation to accompany this

- Historical financial statements for the last two (2) fiscal
- Articles of Incorporation or Master Business License
- Photocopy or picture of 2 pieces of ID for each applicant (one must be birth certificate or passport)

Please confirm that the mandatory documentation, as described above, is attached to this application.

☐ Yes

Name of Applicant: _____

Signature: _____

Date: _____

Name of Applicant: _____

Signature: _____

Date: _____

FOR OFFICE USE ONLY

<input type="checkbox"/> Internal Emergency Loan	<input type="checkbox"/> Regional Relief and Recovery Fund
<input type="checkbox"/> Approved	<input type="checkbox"/> Declined
BDO: _____	ED: _____
Date: _____	