



**TEMPORARY FOREIGN WORKER  
(TFW) IN AGRICULTURE INDUSTRY  
HOUSING IMPROVEMENT  
PROGRAM**

Date Received (Office Use Only):
Project/Client # (Office Use Only):

**Step 1 – Application Requirements Checklist**

- Complete and sign Application Form
- Complete summary of proposed work (**Step 6**)
- Provide proof of a satisfactory housing inspection for the location by Environmental Health or a qualified third party within the last 12 months.
- Submit your completed application package (Application Form, summary of proposed work, **and** proof of satisfactory housing inspection) to [AGTFW@gov.pe.ca](mailto:AGTFW@gov.pe.ca) (See **Step 8** for more information)

**Step 2 – Applicant Contact Information**

<b>Applicant Name (including middle name)</b>			
<b>Organization/Business/Farm Name (if applicable)</b>			
<b>Email</b>			
<b>Phone Number</b>		<b>Alt. Phone Number</b>	
<b>Mailing Address</b>			
<b>City/Town/Village</b>			
<b>Province</b>		<b>Postal Code</b>	

**Step 3 – Type of Business or Organization** (Choose one and complete the required Social Insurance, Business, or Registration Number)

<b>Individual Proprietorship</b> Social Insurance Number:	
<b>Incorporated Company</b> Revenue Canada Business Number:	
<b>Partnership</b> Revenue Canada Business Number:	

**Step 4 – Partnerships** (If you indicated “Partnerships” as your type of business in Step 3, please list the partner’s name(s) and their ownership per cent in the table below).

Name all partners (for partnerships)	Percent of ownership
<b>Total (must total 100%)</b>	

**Step 5 – Project Information**

<b>Project Start Date</b>		<b>Project End Date</b>	
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<b>Location of Housing</b>	
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<b>Primary type of Industry</b> (i.e. dairy, potato, beef, hog, grains and oilseeds)	
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**Step 6 – Summary of Proposed Work (1-2 pages)**

Please attach a short summary of the proposed work, using the topics listed below as the subject headings of your summary.

<b>Cover page</b>	Include the agricultural operation, expected start and end date of the work, and your contact information.
<b>Work description</b>	Provide a summary of the proposed work.
<b>Timeline</b>	Identify timelines for the work. Include a description of the work, any person(s) or organizations associated with the work and the work’s start and end date.
<b>Project outcome</b>	Please describe how your project will positively contribute to the quality of life for temporary foreign workers in PEI agriculture.
<b>Budget</b>	Identify total costs and funding requested from the program.

## Step 7 – Declaration and Consent to Personal Information

By submitting this form for project funding, I/we:

- confirm that I/we own the property that is used to house the temporary foreign workers;
- understand and agree that personal information on this form is collected under Section 31(c) of the *Freedom of Information and Protection of Privacy Act* R.S.P.E.I. 1988 c. F-15.01 as it relates directly to and is necessary for the administration of this program. It will be used for determining eligibility for program assistance and will be shared with the Canada Revenue Agency regarding the taxable benefit and other PEI Government Departments, regarding program management, claims, audits, and evaluation of this program;
- agree to participate in an evaluation and/or audit of the program;
- understand that projects funded may be communicated through the Department's public and social media channels;
- understand that failing to comply with all application requirements may delay the processing of the application, or may render me/us ineligible for receiving assistance under the program;
- understand that the Social Insurance Number and/or Business Number is collected under the authority of the *Income Tax Act* for the purposes of reporting income;
- acknowledge that my/our completion of this application form and by receipt of advice from the PEI Department of Agriculture or other program delivery agent does not oblige the PEI Department of Agriculture to provide funding;
- understand that expenses incurred prior to the submission of an approved application are not eligible for assistance under this program; and
- agree that a completed claims form and copies of all paid invoices with verification of payment will be provided to the Department via email within 60 days of the completion of the project.

I certify that the information given on this application is to the best of my knowledge complete, true and accurate.

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**Name of Applicant/Signing  
Officer (Please print)**

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**Signature of Applicant/Signing  
Officer**

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**Date (yy/mm/dd)**

## Step 8 – Submitting the Application

Please complete the required summary of proposed work and submit together with the application form.

Completed applications may be submitted via regular mail or email

### **Email Applications:**

Once you have completed the application, you may email a signed copy in PDF to [AGTFW@gov.pe.ca](mailto:AGTFW@gov.pe.ca)  
Please include the program name in the subject line.

### **Regular Mail Applications:**

Applications may be submitted via regular mail at:  
Temporary Foreign Worker in Agriculture Industry Housing Improvement Program  
PEI Department of Agriculture  
11 Kent Street  
PO Box 2000  
Charlottetown PE C1A 7N8  
(902) 368-4880 (telephone)

*Questions?*

Please email [AGTFW@gov.pe.ca](mailto:AGTFW@gov.pe.ca)