

APPLICATION FORM

Prince Edward Island Fisheries and Aquaculture Clean Technology Adoption Program

Project/Client # (Office Use Only):

1.0 APPLICATION TYPE (Select One)

Stream 1 - Fisher or Harvester

Stream 2 - Grower

Stream 3 - Processor

2.0 REQUEST TYPE (Select One)

Request 1 – Provincial Funding and Letter of Support

Request 2 – Letter of Support Only

3.0 APPLICANT PROFILE

3.1 Applicant Information

Legal Name of Applicant:

Operating Name (if different):

Mailing and Courier Address:

Village/Town/City:

Province:

Postal Code:

Business No. / HST No.

Current Number of Full Time Employees:

3.2 Primary Contact

Name:

Title:

Telephone No. (business)

Other/Cell No.

Email Address:

Preferred Method of Communication:

- Telephone
 Cellular phone
 SMS Text Message
 Email
 Other (please specify)

3.3 Preferred Language or Correspondence

- English
 French

3.4 Type of Business or Organization

Choose one and complete the required information

- Individual Proprietorship (if you file to Canada Revenue Agency as an individual)

Social Insurance Number: _____

- Incorporated Company (if you file to Canada Revenue Agency as a corporation)
(This number can be found on your tax forms and is required under the authority of the Income Tax Act)

Revenue Canada Business Number: _____

- Partnership (if you file to Canada Revenue Agency as a partnership.)
Please include Revenue Canada Business Number

Revenue Canada Business Number: _____

- Registered Charitable Organization / Not-for-Profit
Please include the charity registration number

Registration number: _____

- Indigenous Organization

- Other
Please Identify: _____

Registration number: _____

3.5 Partnerships

If you indicated "Partnership" as your type of business in Section 2.4, please list the partner name(s) and their ownership per cent in the table below.

Name of all partners (for partnerships)	Per cent of ownership
Total (must total 100%)	

3.6 Organization's Principle Activities
Provide a general description of your operations and/or those of your organization/group implementing the project. Include details on the capacity and expertise required to achieve the proposed project results.

4.0 PROJECT INFORMATION

Project Name:

Physical Location of the Project (e.g., longitude, latitude, nearest city/town, etc.):

Is this a Multi-Year Project?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
-------------------------------	------------------------------	-----------------------------

Estimated Start Date (YYYY/MM/DD):

Estimated Completion Date (YYYY/MM/DD):
Note: The completion date must take into account the time required to collect improved environmental performance data and the submission of a Final Report.

Project Team (if applicable):	Name & Role

Project Objective:

Note: Make link to the PEIFACTAP objective – improved environmental performance and identify how these improvements will be measured.

Briefly Describe the Project:

Note: Provide a brief description of the project with enough detail for the Department to be able to properly assess it under the program eligibility criteria (description must include a rationale for why the project requires funding support and how environmental performance will be measured). A detailed project proposal must accompany the application form; please include quotes for any purchases included with the project.

Provide General Project Milestones:

Note: Indicate the major steps required to complete the project.

Fiscal Year

Milestones

2023-2024

Type of Industry (please choose one main category and all sub-categories that apply)

Category:

Wild capture fisheries

Aquaculture

Processing of fisheries products

Subcategories:

Lobster

Mussels

List processed species:

Snow Crab

Oysters

Rock Crab

Finfish

Other_____

Other_____

5.0 FINANCIAL INFORMATION						
Estimated Total Project Cost:						
Total PEIFACTAP Funding Requested:						
Total DFO FACTAP Funding Requested:						
Provide breakdown of PEIFACTAP funding requirements	Fiscal Year	Total Project Cost	PEIFACTAP Funding Requested	DFO FACTAP Funding Requested	Applicant Funding	Other Funding
	2023-2024					
Has the applicant received assistance from the Government of PEI previously in the last 5 years?			<input type="checkbox"/> Yes		<input type="checkbox"/> No	
If yes, provide details (include the program name, project name and project details):						
Has the applicant received assistance from the Department of Fisheries and Oceans Canada previously in the last 5 years?			<input type="checkbox"/> Yes		<input type="checkbox"/> No	
If yes, provide details (include the program name, project name and project details):						
Has the applicant made any financial or legal commitments for the project?			<input type="checkbox"/> Yes		<input type="checkbox"/> No	
If yes, provide details:						
Has the applicant received or sought any other government funding for this project, excluding the PEI Department of Fisheries, Tourism, Sport and Culture and the Department of Fisheries and Oceans Canada?			<input type="checkbox"/> Yes		<input type="checkbox"/> No	
If yes, provide details: Note: If applicable, proof (e.g., letter of confirmation) of other government funding outside the PEI Department of Fisheries, Tourism, Sport and Culture and the Department of Fisheries and Oceans Canada must be provided with completed Project Proposal Application step.						

6.0 PEI Departmental Priorities
Please choose one or both of the Departmental Priorities to which your project aligns.

- Sustainable Development**
Support the growth and sustainable development of all elements of fisheries and aquaculture.
- Food Production and Innovation**
Work with partners to develop products that place PEI among the world leaders in food production and innovation.

7.0 DEMOGRAPHIC INFORMATION
Your voluntary response to the following questions will assist the DFC in understanding demographic profile of PEIFACTAP clients.

Do you identify as:	<input type="checkbox"/> Man	<input type="checkbox"/> Woman	<input type="checkbox"/> Gender not listed	<input type="checkbox"/> Prefer not to say
Are you a senior (age 65 or older)?	<input type="checkbox"/> Yes		<input type="checkbox"/> No	<input type="checkbox"/> Prefer not to say
Are you a youth (age 29 or under)?	<input type="checkbox"/> Yes		<input type="checkbox"/> No	<input type="checkbox"/> Prefer not to say
Do you identify as a person with disability?	<input type="checkbox"/> Yes		<input type="checkbox"/> No	<input type="checkbox"/> Prefer not to say
What is your first language?	<input type="checkbox"/> English	<input type="checkbox"/> French	<input type="checkbox"/> Other	<input type="checkbox"/> Prefer not to say
Are you proficient in languages other than English or French?	<input type="checkbox"/> Yes		<input type="checkbox"/> No	<input type="checkbox"/> Prefer not to say
Do you identify as a member of the Island's Acadian community?	<input type="checkbox"/> Yes		<input type="checkbox"/> No	<input type="checkbox"/> Prefer not to say
Do you identify as a member of an Indigenous group?	<input type="checkbox"/> Yes		<input type="checkbox"/> No	<input type="checkbox"/> Prefer not to say
Do you identify as a newcomer to Canada?	<input type="checkbox"/> Yes		<input type="checkbox"/> No	<input type="checkbox"/> Prefer not to say
Do you identify as part of another underrepresented group?	<input type="checkbox"/> Yes		<input type="checkbox"/> No	<input type="checkbox"/> Prefer not to say

8.0 DECLARATIONS AND CONSENT TO USE PERSONAL INFORMATION

Specific information collected by the PEI Department of Fisheries, Tourism, Sport and Culture

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

- understand that personal information on this form is collected under Section 31c 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 Prince Edward Island Fisheries and Aquaculture Clean Technology Adoption Program being delivered as part of the Department of Fisheries and Oceans Canada Fisheries and Aquaculture Clean Technology Adoption 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 the Department of Fisheries and Oceans Canada, regarding program management, claims, audits, and evaluation of this program;
- agree that information provided for purposes of the Prince Edward Island Fisheries and Aquaculture Clean Technology Adoption Program may be shared with the Canada Revenue Agency as it pertains to any potential taxable benefits, as well as with the Department of Fisheries and Oceans Canada or its agent regarding claims, audits and evaluations as it relates directly to and is necessary for this contract being delivered as part of the Fisheries and Aquaculture Clean Technology Adoption 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 ineligible for receiving assistance under the program;
- understand that the Social Insurance Number, Business Number and/or Charity Registration Number is collected under the authority of the *Income Tax Act* for the purposes of reporting income;
- acknowledge that my/our completing this application form and by receiving advice from FTSC or other program delivery agent does not oblige FTSC or other delivery agents 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 Final Report including financial verification will be provided to the PEI Department of Fisheries, Tourism, Sport and Culture via email (PEIFACTAP@gov.pe.ca) **within 30 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 accurate.

Name of Applicant/Signing Officer
(Please print)

Signature of Applicant/Signing Officer

Date

9.0 DISCLOSURES		
Specific information collected by the Department of Fisheries and Oceans Canada (see Section 9.0 DFO Consent and Certification for more details)		
9.1 Environment		
Is the applicant currently operating in conformity with Provincial and Federal environmental legislation?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Will the proposed project conform to environmental legislation?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
If no, please provide details:		
9.2 Crown Duty to Consult		
Are there Indigenous groups or communities in or near the project area?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Could the project potentially impact Indigenous groups or communities?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
If yes, please provide details:		
9.3 Litigation		
Is the applicant involved in any relevant litigation, legal action, suit claim pending or underway or any other proceedings before any court, tribunal, government board or agency?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Are there any judgments outstanding against the applicant?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
If yes, please provide details:		
9.4 Material Contracts		
Is the applicant in default under any contract or any financing arrangement?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
If yes, please provide details:		
9.5 Taxes		
Is the applicant in arrears in the payment of any income, business or property taxes, sales taxes or any other form of taxes?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
If yes, please provide details:		

10.0 DFO CONSENT AND CERTIFICATION

1) The information entered here and on all attached documents, as well as any other information collected by or on behalf of the Fisheries and Oceans Canada (DFO) to process applications for grants and contributions, is collected pursuant to the *Financial Administration Act* and the *Fisheries Act*.

2) Confidential third party information and personal information is collected under the authority of the *Financial Administration Act* and subsection 4.4(1) of the *Fisheries Act* for the purpose of administering the Fisheries and Aquaculture Clean Technology Adoption Program (FACTAP) and determining funding approval. The information collected through this application may be used for policy analysis, research and/or evaluation, promotion and communication purposes. It may also be disclosed to other DFO programs, Regional Review Committees, provincial and territorial governments and other federal institutions of administering and auditing the program.

If you are the owner(s) of a business operating as a sole proprietor or partnership, you have the right to the correction of, access to, and protection of, your personal information under the *Privacy Act* and to file a complaint with the Privacy Commissioner of Canada over DFO's handling of your information. Personal information collected for the purpose of processing your application is described in the forthcoming Grants and Contributions PIB (DFO PPU#) and can be accessed and assessed for accuracy. For more information visit *Info Source* <http://www.inter.dfo-mpo.gc.ca/ATIP/Infosource>.

For organizations other than sole proprietorships and general partnerships, personal information regarding representatives of organizations is not used for administrative purposes affecting the individuals at any time during the processing of grant and contribution applications or program administration; it is used to support an organization's application. More information about the Grant and Contribution Programs Class of Personal Information is available at this link: <http://www.inter.dfo-mpo.gc.ca/ATIP/Infosource#ClassesofPersonalInformation>.

3) Projects for which an application for government funding is made are subject to an environmental screening and must comply with the environmental guidelines set out in the *Canadian Environmental Assessment Act, 2012*. A representative from Public Services and Procurement Canada (PSPC) may contact you to discuss the project. 4) The names of successful applicants, the amount of funding approved and a description of the project are included in public records and disclosed on DFO's website in accordance with the government's proactive disclosure practices.

5) DFO may contact any person listed in this application to inquire about the applicant.

6) I certify that the information provided is, to the best of my knowledge and ability, complete, true and correct, and that this will apply to all information provided in the future in connection with the assessment of the project. Furthermore, I will promptly notify DFO if any of the information changes.

7) I certify that financial assistance from DFO is a significant factor in the decision to proceed with this project.

8) I authorize DFO to make any inquiries required, including obtaining corporate and business information about the applicant, to assess this application.

9) I authorize DFO to make these inquiries of persons, firms, corporations, federal and provincial government departments, agencies, authorities, institutions and non-profit economic development organizations, and consent to the collection of information.

10) I consent to the use of the information for determining funding approval, policy analysis, research and/or evaluation, promotion and communication of DFO programs and the Fisheries and Aquaculture Clean Technology Adoption Program

- I agree to this information being shared with the Government of the province or territory in which the proposed activity will take place as well as other potential government funding partners.
(mandatory)
- I have read and understood the above DFO Consent and Certification. I voluntarily consent to the collection, use and disclosure of information as described, make the certification as stated and authorize the actions indicated.**
(Please keep a signed copy of this form for your records)

Signature of Authorized Official:	Signed at (location):
Print Name and Title of Authorized Official:	Date:

11.0 Submitting the Project Proposal Application

Completed Project Proposals may be submitted to the attention of the **PEIFACTAP Officer** via regular mail or email.

E-Mail Project Proposals:

Once you have completed the Project Proposal, you may e-mail a signed copy in PDF to:
 PEIFACTAP@gov.pe.ca
 Please include the program name in the subject line.

Regular Mail Project Proposals:

Project Proposal with original signatures may be submitted via regular mail at:

PEI Department of Fisheries, Tourism, Sport and Culture
 C/O Program/Finance Officer
 4 Kent Street
 PO Box 2000
 Charlottetown, PE
 C1A 7N8
 (902) 838-0983 (telephone)
 (902) 838-0972 (facsimile)

Questions?

Please e-mail PEIFACTAP@gov.pe.ca

Date Project Proposal Received (Office Use Only):	Date Project Proposal Completed (Office Use Only):
Approved? <input type="checkbox"/> Y <input type="checkbox"/> N	Initials: