This is NOT the application form that should be submitted. The actual application form is available only by downloading from TPON.

This document is intended only for information purposes so that you are aware of the questions on the forms. This form cannot be submitted

BUSINESS STREAM FULL APPLICATION
Eastern Ontario Development Fund (EODF) and Southwestern Ontario Development Fund (SWODF)

Applicants to the Eastern Ontario Development Fund (EODF) and Southwestern Ontario Development Fund (SWODF) must first complete **PART 1 – Eligibility Checklist** prior to completing **PART 2 – Application Form**. Part 1 assesses an applicant's eligibility for the program. An applicant is only eligible to apply if the answer is "yes" to all the questions in PART 1. If an application that is not eligible is submitted, it will not be considered for assessment. Once PART 1 and PART 2 of this form is complete, it must be submitted by uploading it to the Transfer Payment Ontario (TPON) system. When uploading this form, ensure that the number of the applicant's case in TPON matches the case number in the top right-hand corner of this form.

Submission: There are four intake periods in a year where the Ministry is reviewing application forms for assessment. The dates are on the website.

Resources:
1. Instructions on submitting the application form and program details are found on the website. Please visit Eastern Ontario Development Fund or Southwestern Ontario Development Fund.
2. Regional Development Program guidelines for business projects: https://www.ontario.ca/document/regional-development-program- guidelines-business-projects, Regional Development Program guidelines for community economic development projects: https:// www.ontario.ca/document/regional-development-program-guidelines-community-economic-development-projects
3. Ontario Government Regional Advisors are available to assist with questions: Business Advisory Services:
Toll-free: 1-800-267-6592
easternregionbas@ontario.ca
westernregionbas@ontario.ca
centralregionBAS@ontario.ca

Instructions:
• All fields displayed are mandatory.
• There are two buttons on the top right-hand corner of this form:
• Expand: opens all the sections of this form.
• Validate: the system will only accept forms that have been validated. Please click this button upon completion.
• Read the entire program guideline before filling out the application form.
• This application needs to be completed in Adobe Reader (the form is not compatible with Adobe Acrobat).
• Please use Google Chrome 75 or above to access Transfer Payment Ontario.
• In addition to this application form, the applicant will need to complete the cash flow forecast.

This can be shared by the Regional Advisor and can also be found in the TPON system. To find it in the system, go to Step 1 – Review Program Information. Review and complete program documentations and download supporting documents. Select the hyperlink for the file name to download the file.

- In order for the submission to be considered it must be complete and include the following:
  - o Application form
  - o Cash flow forecast
  - o Articles of incorporation
  - o Corporate family tree (for business stream projects)
  - o Three years of financial statements (audited preferred)
  - o Optional – letters of support
  - o Optional - In instances where a parent/affiliate company is a source of funding, please the financial statements for that entity.
- Refer to the program guidelines for any additional information.

Part 1: Eligibility Checklist

If the answer is **"NO"** to any of the 13 questions in Part 1, your project is **NOT ELIGIBLE** for funding through the RDP programs. Do not complete the Part 2 of this application form. Please contact a Regional Advisor to discuss your project and potential for support through other programs or services. See contact information above.

1. Has the project been reviewed with an Ontario Government Regional Advisor? Please note, we require that the project is discussed with a Regional Advisor before an application is submitted as they can help determine fit with the program and provide advice on application preparation. See above for contact details.

2. Is the applicant an incorporated for-profit business (legal entity) registered to carry out business in Ontario? (Note: If the applicant organization is a Sole Proprietorship, Charity, Distributor, or Start-up please select "no" as these entities are not eligible for the program).

3. Will the project be located in southwestern or eastern Ontario? Please see below the eligible geographic regions noting that this includes the upper tier list of regions and not the specific communities within each geographic region. For more information about what communities reside in the upper tier regions please visit: List of Ontario municipalities | Ontario.ca or connect with a regional advisor to discuss eligibility. **SOUTHWESTERN ONTARIO INCLUDES:** • Brant • Bruce • Chatham-Kent • Dufferin • Elgin • Essex • Grey • Haldimand • Huron • Lambton • Middlesex • Niagara • Norfolk • Oxford • Perth • Simcoe • Waterloo • Wellington **EASTERN ONTARIO INCLUDES:** • Frontenac • Haliburton • Hastings • Kawartha Lakes • Lanark • Leeds &Grenville • Lennox & Addington • Muskoka • Northumberland • Ottawa • Peterborough • Prescott & Russell • Prince Edward • Renfrew • Stormont, Dundas and Glengarry

4. Does the applicant organization (or parent company) have a minimum 3 years of substantive operations/revenues supported by 3 years of financial statements? (Note: Start-ups are not eligible for this funding). Submission of these statements is a

requirement of the program.

5. Does the applicant organization have one of the following? • minimum level review engagement financials, or, • applying for a grant and have less than $5M in annual revenue and notice to reader financial statements (Note: Financial statements must be prepared in accordance with GAAP and cannot be internally prepared financial documents.)

6. Is the project an eligible project? **Eligible Projects:** • investments in equipment, new technology, talent and training to enhance productivity, competitiveness and growth • investment in new operations in Eastern or Southwestern Ontario • investment in existing operations that lead to business expansion and introduction of new products, services or markets **Ineligible Projects:** • ongoing operations including maintenance and capital replacement • refinancing of existing business operations • acquisitions and buyouts • restructuring, or relocating to other jurisdictions within Ontario.

7. Is the project engaging in an eligible activity, (see definitions below)? For example, A greenhouse (primary production) is ineligible, however if the applicant is creating a new product that might be used in greenhouses (ie- robotic arm), the project could be eligible. **Eligible Activities:** • Advanced Manufacturing (automotive, aerospace, plastics, clean technologies, etc.) • Life Sciences • Processing (primary and secondary) • Tourism • Information and Communication Technology • Cultural Industries **Ineligible Activities:** • primary production • retail • construction (for example, residential development) • personal services • consulting • electricity generation • waste management • recycling • information and communication services • academic research • stand-alone restaurants and hotels (unless transformative and considered a regional priority)

8. Does the applicant organization employ at least 10 FTE's (Full Time Equivalent) (or 5 if the project is in rural Ontario)? (Rural is defined as a municipality with a population of less than 100,000 people or a population density of 100 people per square kilometer or less.)

9. Will the project create at least 5 new jobs (or at least a 30% increase for companies with fewer than 15 employees)?

10. Will the applicant organization be investing at least $500,000 in the proposed project (or $200,000 if located in rural Ontario)? (See definition of rural in question 8 above).

11. Will the project be completed within 3-4 years?

12. Can you confirm that you are not seeking funding support from any other Government of Ontario source for this project, other than tax credits or company-wide programs (e.g., electricity support program)?

13. Can you confirm that you are not seeking more than 50% of project financing from other government sources? For example, FedDev funding. Stacking beyond 50% of funding from government sources is ineligible.

Part 2: A - Organization Information

This section displays information from the applicant's [Transfer Payment Ontario (TPON) registration](#). The TPON system is a one-window self- serve registration system for submitting and updating organization profile information.

All organizations receiving transfer payments from the Government of Ontario must register in the TPON system.

If changes are required in Section A of the application, please make them in the TPON system. Once your information is revised, all future downloaded forms will include the updated information.

1. Ontario Government Regional Advisor Name:

2. Organization Name

3. Organization Legal Name

4. Type of Legal Entity

5. Year Established

6. Canada Revenue Agency Business Number (CRA BN) (CRA 9-digit number)

7. NAICS Code 4 Digits and description (ie. 3342 - Communications equipment manufacturing): Click Here for NAICS Code Enter 00 if the organization doesn't have one

8. Tax Compliance Verification Number (If the applicant does not have this number, it can be obtained by completing the first 6 steps on this page. The Tax Compliance Verification Certificate will be requested during assessment.

9. Which sector is your business operating in?

10. Which sub-sector is your business operating in? (sub-sector is only required if Manufacturing was selected in the question above)

11. Total number of Active Employees in Ontario, including related companies

12. Total number of Active Employees globally, including related companies

13. Please provide a brief description of the applicant, including its core business, products and/or services, and markets served. (Maximum 2500 characters)

14. Please provide a brief description of the applicant's operating history (e.g. ownership changes, expansions/consolidations, etc.). (Maximum 2500 characters)

15. If applicable, please provide the name of the applicant's parent company, subsidiaries, and related companies, including the name, relationship and location

16. Has the applicant received any government funding? Please spell out program names (do not include Acronyms) (federal, provincial, municipal), including tax credits in the past 5 years and include the source, funding amount, year received and purpose.

17. Has the applicant organization applied for (or does it intend to apply for) any other government funding and/or tax credits associated with the project? If yes, please provide details, including program name, amounts and status of approval. (Maximum 2500 characters)

18. Please list the Principals (shareholders, officers, partners, directors) including name, position and contact information (phone or email) – (Note: Company can also attach this as a separate attachment)

Part 2: B - Organization Address

This section displays information from the applicant's Transfer Payment Ontario (TPON) registration. The TPON system is a one-window self- serve registration system for submitting and updating organization profile information.

All organizations receiving transfer payments from the Government of Ontario must register in the TPON system.

If changes are required in Section B of your application, please make them in the TPON system. Once your information is revised, all future downloaded forms will include the updated information.

Business Address
Organization Address

Part 2: C - Application Contact

Applicant Contact Information

Primary Project Contact

Signing Authority

Part 2: D - Project Information

This section contains information about your proposed project including Ontario facilities and project address. You will need to include the address for Ontario facilities and number of current active employees at these facilities.
Please note: Applicants can only apply for either a grant or a loan and not both. Grants are available only in limited circumstances such as for companies that are both small and rural and for strategic new investments. Refer to the application guidelines for more details.

Project Description

1. Provide a short and clear title for this project (Maximum 100 characters)

2. Short Project Description This should be two sentences. The first sentence should be a brief description of the company. The second sentence should be the outcome of the proposed project. For example: XYZ manufactures widgets for the X industry. This project will invest in a new facility that will produce widgets 2.0 faster with fewer materials that will support the demand globally. (Maximum 250 characters)

3. Proposed Start Date:(mm/dd/yyyy)

4. Proposed End Date:(mm/dd/yyyy) (refer to program guidelines for minimum project length and please note that the proposed end date should align with the organization's fiscal year end)

5. Total Project Investment ($):

6. Total Eligible Investment ($):

7. Grant Funding Amount Requested ($):

8. Loan Funding Amount Requested ($):

9. Project Jobs Created:

10. Project Jobs Retained:

11. Fiscal Year End (Day/Month):

12. Please provide a general overview of the proposed project. This should include the key results of the proposed project and key project components (e.g., sq foot expansion, equipment, etc.). (Maximum 2000 characters)

13. What are the key drivers for the project? (E.g., is the core business changing? Are product offerings expanding or is competitive advantage increasing? (Maximum 2000 characters)

14. Is this project being undertaken in one of the following:

        a. An existing facility? (with no changes to the building size)

        b. An expansion of an existing facility? (Resulting in a new building footprint)

        c. A new constructed facility?

        d. A new purchased facility?

        e. Multiple facilities?

        f. Does the applicant currently own, lease the land and/or the facility?

Part 2: E - Project Business Plan

E1 - Project Projections

1. Current Revenues at the project facility, for the past 2 years, and projected for the next 3 years after the project start?

2. Gross Margin for the past 2 years, and projected for the next 3 years after the project start?

3. Sales (outside of Ontario - within Canada) for the past 2 years, and projected for the next 3 years after the project start?

4. Sales (Internationally - outside of Canada) for the past 2 years, and projected for the next 3 years after the project start?

5. R&D for the past 2 years, and projected for the next 3 years after the project start?

6. Exports for the past 2 years, and projected for the next 3 years after the project start?

7. Please discuss how the revenue projections above were developed and the status of the future sales (e.g. signed agreements for increased sales with existing customers, new customers under discussion/negotiation etc.) Please qualify if the projections are higher than industry average. (Maximum 2500 characters?

8. Summarize the financials results over the past three fiscal years and comment on the company's financial health.

E2 – Productivity

1. Please explain any change in gross margin over the project period. How were the projections arrived at? What changed in the equations? (e.g. less labour costs, less material used, higher price point, etc.) (Maximum 2500 characters)

2. What are the activities resulting in an increase in productivity? (e.g. – a new machine increases productivity by x%, employee utilization, etc.) (Maximum 2500 characters)

E3 – Project Innovation

1. Please describe the innovation associated with the project. For example, will the project introduce new leading-edge equipment and machinery, or processes. Does it have features over competing products/processes? (Maximum 2500 characters)

2. Please explain any change in the R&D expenditures. Provide examples of spending in this category. (Maximum 2500 characters)

3. Is the project innovative or a first for (please check the following as applicable):

   a. The Company

b. The Sector
c. Ontario
d. Canada
e. Globally

4. Describe how was the innovation level determined above? (E.g., was a new process introduced that is not being used anywhere else in the sector?) (Maximum 2500 characters)

5. If applicable, briefly describe how the project will develop new IP in Ontario and/or leverage existing IP? Please describe any unique/ proprietary IP. (Maximum 2500 characters)

6. Does the project include creation of or leverage of any patents in Ontario? If yes, please explain. (Maximum 2500 characters)

7. Will there be engagement with other organizations for the project? (e.g. research institutions, local colleges, industry associations, etc.) If so, please explain. (Maximum 2500 characters)

E4 – Markets/Export
1. Explain the nature of the market(s) (E.g. size, key trends, etc. If available, provide external market research to back up these claims). (Maximum 2500 characters)

2. Who are the largest customers and associated percentage of sales? (Indicate if there long term contracts in place). (Maximum 2500 characters)

3. Will the customer mix change following implementation of the project? If yes, please explain and compare the current customers to the post- project customer base? (Maximum 2500 characters)

4. Are changes in export revenue expected as a result of the project? If yes, provide a rationale for the changes. (Maximum 2500 characters)

5. Will the project help the company access new geographic or product markets)? If yes, indicate which new markets the applicant will enter and how the project will enable this. (New market access is defined as the development of new sales in jurisdictions or segments where the company does not currently have commercial sales). (Maximum 2500 characters)

6. If applicable, will certifications in new markets need to be obtained? Explain any further regulations or potential barriers to entering the proposed market? (Maximum 2500 characters)

E5 – Competition
1. Please identify the major competitors including the name, type of business, size of company (approximate number of employees), and location.

2. Please identify the major competitors for the new products and services that result from this project, if different from question 1 in this section. Please identify the name, type of business, size of company (approximate number of employees), and location.

E6 – Regional Impact
1. Describe the impact of the project on the community and regional economy. (Maximum 2500 characters)

2. What impact will the project have on other businesses and on the Ontario supply chain?

(Maximum 2500 characters)

3. Will the project have a reshoring component? For the purposes of this application, reshoring is defined as (a) a company bringing manufacturing in house that is currently manufactured, outsourced or subcontracted at a location outside of Canada or (b) bringing manufacturing (e.g. – a full line or component) in house that is currently outsourced/subcontracted outside of Canada, or (c) Manufacturing a product/component in Ontario to supply an Ontario Manufacturer that currently sources the component from outside of Ontario. (Maximum 2500 characters)

E7 – Talent and Skills Development

1. List the new jobs at the project facility. Type of positions, number of jobs, average annual salary and whether the position at the project facility requires a post-secondary education including skilled trades.

2. How many people were employed at the project facility over the past 3 years? If you had lay-offs, please describe the nature of the lay-offs. (Suggested 250 words)

3. Describe the proposed training (internal or external) for the new and current employees related to the project. (Maximum 2500 characters)

4. Please explain if any existing jobs are at risk without the project; how many jobs and what types of jobs are at risk and why. Are there any foreseeable issues in hiring the right people to complete the project? Do you foresee hiring issues? Is there a talent retention strategy in place? (Maximum 2500 characters)

E8 – Current and Target Payroll at the Project Facility(s)
Total salaries/wages earned by all employees at the Project Facility(s), excluding bonuses and stock options paid to senior executives. See Program Guidelines for details on the Payroll Target Clawback that will relate to these numbers.

Note: Payroll Target Clawback: If the final year payroll (excluding bonuses and stock options paid to senior executives) is below the payroll target, a proportional clawback against the Performance Payment will be applied. The Payroll Target combines the number of employees and their salaries to indicate the recipient's contribution to the Province's prosperity. The Payroll Target may be achieved by having more employees at a lower average salary, or fewer employees at a higher average salary.

1. Actual for most recently completed company fiscal year (including amount and fiscal year)

2. Target for final year of project fiscal year (including amount and fiscal year)

E9 – Project Management Risk
1. How was the project budget developed? (E.g. vendor quotes, request for bids, internal expense forecasts, projections). (Maximum 2500 characters)

2. Has the organization previously completed a project of a similar size/scope? (Maximum 2500 characters)

3. How will the project be impacted if the applicant does not receive the requested government

support? (Maximum 2500 characters)

4. List the key members of the management team associated with the project, their roles, and their experience. Please include the name, title/role and their qualification and experience.

E10 – Risk

1. Please comment on any other technical, operational, market, human resource, or other risks associated with the project. (E.g. barriers in purchasing/ installing/ running equipment, securing the necessary talent needed, etc.). (Maximum 2500 characters)

2. List the necessary certifications and/or permits required to complete the project as well as the expected timelines to obtain them. (Suggested 250 words)

Part 2: F – Project Cost and Jobs
Complete the two sections below on Project Costs and Jobs for the duration of the project. Note: The Jobs table only needs to be completed for the business stream projects.

Please be aware that if approved for funding, the applicant will be required to enter into a funding agreement with the ministry that will include Investment, Job and Payroll Targets based on what has been outlined below. Under the terms of the agreement, shortfall of these targets would be subject to clawbacks or funds withheld accordingly.

Please refer to the Program Guidelines which provide detailed information on costs and jobs.

Instructions for Projects Costs Table:
- Eligible Project Costs must be directly attributable to the Project and must be incurred and paid on or after the Project Start Date defined in the Funding Agreement and up to the Project Completion Date defined in the Funding Agreement.
- Eligible Project Costs do not include ongoing costs of production or operations.
- Eligible Project Costs are cash outlays, net of all applicable HST, which must be documented through invoices, receipts, or Recipient records acceptable to Ontario and are subject to verification by an independent auditor. Evidence of payment must be maintained for audit purposes. Acting reasonably, Ontario's decisions as to the expenditure eligibility and valuation shall be final and determinative.
- Note that projects can only include eligible expenditures up to 4 years (48 months) long, however these may occur over 5 fiscal years.
- For all cost categories provide a clear description to indicate what makes this cost eligible. Not providing the description could result in the cost being deemed ineligible
- For any cost category in a given year that exceeds $25,000, provide a breakdown of the cost.
- Examples of Eligible Costs:
  - Equipment and Machinery could include: Cutting Machine $35,000, 2 Cleaning Machines $20,000, etc.
  - Labour could include: One-time labour in setting up the cutting machine $5,000, one-time labour in setting up the drilling machines at facility X and Y $10,000, etc.
  - Materials could include: Materials used for testing production process of new equipment $2,000, materials used for training employees $2,000. Etc.

- o Specialized Expertise could include: Third party engineering services $25,000, etc.
- o Training and Talent could include: Required training for 5 employees on the new CNC machine $5,000, etc.
- o Municipal Infrastructure (COMMUNITY STREAM ONLY): Road Extension $500,000, Road Upgrades $200,000, etc.
- o Business Attraction Costs (COMMUNITY STREAM ONY): development of presentations to investment prospects $10,000, etc.

1. Provide the projected eligible project cost with a description by each of the following cost categories for each of the years of the project.

2. Provide the projected ineligible project cost with a description.

Instructions for Jobs and Payroll Table:
- Note: Jobs Chart only relevant for business stream.
- Applicants should have at least 10 full time equivalent (FTE) employees at the time of the application or 5 FTEs if the business is located in a rural community.
- f the company has more than 15 FTE employees at the time of the application, the company must commit to the creation of a minimum of 5 new FTEs by the end of the project. If the company has fewer than 15 FTEs at the time of the application, the company must commit to increasing the workforce by a minimum of 30% by the end of the project (e.g., a company that starts with 10 FTEs must add a minimum of 3 new FTEs by the end of the project).
- All employees must be issued a T4.
- New Jobs – this is the number of new full-time equivalent (12/12 months or 2,000 hour jobs) hired in that year that is net new to the organization. For example, if hiring a full time person in July, that person would count as 0.5 new job assuming that the year starts on January 1.
- Retained Jobs – this is the full-time equivalent number of jobs at the beginning of the project and will be the same number for each year. For example, if there were 55 full time equivalents at project facility at the start of the project, fill in 55 retained jobs for each year.
- The job chart below uses a very specific definition for a job which can be thought of as a Full-Time Equivalent at the Project Facility(ies). This is not necessarily the same as an Active Employee.
- Full-time equivalent (FTE): defines full-time employees as working a total of 2,000 hours of paid work per year. One full-time employee equates to a maximum of 2,000 hours of paid work. For part-time positions, determine the number of hours worked per year and convert that to a full-time equivalent.
- Please see Appendix B in the Program Guideline on further instructions on how to complete this section. https://www.ontario.ca/ document/regional-development-program-guidelines-business-projects/appendix-b-job-creation-and-definition

3. Provide the number of new jobs and retained jobs for each of the years of the project.

4. Provide the payroll amount for each of the years of the project.

Part 2: G – Sources of Financing

- Please refer to the Program Guidelines which provides detailed information on sources of financing. Appendix A for the eligible and ineligible cost categories.
- Sources of project financing must be in place before any disbursements can be made.
- Applicants can only apply for either a grant or a loan and not both. Grants are available only in

limited circumstances. Refer to the application guidelines for more details.
- Refer to the Guidelines for stacking rules.

1. Please indicated how the project will be funded, the total sources should equal the amount of the eligible project costs. For each source of financing, please include the name of the source, the type of financing (loan/grant/other), the amount, the % of eligible costs, and whether or not it has been confirmed.
2. Has financing been confirmed for all project years? If not, what is the status of confirmation? (e.g., term sheet under negotiation with bank) What are the mitigation strategies to overcome potential shortfalls in financing? (Maximum 2500 characters)

3. If the project total includes ineligible costs, please quantify the ineligible portion. Has financing been confirmed for the ineligible portion of the project? Provide status of unconfirmed sources of financing (e.g., term sheet under negotiation with bank) (Maximum 2500 characters)

Part 2: H – Milestones

1. Please provide a list of project milestones including the name, start date, end date and description of the milestone which should include additional details.

Notes:
- Milestones are the key developments in the project
- Please ensure that all milestones entered in are unique ie. Fiscal Year 1.1, Fiscal Year 1.2, Fiscal Year 1.3, Fiscal Year 2.1, Fiscal Year 2.2, Fiscal Year 2.3
- Start Date: The beginning date of the milestone
- End Date: The date upon expected completion of the milestone

Part 2: I – Performance Metrics

Please provide the Baseline and Final Year projections for the metrics listed below.

The baseline data comes from the organization's most recent fiscal year that has ended. The final year is based on the last year of the project.

Note that some of the performance metrics are for business projects only and some are for community projects only.

Business Stream Metrics:

- o Gross Margin (%)
- o Total Sales Revenue($)
- o Total Export Sales (domestic and foreign)
- o Total Active Employees at Project Facility(ies)
- o Total Active Employees at Ontario Facility(ies)

Community Stream Metrics:
- o Number of private sector jobs impacted by the Project

- Number of economic development partners engaged in the Project
- New private sector investment stimulated by the Project($)
- Number of regional economic development strategies developed
- Investment in economic assets($)

Part 2: J – Security

This section is only relevant for loan applications as part of the business stream.

Please note that by listing the security below, the applicant is consenting to provide this security to Ontario, if required.

1. Indicate the security that will be available for the loan, including: asset item name, asset description, value of the asset (in Canadian dollars), existing encumbrances including the name of the Lender and the value of the encumbrance, and the amount of the remaining security available to Ontario.

Part 2: K – Complementary Supports

Businesses applying to the Regional Development Program may also be eligible for assistance with other types of Complementary Supports and Services related to compliance approvals and advisory services.

1. Is support needed to navigate approvals for your project or information related to labour, training, health and safety, environment, or other areas?

2. If yes, please describe the support you require below. Please be aware that if you request support you will be contacted for additional information and referred to a program lead. (Maximum 2500 characters)

Part 2: G – Declaration/ Signing

Certification: As the lead contact and as an authorized signing officer of the Applicant, I certify, on behalf of the Applicant and without personal liability, to the Ministry that:

1. The information contained in this application, which includes the application form and other supporting documentation submitted herewith, is true and complete in all respects. If the Ministry discovers that this application contains a material misrepresentation, this application shall be deemed to be withdrawn immediately by the Applicant.

2. The Applicant is currently in compliance with all applicable laws.

3. There is no fact which the Applicant is aware of that adversely affects or, so far as the Applicant can now reasonably foresee, will adversely affect the Project or the ability of the Recipient to perform its obligations to fulfil the requirements of the Project if the Applicant were to receive Funding, in any material respect.

4. There are no charges or convictions under criminal or quasi-criminal statutes outstanding against the Applicant or actions, suits or proceedings greater than $500,000 pending or, to the knowledge of the Applicant, threatened, which would reasonably be expected to have a material adverse effect on the Project or the ability of the Applicant to perform its obligations to fulfil the requirements of the Project if the Applicant were to receive Funding.

5. The Applicant acknowledges that it is expected to comply with the Ontario Human Rights Code (the "Code") (http://www.ohrc.on.ca/en/ ontario-human-rights-code). Failure to comply with the letter and spirit of the Code will render the Applicant ineligible for funding and, in the event funding is made, liable to repay the funding in its entirety at the request of the Ministry.

6. The Applicant agrees to provide any additional information that the Ministry or its authorized agent may reasonably require for purposes of assessing this application and for administering the Program.

7. The Applicant: a. Authorizes the Ministry to contact (i) its banker(s), accountant, solicitor and insurance agent; (ii) law enforcement agencies; and (iii) credit bureau(s), to verify information contained in this application and all other information provided by, or on behalf of, the Applicant to the Ministry in connection with this application. b. Agrees to take such steps as may be necessary to authorize its banker(s), accountant, solicitor and insurance agent to disclose to the Ministry such information as may be required for the purposes set out above.

8. The Applicant acknowledges that the information provided in this application and any subsequent project-related agreement may be shared with (1) other ministries of the Government of Ontario, experts and/or authorized agents for the purposes of assessing this application and administering the Program and satisfying government accountability and reporting obligations and (2) Statistics Canada for the purposes of Program evaluation.

9. If any fees, levies or taxes are owed by the Applicant to Her Majesty the Queen in right of Ontario or her agencies, including the Minister of Finance, the Applicant hereby authorizes the Ministry to pay any or all of these amounts on behalf of the Applicant out of the amount of any support that may be awarded under the Program. The Ministry will notify the Applicant prior to implementing any set-off of funds.

10. The Applicant consents to the Ministry of Finance releasing the taxpayer information of the Applicant to the Ministry as necessary for the purpose of verifying compliance with all statutes administered by the Ministry of Finance and for the purpose of administering the Program.

11. The Applicant acknowledges and agrees that all communications between the Applicant or its agent and the Province in respect of this application shall be conducted solely with designated officials within the Ministry.

12. The Applicant acknowledges and agrees that: a. the program is a discretionary non-entitlement program and that funding is awarded on a competitive basis;

      b. even if an application meets all of the program criteria, there is no guarantee that funding will be awarded, as there may be other projects that more effectively meet program objectives;

      c. all applicants whose projects are approved will be so notified in writing;

      d. the Ministry reserves the right to impose whatever conditions it deems advisable in the acceptance of an application and in the funding agreement.

13. The Applicant has read and understands the information contained in the Application Form.

14. Applicants should not take any action, or incur any costs related to the Program, that is predicated on receiving funding from the Ministry until an application is approved and all parties have entered into a legal agreement acceptable to the Ministry. It is understood that the Government of Ontario is not responsible for paying any costs incurred by an Applicant should the application not be approved or if the Applicant fails to enter into a funding agreement acceptable to the Ministry.

15. The Applicant acknowledges that any approved Project will be the subject of public announcements satisfactory to Ontario and that a copy of any funding agreement with the Ministry must be available for inspection by the public, although commercially sensitive information may be redacted. Questions about the collection of this personal information may be addressed to the Freedom of Information Coordinator, Corporate Services Division.

16. The Applicant acknowledges that the information contained in this application or submitted to the Ministry in connection with the funding is subject to disclosure under the Freedom of Information and Protection of Privacy Act, R.S.O. 1990, c.F.31 (https://www.ontario.ca/laws/ statute/90f31) (the Act). The Act provides every person with a right of access to information in the custody or under the control of the Ministry, subject to a limited set of exemptions. Section 17 of the Act provides a limited exemption for third party information that reveals a trade secret or scientific, commercial, technical, financial or labour relations information supplied in confidence where disclosure of the information could reasonably be expected to result in certain harms. Any trade secret or any scientific, commercial, technical, financial or labour relations information submitted to the Ministry in confidence should be clearly marked. The Ministry will notify the Applicant before granting access to a record that might contain information referred to in section 17 of the Act so that the Applicant may make representations to the Ministry concerning disclosure. Additionally, all information, statements and documents attached to this form or provided to the Ministry in relation to this form may otherwise be disclosed pursuant to the Act as well as any other applicable laws.

17. The Applicant is not in default of the terms and conditions of any grant, loan or transfer payment agreement with any ministry or agency of the Government of Ontario.

18. The Applicant acknowledges that it is not in an actual, potential, or perceived Conflict of Interest (defined below) when submitting its application.

"Conflict of Interest" includes, but is not limited to, any situation or circumstance where: (a) in relation to the application process, the Applicant has an unfair advantage or engages in conduct, directly or indirectly, that may give it an unfair advantage, including (i) having, or having access to, information in the preparation of its application that is confidential to the Government of Ontario and not available to other applicants; (ii) communicating with any person with a view to influencing preferred treatment in the application process, including the giving of a benefit of any kind, by or on behalf of the Applicant to anyone employed by, or otherwise connected with the Government of Ontario; or (iii) engaging in conduct that compromises, or could be seen to compromise, the integrity of the funding application process and render that process unfair; or
(b) in relation to the performance of its contractual obligations in a contract with the Government of Ontario, the Applicant or any person who has the capacity to influence the Applicant's decisions has outside commitments, relationships or financial interests that could, or could be seen by a reasonable person to, interfere with the Applicant's objective, unbiased and impartial judgement relating to the project, the use of the proceeds of the funding, or both.

19. I am an authorized signing officer for the Applicant.

20. I understand that EODF/SWODF are discretionary, non-entitlement, competitive programs. My application will be assessed relative to other projects and on the strength of alignment with program objectives, including Regional benefit, creation of new sustainable jobs, skills development, innovation and productivity. Meeting eligibility requirements does not guarantee funding and only the highest ranked projects will receive support.