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## All Branch Mail Out #1

**Date:** January 18, 2022

**TO:** NS/NU Branches  
NS/NU Executive Council  
NS/NU Zone Commanders  
NS/NU Past Presidents  
NS/NU Command Staff

**From:** Comrade Valerie Mitchell-Veinotte  
Executive Director  
NS/NU Command, RCL

**Subject:** Canada Community Revitalization Fund

**Message:** Comrades: Zone 15 Commander Glen Leduc has brought to our attention that the [Canada Community Revitalization Fund - Canada.ca](http://CanadaCommunityRevitalizationFund-Canada.ca) is still available for organizations to make application.

It appears that at this stage, applications are being processed as they are received while funds remain.

The guide and application are attached.



**CANADA COMMUNITY REVITALIZATION FUND  
APPLICANT GUIDE**

## Table of Contents

**SECTION A – GENERAL INFORMATION** ..... 2

1. Introduction ..... 2

2. About the Canada Community Revitalization Fund ..... 2

**Section B – Program Information** ..... 2

1. Who can apply? ..... 2

2. What type of activities are eligible? ..... 3

3. What are the priorities? ..... 3

4. How will projects be screened? ..... 4

**Section C – Application Process** ..... 4

1. Process and Deadline ..... 4

2. Steps to Submit an Application ..... 4

3. Completing the Application for Financial Assistance Form ..... 5

**Section D – The Canada Community Revitalization Fund Annex** ..... 8

1. Project Activity ..... 8

2. Project Type ..... 9

3. Program Priorities ..... 10

4. Project Readiness ..... 11



## CANADA COMMUNITY REVITALIZATION FUND APPLICANT GUIDE

### SECTION A – GENERAL INFORMATION

#### 1. Introduction

This Applicant Guide provides information to help applicants complete and submit an application for financial assistance under the Canada Community Revitalization Fund (CCRF). Applicants should read this Applicant Guide in its entirety before starting an application. All sections of the application must be **completed**, as applicable, and must contain all required information outlined in this guide in order to be considered for funding.

If you have additional questions, please contact the ACOA office nearest you:

- **Head Office:** 1-800-561-7862
- **Nova Scotia:** 1-800-565-1228
- **New Brunswick:** 1-800-561-4030
- **Prince Edward Island:** 1-800-871-2596
- **Newfoundland and Labrador:** 1-800-668-1010
- **Ottawa:** 613-941-7241

#### 2. About the Canada Community Revitalization Fund

##### a) Duration of the program:

The CCRF will provide a \$500M investment over two years (2021-2022 to 2022-2023) across Canada for community infrastructure projects.

##### b) The Objective of the Program:

The objective of the CCRF is to support communities, towns and cities across Canada as they invest in infrastructure that will assist with community vitality, support social and economic cohesion and help reanimate communities.

### Section B – Program Information

#### 1. Who can apply?

- Not-for-profit organizations, including co-operatives and business improvement areas (BIAs);
- Municipal or regional government established by or under provincial or territorial statute;
- Local Service Districts, regional districts or similar types of entities that are established as unincorporated units of governance;
- Rural communities that are incorporated but considered non-municipal bodies;
- A public-sector body that is established by or under provincial or territorial statute or by regulation or is wholly owned by province, territory, municipal or regional government and that provides municipal-type infrastructure services to communities; and
- An indigenous organization such as Indigenous-led not-for-profits and organizations which



## CANADA COMMUNITY REVITALIZATION FUND APPLICANT GUIDE

include but are not limited to First Nations as represented by their Chief and Council, Tribal Councils, Indigenous Representative Organizations, Métis and Inuit organizations and Settlements as well as Indigenous/First Nation/Métis Settlement owned organizations.

### 2. What type of activities are eligible?

The Fund will provide support for the following project types:

- Adapting and reimagining/re-envisioning community spaces and maintaining accessibility standards so that they may safely be used by communities in accordance with social distancing and local public health guidelines to help revitalize areas and support future planning efforts. Projects could include community transformation infrastructure to help rejuvenate communities, downtown cores, main streets, and shared spaces.
- Building (i.e. the construction of) or improving community infrastructure through the expansion, improvement or creation of community spaces to encourage Canadians to re-engage in and explore their communities and regions.

### 3. What are the priorities?

Priorities will be given to projects in the following order of importance (for definitions, please see [Section C – Application Process](#)):

- 1) Downtown cores and main street
- 2) Outdoor spaces
- 3) Green projects
- 4) Accessibility

Should your project not fall within one of the priorities outlined above, it may still be considered for funding.

Other priorities include:

- Shovel ready;
- Bringing in other partners to leverage project funding (priority may be given to those projects that require a federal contribution of only 50 percent);
- Of a smaller scope where the project will be completed within the required timeframe to ensure that the program benefits will be shared broadly;
- Requesting funds under \$500K;
- Helping communities rebound from the effects of the pandemic and contribute to the reanimation of communities, towns and cities; and/or
- Demonstrate measurable direct or indirect social-economic benefits
- Priority may be given to projects that encourage the participation of underrepresented groups



## CANADA COMMUNITY REVITALIZATION FUND APPLICANT GUIDE

### 4. How will projects be screened?

Projects will be screened based on the following criteria:

1. **Eligibility:** The extent to which the applicant meets the criteria of who can apply.
2. **Alignment:** The extent to which the applicant demonstrates how their project aligns with the following:
  - objective of the fund
  - priority areas (i.e. 1) downtown cores and main street, 2) outdoor spaces, 3) green projects and 4) accessibility)
3. **State of readiness:** The extent to which the project is ready to begin.
4. **Other funding:** The extent to which the applicant has secured project funding from other sources.
5. **Inclusive growth:** The extent to which the project benefits or encourages the inclusion of under-represented groups.

## Section C – Application Process

### 1. Process and Deadline

- Applications will be accepted through continuous intake process where priority will be given to completed applications received by a July 23, 2021.
- Proposals received after that date may still be considered.

### 2. Steps to Submit an Application

Step 1: Download the Application specific to the Canada Community Revitalization Fund.

Step 2: Using this Applicant Guide as a reference, fill out the application form, save it, and prepare all supporting documents. (A list of required documents is included in the application)

Step 3: To submit your application online, return to the [application form page](#) and use the "Ready to submit online" button.

Note: To submit a paper application, print it and mail it along with all supporting documents to one of the ACOA regional offices in your province. Keep a copy of the completed and signed application for your records.



**CANADA COMMUNITY REVITALIZATION FUND  
APPLICANT GUIDE**

### 3. Completing the Application for Financial Assistance Form

All sections and fields in the application form must be completed, where applicable. Below is a brief summary of each of the sections of the application form. If you require further assistance, please contact [ACOA](#).

#### **Applicant and Contact Information**

This section collects information about the applicant and includes:

1. **Legal name of applicant:** Provide the official legal name of the applicant. The applicant's legal name may be different from its operating name.  
**Operating name of applicant, if different:** Provide all operating name(s) of the applicant, as applicable.
2. **Mailing address:** The complete address where the headquarters of the applicant is located. Email: Please ensure that the email address provided is valid and active.
3. **Authorized contact:** Provide contact information for the person who is authorized to represent the applicant, and who will be the main point of contact regarding the project. Note the authorized contact cannot be a consultant, as ACOA will only communicate with the applicant. If the contact person is not a signing officer of the applicant organization, further confirmation of that person's authority to represent and bind the organization may be required.
4. **Description of your organization and its mandate:** Please describe what type of mandate most accurately reflects the applicant organization, not the project activities. (E.g. educational, economic development, humanitarian, youth, etc.)
5. **Date of Incorporation:** The date stated on the applicant's Articles of incorporation, letters patent or other constituting document, as applicable.  
**Business Number:** The business number is a unique 9-digit number assigned by the Canada Revenue Agency.
6. **Type of legal entity:** Select the appropriate type of legal entity.
7. **Official language for correspondence:** Please select in which official language you prefer receiving correspondence regarding the project.
8. **Contact information of bank or financial institution ACOA may contact to inquire about the applicant:** This section must be completed by providing the information for the bank or financial institution used by the applicant organization.



**CANADA COMMUNITY REVITALIZATION FUND  
APPLICANT GUIDE**

**Project Information**

This section is used to describe the project and outlines the specific details and information required, which includes:

1. **Project Name:** Provide the official title of the project (i.e. construction of outdoor skating rink).
2. **Project location:** Specify the location where the project will take place.
3. **Estimated Start Date of Project:** This date is the first day the applicant anticipates incurring expenses for the project.  
**Estimated End Date of Project:** This date is the last day the applicant anticipates incurring expenses for the project.
4. **Estimated Total Project Costs:** This should include all costs associated with the project.
5. **Amount requested from ACOA:** This should reflect the amount of funding requested from ACOA for this application.
6. **Fiscal year start/end:** Provide the applicant's fiscal year for operating and accounting purposes.
7. **Previous ACOA assistance:** Specify if the applicant has received assistance from ACOA previously on other projects.
8. **Has the applicant made any financial or legal commitments for the project?** Select "Yes" if the applicant has made financial or legal commitments to the project such as contracts, licenses, or costs already incurred.
9. **If yes, provide details:** Specify the commitments or obligations that applicant has made towards the project to date as well as the costs already incurred.
10. **Provide a description of the project and the key activities to be undertaken:** Briefly describe the project's main activities and the anticipated results of the project. Details of the project should be included in the applicant's proposal and submitted with the application form.
11. **Describe measurable social-economic benefits of the project:** Please describe how the project supports the revitalization efforts in the community where the project will take place, including helping the community rebound from the effects of the pandemic, such as adapting/reviving public spaces, maintaining accessibility, and safety standards or reanimating communities following the COVID-19 Pandemic.
12. **Total number of current jobs:** Calculate current number of jobs by way of full time employment (FTE). An FTE can consist of one person at full-time employment or more than one person at part-time employment, such as the total working hours of those part-time



**CANADA COMMUNITY REVITALIZATION FUND  
APPLICANT GUIDE**

employees pooled together is equivalent to the hours of one person working full time. Generally, full-time positions will involve between 35-40 hours in a regular work week. Do not include FTEs who are employed by suppliers or contracted services.

13. **Total number of jobs to be created at the end date of project:** A job created refers to a job that did not exist within the applicant organization prior to the project, but that was created as a direct result of the project activities. An FTE can consist of one person at full-time employment, or more than one person at part-time employment, such that the total working hours of those part-time employees pooled together is equivalent to the hours of one person working full-time. Generally, full-time positions will involve between 35-40 hours in a regular workweek. Do not include FTEs who are employed by suppliers or contracted services.
  
14. **Total number of jobs maintained at the end of project:** A job maintained refers to a job that existed within the applicant organization prior to the project, but that would not continue, or would likely be lost if the project is not funded. An FTE can consist of one person at full-time employment, or more than one person at part-time employment, such that the total working hours of those part-time employees pooled together is equivalent to the hours of one person working full-time. Generally, full-time positions will involve between 35-40 hours in a regular work-week. Do not include FTEs who are employed by suppliers or contracted services. Jobs maintained must be a direct result of the project activities.

**Ownership**

This section applies to companies and partnerships and is not applicable for the CCRF.

**Required information and documents**

Commercial Applicants: Not applicable for the CCRF.

Not-For-Profit and Other Applicants: The following documents must be included with the application form package for the CCRF:

- Constituting/incorporating documents and list of directors/members of the board
- Financial statements (current and last fiscal year)
- Description of mandate of the applicant including the management and qualifications of key personnel
- HST rebate information
- Project plan or detailed description of project, including milestones, costs, finance, key partnerships established and evidence of support from the community
- Supplier quotes
- Copies of relevant permits and licenses





## CANADA COMMUNITY REVITALIZATION FUND APPLICANT GUIDE

### **Disclosures**

This section requires the applicant to disclose information about the project that could involve additional considerations.

### **Diversity and Inclusion**

- The Government of Canada is committed to diversity and inclusion so that all Canadians have the opportunity to participate in and contribute to the growth of the economy.
- This section of the form is twofold: one part seeks to understand whether the project will benefit or encourage the inclusion of one or more self-represented group listed in this section, as priority may be given to those projects, and the other part is a voluntary self-declaration of the applicant's status in relation to one or more under-represented groups for statistical purposes only.
- The applicant has the discretion of responding to this section and where it chooses not to respond, or where the questions do not apply, the applicant may leave either or both fields blank, as applicable.
- The notion of "led or majority-led" is defined as an organization in which one or more of the federal under-represented groups has a long-term control or management of the organization or an active role in both strategic and day-to-day decision making.
- If it is identified at question 1 that the project will benefit or encourage the inclusion of any of the federal under-represented groups, provide a detailed explanation at question 2 of how the project benefit or encourage the inclusion of these groups in the community. Priority may be given to projects that demonstrate that they benefit or encourage the inclusion of under-represented groups.
- For question 3, please specify if the project will remove barriers and improve accessibility for persons with disabilities.

### **Consent and Certification**

- The consent and certification means that the applicant agrees with and attests to all statements and authorizations contained in this section, and agrees to be bound by them.
- Making a false statement or providing misleading information may result in the Minister exercising any remedy available to him/her at law and potentially other consequences.
- You must review each statement in this section and sign the Certification.
- By signing and submitting the Application for Financial Assistance, the applicant also acknowledges that the information contained therein is subject the [Access to Information Act](#) and the [Privacy Act](#).

## Section D – The Canada Community Revitalization Fund Annex

### 1. Project Activity

Select from the list the activity that best describes the project.



## CANADA COMMUNITY REVITALIZATION FUND APPLICANT GUIDE

- Renovation
  - Existing infrastructure that is being modernized, restored, refurbished, revamped, reconditioned, rehabilitated, repaired, remodeled, updated, improved, upgraded, refitted or refurbished without adding square footage
- Expansion
  - Existing infrastructure that is increasing in size
- New construction
  - Adding a new structure
- Accessibility Upgrades (including measures to adapt to public health guidelines)
  - Adding new infrastructure or improving infrastructure to provide or increase accessibility. Also includes infrastructure related to the adaptation to public health and safety guidelines.

## 2. Project Type

Select the type of project the applicant plans on undertaking.

- Adapting and reimagining/re-envisioning community spaces and maintaining accessibility standards so that they may safely be used by communities in accordance with social distancing and local public health guidelines to help revitalize areas and support future planning efforts. Projects could include community transformation infrastructure to help rejuvenate communities, downtown cores, main streets, and shared spaces.

Examples include:

- farmers markets
- community centres
- community museums
- cultural centres
- parks
- community gardens
- green houses
- recreational trails and facilities
- bike paths
- outdoor sport facilities
- libraries
- waterfront spaces
- tourism facilities

- Building (i.e. the construction of) or improving community infrastructure through the expansion, improvement or creation of community spaces to encourage Canadians to re-engage in and explore their communities and regions.

Examples include:

- existing community assets for public benefit that have a local community impact
- business parks



## CANADA COMMUNITY REVITALIZATION FUND APPLICANT GUIDE

- multi-purpose centres
- co-working spaces
- other similar spaces while ensuring that post COVID-19 health and safety requirements are addressed.

### 3. Program Priorities

Four priorities have been identified for the CCRF. Please indicate if your project falls within one (or more) of the four priorities. Should it be outside of these priorities, your project may still be considered for funding. The priorities are listed in order of importance.

#### 1) Downtown core and main street

- Core: The dissemination areas encompassing the highest job density based on the place of work information.
- Downtown neighbourhood: Area composed of the downtown core, and encompassing one-kilometre adjacent area surrounding the core ([based the Census classification](#)).
- Main street: Includes not only the highest job density areas, but also important commercial areas.

#### 2) Outdoor space

- Includes open-air facility or space (e.g. anything without doors or windows). In addition to parks, sport facilities (e.g., outdoor ball fields, rinks), and recreational trails, open air markets like farmers markets that aren't fully enclosed/roofed may qualify.

#### 3) Green projects

- Projects that support a clean growth economy and decreasing greenhouse gas emissions. This could include, for example, projects to mobilize communities that want to reduce their carbon footprint (e.g. support for the development of a green local development plan, support to local businesses for local circular economy projects, support for the construction of community greenhouses), with a special focus on Indigenous communities.
- Projects that make the community space more energy efficient (e.g., encouraging new build to net zero standards), lower carbon (e.g., electrification), more resilient (e.g., more resistance to extreme climate events like floods), and higher performing (i.e., better results with same or fewer resources resulting in less inputs and/or waste).



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du Canada atlantique

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**CANADA COMMUNITY REVITALIZATION FUND  
APPLICANT GUIDE**

4) Accessibility

- Projects that intend to improve accessibility, as well as all new builds, that will meet or exceed the highest published accessibility standard as defined by the requirements in the Canadian Standards Association's Technical Standard Accessible Design for the Built Environment (CAN/CSA B651-18) or the most recent standard, in addition to provincial or territorial building codes, and relevant municipal by-law.

4. Project Readiness

Is your project shovel ready?

The purpose of this section is to determine the state of readiness for your project as those ready to start may be prioritized for funding. Should additional details be warranted, please include them in your project's proposal that will be submitted with the application form.



**APPLICATION FOR FINANCIAL ASSISTANCE  
CANADA COMMUNITY REVITALIZATION FUND**

PROTECTED WHEN COMPLETED

**CONFIDENTIALITY:** The Applicant understands that the information provided may be accessible under the Access to Information Act. No commercially confidential information which you submit to us will be disclosed unless otherwise authorized by you; required to be released by law; or required by the Minister for the purpose of the [Atlantic Canada Opportunities Agency Act](#) to be released to an international or internal trade panel for the purposes of the conduct of a dispute in which Canada is a party or a third party intervener. Please consult the federal government's [Access to Information Act](#) for additional details.

Any information that you wish to be considered as confidential should be annotated accordingly.

**IMPORTANT:** This form is for the Canada Community Revitalization Fund (CCRF). The CCRF [Applicant Guide](#) contains general information about the program requirements and step-by-step guidance for completing and submitting your application. It is strongly recommended that you carefully review the guide prior to completing your application.

APPLICANT AND CONTACT INFORMATION			
1. LEGAL NAME OF APPLICANT:		OPERATING NAME OF APPLICANT, IF DIFFERENT:	
2. MAILING ADDRESS:			
COUNTRY:	PROVINCE:	CITY:	POSTAL CODE:
BUSINESS TELEPHONE NUMBER: (    )	FAX NUMBER: (    )	E-MAIL:	WEBSITE:
3. LAST NAME OF PERSON WHO WILL BE THE AUTHORIZED CONTACT:		FIRST NAME:	
TITLE:			
BUSINESS TELEPHONE NUMBER: (    )	EXTENSION (    )	MOBILE TELEPHONE NUMBER: (    )	FAX NUMBER: (    )
EMAIL:		IS THIS PERSON AN AUTHORIZED SIGNING OFFICER OF THE APPLICANT? <input type="checkbox"/> Yes <input type="checkbox"/> No	
4. PROVIDE DESCRIPTION OF YOUR ORGANIZATION OR BUSINESS AND ITS MANDATE:			
5. DATE OF INCORPORATION OR REGISTRATION (YYYY-MM-DD)		APPLICANT BUSINESS NUMBER (9 DIGIT BUSINESS IDENTIFIER PROVIDED BY CANADA REVENUE AGENCY):	



6. TYPE OF LEGAL ENTITY:

- CORPORATION  SOLE PROPRIETORSHIP  NOT-FOR-PROFIT ORGANIZATION  PARTNERSHIP
- MUNICIPALITY OR OTHER GOVERNMENT ENTITY  INDIGENOUS ORGANIZATION OR CORPORATION
- OTHER (SPECIFY):

7. OFFICIAL LANGUAGE PREFERRED FOR CORRESPONDANCE

- ENGLISH  FRENCH

8. PROVIDE THE NAME AND CONTACT INFORMATION OF THE BANK/FINANCIAL INSTITUTION ACOA MAY CONTACT TO INQUIRE ABOUT THE APPLICANT.

INSTITUTION:	CITY/TOWN:	CONTACT PERSON:	TELEPHONE NUMBER:
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DESCRIBE AVAILABLE CREDIT:

**PROJECT INFORMATION**

1. PROJECT NAME:

2. PROJECT LOCATION (STREET, UNIT NUMBER, ETC.):

COUNTRY:	PROVINCE:	CITY:	POSTAL CODE:
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3. ESTIMATED START DATE OF PROJECT (YYYY/MM/DD)	/ /	ESTIMATED COMPLETION DATE:	/ /
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4. ESTIMATED TOTAL PROJECT COSTS	\$
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5. AMOUNT REQUESTED FROM THE ATLANTIC CANADA OPPORTUNITIES AGENCY (ACOA):	\$
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6. APPLICANT FISCAL YEAR START (YYYY/MM/DD):	/ /	END (YYYY/MM/DD):	/ /
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7. HAS THE APPLICANT RECEIVED ASSISTANCE FROM ACOA PREVIOUSLY?	<b>YES</b>	<b>NO</b>
	<input type="checkbox"/>	<input type="checkbox"/>

8. HAS THE APPLICANT MADE ANY FINANCIAL OR LEGAL COMMITMENTS FOR THE PROJECT?	<b>YES</b>	<b>NO</b>
	<input type="checkbox"/>	<input type="checkbox"/>

9. IF YES, PROVIDE DETAILS :

10. PROVIDE A DESCRIPTION OF THE PROJECT AND THE KEY ACTIVITIES TO BE UNDERTAKEN (PLEASE SEE [APPLICANT GUIDE](#) FOR ADDITIONAL INFORMATION):



11. DESCRIBE THE MEASURABLE SOCIAL- ECONOMIC BENEFITS OF THE PROJECT (PLEASE SEE [APPLICANT GUIDE](#) FOR ADDITIONAL REQUIREMENTS):

12. TOTAL NUMBER OF CURRENT JOBS:

13. TOTAL NUMBER OF JOBS TO BE CREATED AT THE END DATE OF PROJECT:

14. TOTAL NUMBER OF JOBS MAINTAINED AT THE END DATE OF PROJECT:

**OWNERSHIP (Section reserved for companies and partnerships. Other applicants, go directly to section Required Information and Documents.)**

1. PROVIDE INFORMATION ABOUT THE PRINCIPAL OWNERS OF THE APPLICANT:

SURNAME	GIVEN NAME	PERCENTAGE OF OWNERSHIP	IS THE PERSON ACTIVE IN THE COMPANY?		IF YES, IN WHAT POSITION/ROLE?
			YES	NO	
			<input type="checkbox"/>	<input type="checkbox"/>	
			<input type="checkbox"/>	<input type="checkbox"/>	
			<input type="checkbox"/>	<input type="checkbox"/>	

2. PROVIDE THE NAME(S) OF ANY PARENT COMPANY, SUBSIDIARIES AND ANY AFFILIATE OR RELATED BUSINESS ENTITIES.

NAME OF BUSINESS	CITY/TOWN	NATURE OF RELATIONSHIP	CONTACT PERSON	TELEPHONE NO.



<b>REQUIRED INFORMATION AND DOCUMENTS (Please check the ones that are attached to this application.)</b>		
<b>COMMERCIAL APPLICANTS</b>	<b>YES</b>	<b>N/A</b>
INCORPORATION DOCUMENTS AND INFORMATION ON OWNERSHIP (NAMES AND PERCENTAGE OF OWNERSHIP)	<input type="checkbox"/>	<input type="checkbox"/>
FINANCIAL STATEMENTS (CURRENT AND LAST TWO YEARS)	<input type="checkbox"/>	
RESEARCH AND DEVELOPMENT (R&D) PROJECT PLAN, BUSINESS PLAN AND/OR MARKETING PLAN	<input type="checkbox"/>	<input type="checkbox"/>
SUPPLIER QUOTES	<input type="checkbox"/>	<input type="checkbox"/>
COPIES OF RELEVANT PERMITS AND LICENCES	<input type="checkbox"/>	<input type="checkbox"/>
OTHER RELEVANT DOCUMENTS (SPECIFY):	<input type="checkbox"/>	<input type="checkbox"/>
<b>NOT-FOR-PROFIT AND OTHER APPLICANTS</b>	<b>YES</b>	<b>N/A</b>
CONSTITUTING / INCORPORATING DOCUMENTS AND LIST OF DIRECTORS/MEMBERS OF THE BOARD	<input type="checkbox"/>	
FINANCIAL STATEMENTS (CURRENT AND LAST FISCAL YEAR)	<input type="checkbox"/>	
DESCRIPTION AND MANDATE OF THE APPLICANT, INCLUDING THE MANAGEMENT AND QUALIFICATIONS OF KEY PERSONNEL	<input type="checkbox"/>	
HST REBATE INFORMATION (I.E. REBATE RATE)	<input type="checkbox"/>	
<b><u>ONE OF THE FOLLOWING TWO ITEMS IS REQUIRED:</u></b> RESEARCH AND DEVELOPMENT (R&D) PROJECT PLAN	<input type="checkbox"/>	
<b>OR</b> DETAILED PROJECT DESCRIPTION, INCLUDING MILESTONES, COSTS, FINANCING, KEY PARTNERSHIPS ESTABLISHED AND EVIDENCE OF SUPPORT FROM THE COMMUNITY	<input type="checkbox"/>	
SUPPLIER QUOTES	<input type="checkbox"/>	<input type="checkbox"/>
COPIES OF RELEVANT PERMITS AND LICENCES	<input type="checkbox"/>	<input type="checkbox"/>
OTHER RELEVANT DOCUMENTS (SPECIFY):	<input type="checkbox"/>	<input type="checkbox"/>
<b><u>IMPORTANT NOTICE:</u></b>		
ACOA may require further information about the applicant to fulfill requirements. ACOA may also need to obtain consent to collect personal information from officials associated with the applicant. Failure to provide these, if requested, may preclude ACOA from finalizing the assessment of the application.		
ACOA has adopted <a href="#">service standards</a> with respect to its response time for processing a duly completed application.		





<b>DISCLOSURES</b>	<b>YES</b>	<b>NO</b>
<b>1) ENVIRONMENT</b> IS THE APPLICANT CURRENTLY OPERATING IN CONFORMITY WITH ENVIRONMENTAL LEGISLATION? WILL THE PROPOSED PROJECT CONFORM TO ENVIRONMENTAL LEGISLATION?	<input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/>
<b>2) DUTY TO CONSULT</b> ARE THERE ABORIGINAL GROUPS OR COMMUNITIES IN OR NEAR THE PROJECT AREA? COULD THE PROJECT POTENTIALLY IMPACT NEARBY ABORIGINAL GROUPS OR COMMUNITIES?	<input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/>
<b>3) LITIGATION</b> IS THE APPLICANT INVOLVED IN ANY LITIGATION, LEGAL ACTION, SUIT OR CLAIM PENDING, UNDER WAY OR LOOMING, OR ARE THERE ANY PROCEEDINGS BEFORE ANY COURT, TRIBUNAL, GOVERNMENT BOARD OR AGENCY? ARE THERE ANY JUDGMENTS OUTSTANDING AGAINST THE APPLICANT?	<input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/>
<b>4) MATERIAL CONTRACTS</b> IS THE APPLICANT IN DEFAULT UNDER ANY SIGNIFICANT CONTRACT OR ANY FINANCING ARRANGEMENT?	<input type="checkbox"/>	<input type="checkbox"/>
<b>5) TAXES</b> IS THE APPLICANT IN ARREARS IN THE PAYMENT OF ANY INCOME, BUSINESS OR PROPERTY TAXES, SALES TAXES, PAYROLL DEDUCTIONS, ETC.?	<input type="checkbox"/>	<input type="checkbox"/>
<b>6) OTHER GOVERNMENT FUNDING</b> HAS THE APPLICANT RECEIVED, OR SOUGHT, ANY OTHER GOVERNMENT FUNDING FOR THIS PROJECT?	<input type="checkbox"/>	<input type="checkbox"/>
<b>IF YOU ANSWERED "NO" TO QUESTION 1 OR "YES" TO ANY OTHER QUESTION, PLEASE PROVIDE DETAILS:</b>		



**DIVERSITY AND INCLUSION**

1. Understanding that participation of under-represented groups is an integral part of building strong and inclusive communities, priority may be given to projects that benefit or encourage the inclusion of under-represented groups. Please indicate below if your project will benefit or encourage the inclusion of any under-represented groups listed below.

You may also choose to indicate if the **applicant** is led or majority-led by persons who self-identify with one or more of the under-represented groups. This information is voluntary and is collected and used solely for statistical purposes. Aggregated and anonymized data may be used for reporting purposes and shared with other government departments and agencies in support of program administration.

If your project does not benefit or encourage the inclusion of any of the below groups, or if you do not wish to declare your status, leave those fields blank, as applicable.

	If applicable, please indicate if the <b>project</b> will benefit or encourage the inclusion of any of the following under-represented groups:	If applicable, please indicate if the <b>applicant</b> is led or majority led by one or more of the following under-represented groups (this information is voluntary and collected for statistical purposes only) :
Women	<input type="checkbox"/>	<input type="checkbox"/>
Indigenous peoples	<input type="checkbox"/>	<input type="checkbox"/>
Members of Official Languages Minority Communities	<input type="checkbox"/>	<input type="checkbox"/>
Youth	<input type="checkbox"/>	<input type="checkbox"/>
Persons with Disabilities	<input type="checkbox"/>	<input type="checkbox"/>
Newcomers to Canada and Immigrants	<input type="checkbox"/>	<input type="checkbox"/>
Black Communities	<input type="checkbox"/>	<input type="checkbox"/>
Racialized Communities	<input type="checkbox"/>	<input type="checkbox"/>
LGBTQ2	<input type="checkbox"/>	<input type="checkbox"/>
Other	<input type="checkbox"/>	<input type="checkbox"/>

2. WHERE APPLICABLE, EXPLAIN HOW THE PROJECT WILL BENEFIT OR ENCOURAGE THE INCLUSION OF THE SELECTED UNDER-REPRESENTED GROUPS IN YOUR COMMUNITY?

3. WILL YOUR PROJECT REMOVE BARRIERS AND IMPROVE ACCESSIBILITY FOR PERSONS WITH DISABILITIES (E.G., INSTALLATION OF ACCESSIBLE ENTRANCES, POWER ASSISTED DOOR OPENERS, ELEVATORS, ACCESSIBLE WASHROOMS, VISIBLE AND AUDIBLE ALARM SYSTEMS, AND SIGNAGE WITH LARGE PRINT, HIGH CONTRAST LETTERING, AND BRAILLE, ETC.)?

Yes  No

If yes, explain how:



**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 Atlantic Canada Opportunities Agency (ACOA) to process applications for grants and contributions, is collected pursuant to the [Atlantic Canada Opportunities Agency Act](#) and the [Financial Administration Act](#).
- 2) There is no obligation to provide the requested information but failure to do so may prevent ACOA from considering the application.
- 3) A project to be a designated project under the [Impact Assessment Act](#) may be subject to an impact assessment. For the purpose of compliance with this act, project information provided to ACOA, including scientific, may be shared with the Impact Assessment Agency of Canada and made publicly available through the Canadian Impact Assessment Registry. In addition a representative from Public Services and Procurement Canada 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 ACOA's website in accordance with the government's proactive disclosure practices.
- 5) ACOA 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 ACOA if any of the information changes.
- 7) I certify that financial assistance from ACOA is a significant factor in the decision to proceed with this project.
- 8) The applicant certifies that they are not engaged in any illegal or criminal activity, and do not promote violence, incite hatred or discriminate on the basis of sex, gender identity or expression, sexual orientation, colour, race, ethnic or national origin, religion, age or mental or physical disability, contrary to applicable laws.
- 9) I authorize ACOA to make any inquiries required, including obtaining corporate and business information about the applicant, to assess this application.
- 10) I authorize ACOA 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.
- 11) I consent to the sharing of the information collected with other federal and provincial departments and agencies for the administration of the grants and contributions programs.
- 12) I consent to the use of the information for policy analysis, research and/or evaluation of ACOA programs.
- 13) The applicant agrees to comply with [Official Languages Act](#), where applicable, depending on the nature of the project and the targeted clientele.
- 14) I have the authority to submit this application on behalf of the applicants and evidence of this authority will be provided on request.

**I have read and understood the above 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

ON THIS \_\_\_\_\_ DAY OF \_\_\_\_\_, 20\_\_\_\_



**Atlantic Canada  
Opportunities  
Agency**

**Agence de  
promotion économique  
du Canada atlantique**

**Canada**

**ATLANTIC CANADA OPPORTUNITIES AGENCY (ACOA) REGIONAL OFFICES**

**ACOA – NEW BRUNSWICK OFFICE**

81 Regent Street, suite 500, P.O. Box 578, Fredericton, New Brunswick E3B 5A6  
**Toll Free: 1-800-561-4030** ▪ Telephone: 506-452-3184 ▪ Fax: 506-452-3285

**ACOA – NEWFOUNDLAND AND LABRADOR OFFICE**

The John Cabot Building, 10 Barter's Hill, 11<sup>th</sup> Floor, P.O. Box 1060, Station "C", St. John's, Newfoundland A1C 5M5  
**Toll Free: 1-800-668-1010** ▪ Telephone: 709-772-2751 ▪ Fax: 709-772-2712

**ACOA – NOVA SCOTIA OFFICE**

Suite 700, 1801 Hollis Street, P.O. Box 2284, Station "C", Halifax, Nova Scotia B3J 3N4  
**Toll Free: 1-800-565-1228** ▪ Telephone: 902-426-6743 ▪ Fax: 902-426-2054

**ACOA – PRINCE EDWARD ISLAND OFFICE**

100 Sydney Street, 3<sup>rd</sup> Floor, Royal Bank Building, P.O. Box 40, Charlottetown, Prince Edward Island C1A 7K2  
**Toll Free: 1-800-871-2596** ▪ Telephone: 902-566-7492 ▪ Fax: 902-566-7098

**ACOA – CAPE BRETON OFFICE**

Silicon Island, 70 Crescent Street, P.O. Box 1750, Sydney, Nova Scotia B1P 6T7  
Telephone: 902-564-3600 ▪ Fax: 902-564-3825

**Please see annex below to be completed.**

**NOTICE:** PLEASE ENSURE THAT THE APPLICATION FORM FOR THE CANADA COMMUNITY REVITALIZATION FUND (CCRF) IS SIGNED AND DATED BEFORE YOU SUBMIT.



**ANNEX FOR THE  
CANADA COMMUNITY REVITALIZATION FUND**

PROTECTED WHEN COMPLETED

**ADDITIONAL PROJECT INFORMATION**

1. PROJECT ACTIVITY (Please select which option best describes your project):

- Renovation
- Expansion
- New construction
- Accessibility upgrades (including measures to adapt to public health guidelines)

2. PROJECT TYPE (Please select the option that applies to your project):

Adapting and reimagining/re-envisioning community spaces and maintaining accessibility standards so that they may safely be used by communities in accordance with social distancing and local public health guidelines to help revitalize areas and support future planning efforts. Projects could include community transformation infrastructure to help rejuvenate communities, downtown cores, main streets, and shared spaces.

Examples include: projects such as farmers markets, community centres, community museums, cultural centres, parks, community gardens, green houses, recreational trails and facilities, bike paths, outdoor sport facilities, libraries, waterfront spaces and tourism facilities.

Building (i.e. construction of) or improving community infrastructure through the expansion, improvement, creation of community spaces to encourage Canadians to re-engage and explore communities and regions.

Examples include: projects supporting economic growth by investing in infrastructure for existing community assets for public benefit that have a local community impact, business parks, multi-purpose centres, co-working spaces and other similar spaces while ensuring that post COVID-19 health and safety requirements are addressed.

3. DOES YOUR PROJECT FALL WITHIN ONE OR MORE OF THE TOP FOUR PRIORITIES BELOW (Please select the options that apply to your project and consult the [Applicant Guide](#) for more details on the priorities):

- Downtown core and main street
- Outdoor space
- Green project
- Accessibility
- No



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**ANNEX FOR THE  
CANADA COMMUNITY REVITALIZATION FUND**

PROTECTED WHEN COMPLETED

<b>4. IS YOUR PROJECT SHOVEL READY?</b>	
A) ARE PLANS AND SPECIFICATIONS FOR THE PROJECT PREPARED? <input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> N/A	EXPECTED DATE (YYYY-MM-DD)
B) IS THE PROJECT READY TO ACCEPT BIDS FOR CONTRACTS? <input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> N/A	EXPECTED DATE (YYYY-MM-DD)
C) HAVE A NECESSARY ENVIRONMENTAL APPROVALS BEEN SECURED? <input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> N/A	EXPECTED DATE (YYYY-MM-DD)
D) HAVE ALL NECESSARY MUNICIPAL, PROVINCIAL, AND FEDERAL PERMITS AND APPROVALS BEEN SECURED? <input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> N/A	EXPECTED DATE (YYYY-MM-DD)
E) HAS YOUR PROJECT/ CONSTRUCTION ALREADY STARTED? IF SO, CAN YOU PROVIDE THE DETAILS ON THE STATUS? <input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> N/A	EXPECTED DATE (YYYY-MM-DD)