

# Regional Relief and Recovery Fund

## APPLICATION FOR FUNDING

### How to apply:

1. Complete and sign the Financing Application and Attestations.
2. Consult the Supporting Documentation Checklist at the back of the form for a list of required supporting documentation.
3. Email completed application and supporting documentation or application related questions to:

[tross@southlakefutures.ca](mailto:tross@southlakefutures.ca)

<b>APPLICANT INFORMATION</b>	
1. Legal name of Applicant	
(a) Is operating name same as legal name?	Yes      No
(b) Operating name (if different from legal name)	
(c) Is your business a sole proprietorship, non profit, or incorporation?	
2. Business Number Must be 9 digits	
3. What is your business activity? (product or service)	
4. Provide a brief overview of your business/organization's history, including ownership and management team, major products and/or services.	
5. Is your business located in East Gwillimbury, Georgina, or Brock Township?	

(a) Business Location: Street, Unit Number, etc.			
City	Province		Postal Code
6. Website			
7. Date of Incorporation or Business Registration			
8. Your organization's fiscal year end:			
9. Number of full-time employees in Canada:			
Number of full-time employees outside of Canada:			
<b>AUTHORIZED ORGANIZATION CONTACT</b>			
10. First Name	Last Name	Title	
Business Telephone Number	Extension	Email	

**COVID-19**

11. Has your organization applied for or received any federal or provincial funding in the last year, including any recent COVID-19 economic measures? Yes      No  
 Note: This does not make you ineligible for funding.

Select from the drop-down box below to indicate the COVID-19 measure or select other for programs not listed.  
**Recipients of funding from other federal relief measures may not be eligible for funding under the Regional Relief and Recovery Fund.**

Measure / Program Name	Amount Requested	Status of Funding

12. Is your organization (or organizations you support) experiencing undue Hardship due to the impacts of the COVID-19 pandemic? Yes      No

If yes, please detail the hardship that you (or the organizations you support) are experiencing:

- a. Was your business successful in obtaining any of the support measures applied for?  
 Yes      No
- b. If you did not apply for other support, what is the reason the business has not applied for other supports? Not eligible      Not previously required
- c. Does the business have access to other forms of credit at this time?  
 Yes      No
- d. Has your business completely closed as a result of the COVID-19 pandemic?  
 Yes      No
- e. If yes, when was the business closed?  
 (YYYY-MM-DD)
- f. If no, are business operations reduced?  
 Yes      No      If yes by how much?      %
- g. How many employees does the business normally employ on a full-time equivalent basis?
- h. Has the business laid off staff in response to the COVID-19 pandemic?  
 Yes      No  
 If yes, how many staff have been laid off? (please state as full-time equivalent positions)
- i. cash reserves less than projected expenses over the next 30-120 days?  
 Yes      No
- j. Are the Owner(s) foregoing salaries to cover payroll or expenses?  
 Yes      No

Quantifying the Impact		Number of Full-Time Equivalent Jobs Impacted
13. Is this financial support required to allow you to keep employees	Yes      No	
14. Is this financial support required to avoid bankruptcy?	Yes      No	
15. Is your organization at risk of permanently closing within the next 30 days?		Yes      No
16. With this financial support being requested, are you attempting to avoid permanently closing your organization (or organizations you support)?		Yes      No

**FINANCIAL INFORMATION**

17. Amount being requested: (\$40,000 maximum)			
Based on Your Fiscal Year	Jan-Apr 2020	Jan-Apr 2019	Fiscal Year 2019
Total Revenues from all sources			
Net Income/Loss			
Net Income/Loss			
Long-Term Assets			
Long-Term Liabilities			
Operating Expenses			
Interest Charges			
18. Has your company started collecting revenue?			Yes      No
19. Is your organization currently in arrears on any outstanding debt? <i>Please identify the source and amount</i>			Yes      No
20. What will the requested funding be used for?			

21. Please describe the main activities that you will undertake with the requested financial support and outline the objective(s) of the funding.

22. Are any of the proposed activities expected to occur on federal lands? Yes  No

**ESTIMATED TOTAL ANNUAL OPERATING COSTS**

23. Please identify your organization's total annual operating costs below.

Cost (maximum 50 characters)	Total Costs 2020-2021
Utilities	
Insurance	
Bank Interest Charges	
Professional Fees	
Rent	
Wages	
Property Taxes	
Other	
<b>Total Cost</b>	

**RESULTS**

**Economic Benefits**

24. Please estimate the number of full-time equivalent jobs to be maintained as a result of this funding:

25. I/We hereby attest, represent and warrant that:
- a) The Applicant operates in East Gwillimbury, Georgina, or Brock Township, with direct impact on the local economy: Yes  No
  - b) The Applicant has been in operation at minimum since March 1, 2020  
Yes  No
  - c) The Applicant was solvent, viable and had not declared bankruptcy prior to the COVID-19 crisis  
Yes  No
  - d) All information provided in this application is true and as accurate as possible based on currently available information  
Yes  No
  - e) The Applicant meets all government regulations and has obtained all licenses required to operate  
Yes  No
  - f) The Applicant is not engaged in operations or processes that require the disposal or treatment of industrial wastes or by-products that could contaminate soil or groundwater  
Yes  No
  - g) The Applicant attests that conventional financing was unavailable for the purpose of this application and the applicant has been unable to obtain such assistance  
Yes  No

**EQUALITY AND DIVERSITY**

26. The Government of Canada recognizes that many under-represented groups face unique economic challenges and may be disproportionately affected by the COVID-19 crisis. Filling in the following sections may have a bearing on how South Lake Futures makes a determination on funding decisions. If your organization does not meet the definitions provided or you do not wish to declare your status, leave the fields blank.

	<b>If applicable, please indicate if your organization is led or majority led by:</b>	<b>If applicable, please indicate if your organization will influence :</b>
Women		
Indigenous Peoples		
Members of Official Language Minority Communities		
Youth		
Persons with Disabilities		
Newcomers to Canada		
Visible Minorities		
LGBTQ2+		
Other (maximum 200 Characters)		

Please explain how your organization will influence the groups listed above, if applicable.

27. Applicant must provide the following documentation to accompany this application:

- Master Business License or Incorporation documents
- Last CRA Source Deductions and HST Statement
- Corporate Tax CRA form T2, or Personal Income Tax Forms and Notice of Assessment for last year filed
- 2018 and 2019 Income Statement and Balance Sheet for year end, any in-house 2020 year to date statements
- Personal Identification for Owner, preferably a Driver's License and Canadian Passport
- Lease Agreement, when applicable

Other attachments are permitted as supporting information, but not as replacements for responses to the questions on the application form.

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

Yes



## DISCLOSURE AND RELEASE STATEMENT

### THE APPLICANT UNDERSTANDS AND AGREES THAT:

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

### DISCLOSURE, RELEASE, AND WAIVER OF LIABILITY

- a) The Applicant acknowledges that he or she approached the CFDC to obtain information about business and has, or is preparing a business plan.  
The Applicant acknowledges that he or she is solely responsible for the success or failure of his/her business, and that any information which is provided to the Applicant by representatives of the CFDC is for the Applicant's understanding only. It is the Applicant's responsibility to verify the accuracy of such information or to seek additional information concerning any aspects of the Applicant's proposed business.
- b) The Applicant further agrees to hold the CFDC, its employees, volunteers, representatives, and agents harmless and hereby releases and discharges the CFDC from any actions, damages, claims or demands which may arise, directly or indirectly, as a result of any act or omission by the CFDC in providing information to the Applicant, and to indemnify the CFDC from any such actions, damages, claims or demands which might be suffered by the Applicant's business or any guarantor in connection with any such information, the Applicant's participation in any and all of the CFDC's services, or non-compliance with Federal and Provincial laws and regulations.
- c) The Applicant acknowledges that he or she is solely responsible for the hiring, employment, dismissal, and all related matters with respect to persons employed as well as contractual arrangements with individuals or firms.
- d) The Applicant acknowledges that he or she is responsible for payment of all legal fees, property appraisals, and other costs or expenses incurred in connection with this application and, in the event that the CFDC approves funding, the completion of the transaction.

### ENVIRONMENT DECLARATION

The Applicant and, if applicable, the Guarantor(s):

- a) Are operating their business in conformity with all environmental legislation;
- b) Confirm that their assets, including real estate, comply with all environmental legislation;
- c) Have not used their assets in violation of environmental laws and no proceedings are underway, nor have any notice(s) been received concerning any alleged violation(s) of environmental laws;
- d) Have not given a waiver concerning any compliance and/or violation of environmental laws to the prior

owners of their assets;

- e) Warrants that any environmental issues or concerns as known to the Applicant and/or the Guarantor(s) have been disclosed to the CFDC, and that activities, as required, are in compliance with all applicable legislation, including the Canadian Environmental Assessment Act and the Canadian Environmental Protection Act.

**COLLECTION, USE, AND DISCLOSURE OF PERSONAL AND BUSINESS INFORMATION**

- a) The Applicant acknowledges that, as the operation of the CFDC is financially supported by the Government of Canada, representatives of the Federal Economic Development Agency for Southern Ontario (Fed Dev Ontario) are permitted access to the files of the CFDC for monitoring and evaluation purposes and that the Applicant may be contacted by representatives of FedDev Ontario, such information as is acquired by the Ministry will be treated as confidential.
- b) The Applicant acknowledges that, any recipient of the CFDC's services shall assist in completing any evaluation of the outcomes and impacts (current or in the future) that result from obtaining services from the CFDC. A representative of the Federal Economic Development Agency for Southern Ontario, or a consultant obtained on their behalf, may contact you or your business to gather pertinent information to provide an evaluation of the impact of the CFDC's services and to request your cooperation to ensure a successful outcome. The Applicant is assured that all information will remain confidential.
- c) The Applicant acknowledges that this application and other personal information may be retained by the CFDC whether or not any transaction is ultimately completed.
- d) The Applicant acknowledges receipt of the CFDC's Privacy Statement and hereby consents to his or her personal and business information being collected, used, retained, and disclosed by the CFDC for the limited purposes as set out above. The Applicant further understands that under Federal privacy law, he or she has access to the information held by the CFDC and knows to refer to the CFDC's Privacy Policy or contact the Chief Privacy Officer if a question or concern arises about the handling of the Applicant's personal information.
- e) The Applicant further understands and consents to the CFDC publicizing the Applicant's business venture if the Applicant is successful in obtaining financing from the CFDC, which may or may not include personal information such as the name of the Applicant and name of the business.

If approved for this financing, recipients attest that if they receive assistance in the future under the CEBA (or any other program) that they will notify South Lake Futures immediately, at which time the loan from would become unconditionally repayable with no forgivable portion.

I/we have read and understand the Disclosure and Release Statement, Environmental Declaration, and the Collection, Use, and Disclosure of Personal and Business Information.

Yes                  No

Signature

Name of Officer with Signing Authority for the Organization

Title

Date





Disclosure and Release Statement for Personal Assets and Liabilities Statement

To: SOUTH LAKE COMMUNITY FUTURES DEVELOPMENT CORPORATION (the "Corporation")

1. I, hereby certify that the information in this Statement of Personal Assets and Liabilities is a complete and true declaration. The property values shown above are the fair market values of the properties and the amount of debts is the total potential indebtedness (inclusive of any other loans, credit cards, or other debts for which I have signed as a guarantor).
2. I confirm that if any statement I have made herein or in accompanying materials proves to be incorrect in any way, I shall notify the Corporation immediately.
3. I authorize the Corporation to obtain personal credit information about me from any source. By executing this statement, I acknowledge as notice in writing, the Corporation's intent to obtain this information and I authorize each source to provide this information to the Corporation.
4. I understand and agree that in order to perform a credit investigation, I need not provide my Social Insurance Number ("SIN") if I can provide alternative identification that is acceptable to the credit reporting agencies. If I do provide my SIN, I consent to the Corporation using this information for the limited purpose of performing a credit investigation.
5. I authorize the Corporation to retain this Statement of Personal Assets and Liabilities and any financial records, credit and reference reports for the Corporation's records and reporting to Industry Canada who oversees the Community Futures Program.
6. I confirm receipt of the Corporation's *Privacy Statement* and understand and consent to the Corporation collecting, using, retaining and disclosing the information contained in this Statement of Assets and Liabilities for the limited purpose of determining my eligibility for financing as is required by law, and by Industry Canada. I understand that the Corporation will handle my personal information in strict confidence in accordance with Federal privacy law as set out in the Corporation's *Privacy Policy*. If I have any questions or concerns about the management of my information, I may refer to the *Privacy Policy*, available at [www.southlakecfdc.org](http://www.southlakecfdc.org) or contact the Chief Privacy Officer.

Yes or No

I am currently the subject of litigation before a court, tribunal, government board or agency, or there is a threat of such litigation. There are unexecuted judgment(s) registered against me, such as:

\_\_\_\_\_

I have made an assignment or have been petitioned into bankruptcy; there are writs registered against my name. If yes, provide details:

\_\_\_\_\_

I certify that I am a Canadian Citizen or Landed Immigrant.

Have you ever had an asset re-possessed?

Do you owe any property taxes (as applicable) or personal income tax for prior years? If yes, provide details:

\_\_\_\_\_

Have you ever been the Principal or Guarantor of a business that filed for bankruptcy?

DATED AT \_\_\_\_\_ THIS \_\_\_\_\_ DAY OF, 20\_\_

\_\_\_\_\_  
*Witness Signature*

\_\_\_\_\_  
*Applicant Signature*