


# REGIONAL DEVELOPMENT CORPORATION (RDC)

## APPLICATION FORM

<b>Regional Development Corporation</b> 		Lead Number	
		Date Received	
<b>SECTION 1: APPLICANT INFORMATION</b>			
Legal name of the applicant			
Type of legal entity:	<input type="checkbox"/> Corporation	<input type="checkbox"/> Municipality	<input type="checkbox"/> Non-profit Organization
	<input type="checkbox"/> First Nation		
Street Address:		Mailing Address (if different)	
Name and title of the person who will be the main contact:			
Name			Title
Phone #			Email
<b>SECTION 2: PROJECT INFORMATION</b>			
Community need:			
Project title (if known):		Location of project (if known):	
		(Town/City/Village)	
Short project Description:			

Have you been supported by RDC staff in the development of this proposal?

We are committed to supporting applications and recognizing the hard work of our staff. We also recognize the support we provide as a valuable part of the application process.

☐ YES ☐ NO

<b>SECTION 3: PROJECT FINANCING</b>				
Estimated total project cost:			\$	
Amount requested from RDC			\$	
Has funding been requested for this project from other government sources?	<input type="checkbox"/> YES <input type="checkbox"/> NO	Other Funding Source	Amount (\$)	Already Secured (Y/N)
		Total		

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If so, please specify the Department and the name and contact information of your contact person at the Department	
Would this funding allow you to request funding from other sources? (Federal, Private, etc)	
% of HST refunded by the Canada Revenue Agency:	100% - other
<b>SECTION 4: ADDITIONAL PROJECT INFORMATION</b>	
Estimated start date of the project:	
Estimated completion date of the project:	
Do you currently own the applicable asset?	<input type="checkbox"/> YES <input type="checkbox"/> NO

**Please select the category your project falls into (must select at least one):**

<u>Community Growth</u>	<u>Increased Capacity</u>
A. Building or maintaining an asset that support the community	B. Supporting capacity building initiatives
	Other
B. Holding an event that support the community	If other please Identify:

**Based on the objective you have selected for your project, will you be able to provide the following documentation of the results:**

Preparing for the completion of the project	
<input type="checkbox"/> A documented built, enhanced or repaired facility or event due to investment.	<input type="checkbox"/> Documentation in terms of a completed study or strategy.
<input type="checkbox"/> Asset: any applicable documents or photos	<input type="checkbox"/> Documentation from completed consulting assignment of a different nature
<input type="checkbox"/> Event: any applicable documents or photos	<input type="checkbox"/> Documentation of a pilot program with key learnings identified
<input type="checkbox"/> Other. Please state:	<input type="checkbox"/> Evidence that your initiative has informed decision-making. This could be an email confirming the results and stating the decision that followed.
	<input type="checkbox"/> Other. Please state:

### One year following the completion of the project

<input type="checkbox"/> Evidence of active use of facilities	
<input type="checkbox"/> Reduced number of complaints / barriers / accessibility issues	

### SECTION 5: SUPPORTING DOCUMENTATION

**Please confirm which documentation you already have to submit with your application:**

A business case (including for instance, details on the deliverable product or service, expected results, expected future usage, financial sustainability plans, endorsement from the sector, region or community)

Feasibility study (including analysis of the potential benefits and risks of pursuing the project, technical, economic and legal considerations, such as technology, equipment, staffing, market research, etc)

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Needs assessment (including mapping trends in the community and future growth plans, viability of the project, etc.)

Risk mitigation planning (addressing each risk, the potential financial impact of those risks and the implications for upfront mitigation spending)

Most current year-end financial statements and current financial statements for request **over \$200,000**;

### **Evaluation**

Each proposal will be assessed against the following criteria: **Alignment** – The degree to which the project aligns with Local, Regional, Provincial or Federal priorities.

**Project benefits** -The proposed project benefits, and their value to the province / region.

**Project feasibility** - How the project benefits can be realized / completed as proposed.

**Project sustainability** - How the project benefits or the intended effects of the project can be maintained once it has been completed.

**Applicant viability** -The state of the operational and financial stability of the applicant.

**Applicant capacity** -The management and financial capacity of the client to meet costs associated with the delivery of the project.

### **SECTION 6: REPRESENTATIONS, AUTHORIZATION AND CONSENTS**

**Right to Information:** The Applicant understands that the information provided may be accessible under the *Right to Information and Protection of Privacy Act*.

**Consents** - The applicant and if applicable, the guarantor(s), for themselves and their respective directors and officers, if incorporated (each corporation declaring, where applicable, that it has obtained the consent of these individuals to provide such consent on their behalf), hereby consent to the Department or Agency of the Province of New Brunswick receiving the application for financial assistance:

- 1) collecting personal and commercial information ("Information") from such persons, firms, corporations, government authorities, institutions or agencies ("Third Parties") and authorizes those Third Parties to disclose the Information to the Department or Agency and making any inquiries deemed necessary with such Third Party in order to reach a decision on any financial assistance application made and for the continuing administration of any assistance granted;
- 2) exchanging reasonably necessary Information, for the purposes of evaluating the application, with another Department or Agency of the Province of New Brunswick or the Federal Government, financial institutions or financial partners for any project under consideration;
- 3) sharing Information with credit agencies for credit history analysis and external agencies for background checks by a Department or Agency of the government of the Province of New Brunswick or other institutions;
- 4) access the project site by the Department or Agency to verify that the project will be undertaken and completed in accordance with the terms outlined in this application; and
- 5) sharing Information with legal authorities in case of fraud or suspected fraud; or with financial institutions (a) to prevent or control fraud; or (b) when there is a breach of any financing agreement.

**Legal and Financial** - The applicant and if applicable, the guarantor(s), or the applicant's/guarantor's partners or shareholders, as the case may be, either declare the following statements are true and/or disclose with appropriate details at the bottom of this form any statement that cannot be true:

- 1) comply with any and all applicable Provincial and Federal laws and regulations;

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- 2) have no material<sup>1</sup> undisclosed litigation, legal action, suit or claim pending, underway or looming, nor any proceedings before any court, tribunal, government board or agency now underway or looming, and there is no unexecuted judgment rendered against them;
- 3) are not in default under any material contracts to which they are a party or that affect the applicant's/guarantor's business or assets;
- 4) are not in arrears in the payment of any income, business or property taxes, GST, HST, sales tax, payroll deductions, etc.;
- 5) have not been declared bankrupt under bankruptcy proceedings (discharged or undischarged) and have not been the subject of other insolvency proceedings or proposals;
- 6) confirm that there has been no material worsening in the financial position or operations of the applicant/guarantor(s) since end date of the last fiscal year of the applicant/guarantor(s) for which a balance sheet and income statement have been provided;
- 7) confirm that the company has the financial ability to carry out the proposed project;
- 8) confirm that the company, related companies or individuals having control of the company were not involved in past defaults on government financial assistance with the Province of New Brunswick unless such information has been disclosed in this application;
- 9) confirm that the shareholders (defined as any person holding more than 5% of the issued share capital), directors, officers, and any member of their immediate families are not currently, or within the last 12 months, a New Brunswick provincial official such as Deputy Minister, Executive Staff Member, a Head of Crown Corporation, on the Board of Directors of a Crown Corporation;
- 10) confirm that neither shareholders (defined as any person holding more than 5% of the issued share capital) nor directors have been convicted of a criminal offence related to fraud or financial misappropriation;
- 11) the information and representations contained in this application form are true and correct to the best of the applicants' knowledge and belief. If the applicant is a business, then the undersigned also certifies that he/she has authority to make this application on behalf of the business; and
- 12) are not acting on behalf of, or for the benefit of, an unauthorized third party.

**Politically Exposed** – None of the individual applicants or the applicant's/guarantor's partners, shareholders (defined as any person holding more than 5% of the issued share capital), directors or officers, as the case may be, or any Family members or Close associates thereof, holds or has ever held one of the following offices or positions in Canada or, in or on behalf of a foreign country:

- 1) head of state or government in foreign country; Governor general or lieutenant governor in Canada; member of a Senate, executive council of government or a legislature; leader or president of a political party in a legislature;
- 2) deputy minister (or equivalent); ambassador or an ambassador's attaché or counsellor; military general (or higher rank);
- 3) president of a federal or provincial crown corporation or state-owned company or state-owned bank; or head of a government agency; and
- 4) judge of an appeal court; mayor; head of an international organization that is established by governments or head of an institution of any such organization.
- 5) In cases where an individual applicants or the applicant's/guarantor's partners, shareholders, directors or officers, as the case may be, or any Family members or Close associates thereof has held one of the above noted positions please identify the individual and disclose appropriate information below.

For the purpose of this paragraph: "Family member" means one of the following: (i) spouse or common-law partner; (ii) child; (iii) mother or father; (iv) spouse's or common-law partner's mother or father; and (v) a child of their mother or father. "Close associate" means a person closely connected to a person listed above in (1) to (4) for personal or business reasons.

Please disclose and provide clarification regarding section 4 above: clarification by applicant/guarantor(s) regarding any statements, which cannot be declared true and accurate

### SECTION 7: AGREEMENT

<sup>1</sup> An amount that would otherwise be disclosed on the financial statements.

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The applicant shall allow any authorized representative of the Regional Development Corporation, at its discretion, reasonable access to the project site(s) and information to verify that the project has been undertaken and completed in accordance with the program objectives and guidelines.

**I, (AUTHORIZED SIGNING AUTHORITY\*) CERTIFY THAT THE INFORMATION CONTAINED IN THE APPLICATION IS CORRECT.**

Name (print)

Signature

Date

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\*Documentation to confirm this may be requested.

Please forward the completed **and signed** application form by mail, fax or electronically to:

Regional Development Corporation  
Chancery Place, P.O. Box 6000, Fredericton, New Brunswick, E3B 5H1  
Telephone: (506) 453-2277  
Fax: (506) 453-7988  
Email: [RDC-SDR@gnb.ca](mailto:RDC-SDR@gnb.ca)  
Website: [www.gnb.ca/RDC](http://www.gnb.ca/RDC)