



**REPORT TO THE ELECTORAL AREA SERVICES COMMITTEE
MEETING OF WEDNESDAY, MAY 20, 2015**

SUBJECT CANADA 150 Community Infrastructure Grant

ISSUE

This report provides the highlights of the CANADA 150 Community Infrastructure Grant.

BACKGROUND

On Friday May 15, 2015, the Federal Government announced the CANADA 150 Community Infrastructure Grant as part of Canada's 150th anniversary celebration. The Canada 150 Community Infrastructure Program will invest \$150 million across Canada in community infrastructure, with \$46.2 million allocated across Western Canada (British Columbia, Alberta, Saskatchewan, and Manitoba). This grant program will provide funding for the renovation, expansion and rehabilitation of existing infrastructure that provides community and cultural benefits for the public. Projects under the following categories may be eligible for funding: community centres, cultural centres and museums, parks, recreational trails, libraries, recreational facilities, tourism facilities, docks, cenotaphs, and other existing community infrastructure. Please see Appendix 1 for the Application Guide.

The specific details of the program were not revealed until Tuesday afternoon, May 19, 2015. For Western Canada, Western Economic Diversification (WD) will deliver the program; comprehensive information about the process is available on the WD website.

Key program parameters include:

- **Application deadline:** Wednesday, June 17 2015 at 1:00 PM;
- **Funding cap:** 50% of eligible costs to a maximum of \$500,000;
- **Confirmation of matching funding:** By resolution, letter, or signed agreement;
- **Stacking rule:** Maximum federal funding cannot exceed 50% of the total cost of a project;
- **Completion date:** March 31, 2018; Priority will be given to those completed by Fall 2017;
- **Non-mandatory supporting materials:** Engineering studies and drawings, permits, environmental assessments, letters of support.

Staff are now in the process of scanning for the highest potential projects that best meet the grant criteria. The grant timeline would require a resolution at the June 10 Board meeting.

RECOMMENDATION

That the Electoral Area Services Committee receive this report for information.

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Western Economic
Diversification Canada

Diversification de l'économie
de l'Ouest Canada

CANADA 150 COMMUNITY INFRASTRUCTURE PROGRAM



CANADA 150
1867-2017

Applicant Guide & Instructions For Western Canada



CONTENTS

1. Overview	3
1.1 Canada 150 celebrates	3
1.2 The Canada 150 Community Infrastructure program	3
2. Eligibility	3
2.1 Eligible projects – mandatory criteria	3
2.2 Eligible applicants – mandatory criteria	4
2.3 Ineligible projects	5
2.4 Examples of strong Canada 150 Community Infrastructure program projects	5
3. Funding	5
3.1 Funding available	5
3.2 Eligible costs	6
3.3 Ineligible costs	6
3.4 Disbursements	7
3.5 Guidelines for in-kind costs/contributions	7
3.6 Employee and other incremental costs	7
4. How to apply	8
4.1 Canada 150 Community Infrastructure program in western canada	8
4.2 Call for proposals	8
4.3 When to apply	8
4.4 Application requirements	8
4.5 Project funding requirements	9
4.6 Saving and submitting your application	9
4.7 Assessment criteria/attributes of a strong project	11
4.8 Use of a competitive bidding process	11
4.9 Signage requirements	11
5. Official languages	12
6. Environmental assessment compliance	12
7. Reporting requirements	12
8. Questions	13
9. Glossary	14
10. Application form instructions	15



1. OVERVIEW

1.1 CANADA 150 CELEBRATES

The 150th anniversary of Confederation in 2017 is a truly special occasion for Canadians to connect with our past, celebrate our achievements and build future legacies. It is an opportunity to reflect on and deepen our sense of what it means to be Canadian, as well as to inspire a new era of optimism and pride across the country.

The overarching theme to celebrating the 150th anniversary of Confederation (Canada 150) is **“Strong. Proud. Free”**. The Canada 150 vision is to Give Back to Canada, including through lasting legacies that extend beyond 2017; Honour the Exceptional; and Celebrate and Bring Canadians Together. The vision will be achieved by making strategic investments in activities that align with these aspirations.

1.2 THE CANADA 150 COMMUNITY INFRASTRUCTURE PROGRAM

Canada 150 is a key milestone in the life of this country, and provides Canadians with an opportunity to celebrate Canada’s history, heritage and future by reinvesting in community infrastructure across the country, similar to the important infrastructure investments made as part of our nation’s centennial celebrations in 1967 which can still be seen in communities today.

Under the theme **“Giving Back to Canada”**, the Canada 150 Community Infrastructure Program will invest \$150 million over two years to support projects that will rehabilitate existing community facilities across Canada, and ensure a lasting legacy resulting from Canada 150.

Canadians have a deep and enduring pride in their communities. In recognition of this, the Canada 150 Community Infrastructure Program aims to leave a lasting legacy to Canadians as part of the celebration of Canada’s 150th anniversary by investing in community infrastructure. The Canada 150 Community Infrastructure Program will support projects that celebrate our shared heritage, create jobs and improve the quality of life of Canadians from coast to coast to coast.

2. ELIGIBILITY

2.1 ELIGIBLE PROJECTS – MANDATORY CRITERIA

As the objective of this program is to ensure a lasting legacy resulting from Canada 150, in Western Canada (Manitoba, Saskatchewan, Alberta, British Columbia), strong preference will be given to projects that are undertaking meaningful upgrades to existing cultural and community facilities; upgrades that will provide long-term benefits to a community, will be viewed with pride by a community, and are recognized as a lasting legacy from Canada 150.

Examples of the type of community infrastructure that can be supported include:

- Community centres (including legions);
- Cultural centres and museums;
- Parks, recreational trails such as fitness trails, bike paths and other types of trails;
- Libraries;
- Recreational facilities including local arenas, gymnasias, swimming pools, sports fields, tennis, basketball, volleyball or other sport-specific courts or other types of recreational facilities;



- Tourism facilities;
- Docks;
- Cenotaphs; and,
- Other existing community infrastructure for public benefit.

Eligible projects must meet the following criteria:

- The amount of funding being requested under the Canada 150 Community Infrastructure Program cannot exceed 50% of the total costs of a project, up to a maximum of \$500,000.
- The maximum contribution from ALL Government of Canada sources (including the Canada 150 Community Infrastructure Program and other sources such as the Gas Tax Fund) cannot exceed 50% of the total costs of a project;
- Be for the rehabilitation, renovation, or expansion of existing infrastructure for public use or benefit;
- Be community-oriented, non-commercial in nature and open for use to the public and not limited to a private membership;
- Be for facilities located in Western Canada (British Columbia, Alberta, Saskatchewan, Manitoba); and,
- Be materially complete by **March 31, 2018**.
 - A project is considered to be materially complete when a substantial part of the improvement is ready for use or is being used for the purposes intended; costs for activities such as parking, paving, landscaping, exterior/interior finishes are potentially excluded from the definition of substantial completion.

In addition, an applicant must:

- Submit a fully complete application form by **June 17, 2015** (and all mandatory attachments – see Section 4.4); and,
- Be available for follow-up from **June – August 2015**.

2.2 ELIGIBLE APPLICANTS – MANDATORY CRITERIA

Eligible applicants include:

- A local or regional government established under provincial or territorial statute;
- A public sector body that is wholly owned by an eligible applicant listed above;
- A not-for-profit entity;
- A provincial or territorial entity that provides municipal-type services to communities, as defined by provincial or territorial statute (including school boards); and,
- A First Nation government, including a Band or Tribal Council or its agent (including wholly-owned corporation) on the condition that the First Nation has indicated support for the project and for the legally-designated representative to seek funding through a formal Band or Tribal Council resolution, or other documentation from Self-governing First Nations.

In addition, eligible applicants must:

- Directly own the infrastructure assets, facility or land which are being renovated or have a long-term lease in place (with permission from the owner to undertake renovations); and,
 - If you have a long-term lease in place please attach to your application proof that you have permission from the owner to undertake renovations.
- Be Incorporated.



2.3 INELIGIBLE PROJECTS

Examples of ineligible projects:

- Facilities primarily for use by professional sports teams;
- Facilities that are to be used primarily for commercial activities, that have private membership or are for-profit facilities in general;
- Construction of new infrastructure; and,
- Expansion of existing infrastructure beyond 30%.

2.4 EXAMPLES OF STRONG CANADA 150 COMMUNITY INFRASTRUCTURE PROGRAM PROJECTS

As the objective of this program is to ensure a lasting legacy resulting from Canada 150, in Western Canada (Manitoba, Saskatchewan, Alberta, British Columbia), strong preference will be given to projects that are undertaking meaningful upgrades to existing cultural and community facilities; upgrades that will provide long-term benefits to a community, will be viewed with pride by a community, and are recognized as a lasting legacy from Canada 150.

Examples of strong projects could include (but are not limited to):

- The addition of a spray/splash park, playground, picnic shelter, etc. to an existing park;
- Renovations to an existing recreational facility (e.g., upgrades to the floors (ice surfaces, pool surfaces and court surfaces), locker rooms, benches); and,
- Renovations to an existing cultural centre (e.g., entrance way, seating, stage and acoustic improvements).

3. FUNDING

3.1 FUNDING AVAILABLE

The Canada 150 Community Infrastructure Program will invest \$150 million across Canada in community infrastructure, with \$46.2 million allocated across Western Canada (British Columbia, Alberta, Saskatchewan, and Manitoba).

The maximum contribution from ALL Government of Canada sources (including the Canada 150 Community Infrastructure Program and other sources such as the Gas Tax Fund) cannot exceed 50% of the total costs of a project. There is no minimum contribution threshold (i.e., applicants can seek a contribution from the Canada 150 Community Infrastructure Program for a smaller, specific components of a project with large total project costs).

Eligible applicants can apply for funding under the Canada 150 Community Infrastructure Program up to a maximum of \$500,000. Any funding request for a contribution over \$500,000 will be considered ineligible.

In Western Canada, Western Economic Diversification will seek to notionally allocate funding evenly between two groups of projects:

- Those seeking \$0 to \$250,000 in funding from the Canada 150 Community Infrastructure Program; and
- Those seeking \$250,000 to \$500,000 in funding from the Canada 150 Community Infrastructure Program.



3.2 ELIGIBLE COSTS

The Canada 150 Community Infrastructure Program will support eligible costs directly related to a project that have been incurred and paid by a successful applicant.

Examples of costs eligible for reimbursement under the Canada 150 Community Infrastructure Program include:

- Costs incurred and paid between **April 1, 2016 and March 31, 2018**;
- Costs to rehabilitate or improve fixed capital assets of cultural and community facilities, including minor expansions to existing infrastructure (less than 30% of the existing square footage/footprint);
- Fees paid to consultants/contractors or other professional or technical personnel directly related to the rehabilitation or expansion of the cultural or community facility (See Section 4.8 for details on competitive process requirements);
- Costs of environmental assessments, monitoring and follow-up programs as required by the Canadian Environmental Assessment Act 2012 or equivalent legislation;
- Costs related to signage, which are required for Canada 150 projects and need to be included in the project budget; and,
- Other costs directly related to the success of the project and approved in advance.

The amount of funding requested under the Canada 150 Community Infrastructure Program cannot exceed 50% of the total costs of a project, up to a maximum of \$500,000. The remaining 50% of the total project costs must be matched by the applicant directly or other funders.

Under the Canada 150 Community Infrastructure Program projects may **not** begin incurring any eligible costs (that can be included in the Total Project Costs) earlier than **June 17, 2015**. Furthermore, any costs incurred prior to **April 1, 2016 MUST** be covered/reimbursed by the applicant directly or other funding partners. Indicate in the Application Form (Question 57) if you are incurring costs directly or receiving funding from any other funders in 2015-2016 as these funds will count towards the 50% in funding from non-federal sources.

Western Economic Diversification reserves the right to make the final determination on the value of contributions and to exclude expenditures deemed to be ineligible or outside the scope of the project.

3.3 INELIGIBLE COSTS

Costs that are deemed unreasonable, not incremental, and/or not directly related to project activities will be ineligible for reimbursement. Costs and services normally covered by the applicant (e.g., maintenance and salaries) and related party transactions (e.g., hiring family of a board member and/or management, hiring a contracting company that is owned by a board member) are not eligible.

Costs not eligible for reimbursement under the Canada 150 Community Infrastructure Program include:

- Costs incurred before **April 1, 2016 or after March 31, 2018**;
- Movable equipment (e.g., zambonies, snow groomers, lawn mowers and ATVs), including costs for leasing equipment);
- Overhead costs, including direct and indirect operating and administrative costs (e.g., management, planning, engineering, and other related costs) normally carried out by the applicant;
- Costs for salaries and benefits of existing employees and general administration costs unrelated to the project;
- Costs for the purchase of land;
- Feasibility and planning studies;



- Legal fees;
- Routine maintenance costs; and,
- Taxes, such as GST, for which the applicant is eligible for a tax rebate.

3.4 DISBURSEMENTS

If you are successful in obtaining funding through the Canada 150 Community Infrastructure Program, you will only be reimbursed by Western Economic Diversification for costs after you have incurred and paid for them and submitted a claim. As such, you will need to plan your project cash flow accordingly. Furthermore, successful applicants must fully spend their projected funds requested under the Canada 150 Community Infrastructure Program each fiscal year, as moving funds from one year to another will not be possible. Successful applicants will also be required to complete claims and progress reports at key phases of the project, as well as a final project report (See Section 7). Western Economic Diversification will provide detailed instructions on this process to those who are approved for funding. It is anticipated claims for reimbursement will be submitted in a timely manner.

Successful applicants may begin to incur costs related to their project prior to **April 1, 2016**; however, only costs incurred and paid by the applicant between **April 1, 2016 and March 31, 2018** will be eligible for reimbursement under the Canada 150 Community Infrastructure Program. Invoices must be provided to Western Economic Diversification indicating that all costs (eligible for reimbursement under the Canada 150 Community Infrastructure Program) were incurred and paid between **April 1, 2016 and March 31, 2018**.

3.5 GUIDELINES FOR IN-KIND COSTS/CONTRIBUTIONS

In-kind contributions are **NOT** eligible for reimbursement under the Canada 150 Community Infrastructure Program and cannot be included in the total project costs. Costs must be incurred and paid by an applicant to be included as part of the total eligible project costs.

Examples of in-kind contributions:

- Volunteer labour
- Equipment and material donations
- Financial discounts for equipment and materials

3.6 EMPLOYEE AND OTHER INCREMENTAL COSTS

The incremental costs of the applicant's employees or direct costs will only be considered as an eligible cost on an exception basis and only under the following conditions:

- The applicant is a local, regional or First Nations government or not-for-profit organization;
- The applicant confirms and substantiates that it is not economically feasible to tender a contract;
- Employees or equipment are employed directly in respect of the work that would have been the subject of the contract; or,
- The costs were approved in advance and are included in the Contribution Agreement.



4. HOW TO APPLY

4.1 CANADA 150 COMMUNITY INFRASTRUCTURE PROGRAM IN WESTERN CANADA

The Canada 150 Community Infrastructure Program will be delivered by the Government of Canada via the Regional Development Agencies. Western Economic Diversification on behalf of the Government of Canada will deliver the Canada 150 Community Infrastructure Program in Western Canada.

4.2 CALL FOR PROPOSALS

In Western Canada the Canada 150 Community Infrastructure Program will be delivered through a Call for Proposals process where applicants will have 30 days from the beginning of the application period, to submit their application.

Applicants are strongly encouraged to apply online at: <https://www2.wd-deo.gc.ca/eng/c150/new>

No applications will be accepted outside the application period. Saved applications that have not been submitted prior to the end of a deadline period will not be accessible and cannot be assessed by Western Economic Diversification. Signing and submitting the application form does not constitute a commitment from Western Economic Diversification for financial assistance.

4.3 WHEN TO APPLY

Western Economic Diversification will be accepting applications to the Canada 150 Community Infrastructure Program from **Tuesday, May 19, 2015 until Wednesday, June 17, 2015.**

The [online application portal](#) will close at **1:00 p.m. Pacific Standard Time/2:00 p.m. Mountain Standard Time/3:00 p.m. Central Standard Time on Wednesday, June 17, 2015.**

4.4 APPLICATION REQUIREMENTS

Western Economic Diversification requires the items below for assessment and may require additional documentation and information for more detailed assessment. Applicants must submit:

- A completed Canada 150 Community Infrastructure Program Application Form for Western Canadian applicants;
- Your most recent annual financial statements that demonstrate your organization is financially self-sustaining; and,
- Evidence of either confirmed or intended other sources of funding.

Consult the Application Form Instructions (Section 10) to ensure that your form is filled-in correctly and all required documentation is included.

Additional materials that an applicant may wish to provide to support their application include:

- For applicants with a long-term lease in place – provide written confirmation that you have permission to undertake renovations.
- For projects undertaking an expansion – provide proof (such as blueprints) that the expansion is less than 30% of the existing square footage/footprint.



- Provide copies of engineering studies that confirm the need for the upgrades.
- Letters of support.
- Detailed budget (by fiscal year that starts April 1 and ending March 31).
- Detailed project cash flow (provide a breakdown of costs by month starting **April 1, 2016** and ending **March 31, 2018**. Also indicate if your project will incur costs prior to **April 1, 2016** and who will cover these costs).
- Functional plans, drawings and blueprints of the renovation being planned.
- Any permits required for the renovation.
- Any environmental permits or assessment required for the renovation.

4.5 PROJECT FUNDING REQUIREMENTS

The amount of funding requested under the Canada 150 Community Infrastructure Program cannot exceed 50% of the total costs of a project, up to a maximum of \$500,000. The remaining 50% of the total project costs must be matched by the applicant directly or other funders. Preference will be given to projects that have confirmed funding in place for the other 50% of total project costs. Funding will only be considered confirmed with written documentation from the source. In absence of confirmed funding, a Letter of Intent for funding will be accepted.

Please attach proof of all sources of non–Western Economic Diversification funding that have been confirmed for your project and the source(s) of funding. Western Economic Diversification considers the following as sources of confirmed funding:

- Letters of confirmation;
- Motion/minutes approving commitment of funding;
- Signed agreements; and,
- Financial and/or bank statements.

Funding will only be considered intended if a Letter of Intent is provided. The Letter of Intent must be signed by a member of the organization with legal signing power/authority to commit funding and include the following details:

- Addressed to: Western Economic Diversification Canada;
- Funder: Name (Department), address and contact person, title, phone # and email address;
- Applicant: Legal name, address, contact person, title, phone # and email address;
- Statement on Prospective funding including:
 - Amount of funding;
 - Purpose of funding (the intended use by the applicant);
 - Restrictions on funding; and,
 - Fiscal year that the funding would flow to the applicant.
- Current status and proposed date for confirmation on commitment;
- Other comments;
- Statement that the individual signing this letter of intent has the knowledge and authority within their organization to make the above statements on behalf of the organization/department;
- Signature (with written name and title); and,
- Date.

4.6 SAVING AND SUBMITTING YOUR APPLICATION

All applicants are strongly encouraged to use Western Economic Diversification's online application tool, available at: <https://www2.wd-deo.gc.ca/eng/c150/new>, to apply for funding. An online application can be saved, allowing you to complete it in more than one session. All applications must be submitted before **1:00 p.m. Pacific**



Standard Time/2:00 p.m. Mountain Standard Time/3:00 p.m. Central Standard Time on Wednesday, June 17, 2015.

Saving your application form

- **Save your application as soon as you can** - To do so, the following nine fields on the application form need to be completed so that Western Economic Diversification can find the saved application if you require technical support.
 - Question 1. Full legal name of your organization;
 - Question 19. Salutation;
 - Question 20. First name;
 - Question 21. Last name;
 - Question 22. Job title;
 - Question 23. Email address;
 - Question 24. Telephone;
 - Question 33. Project Title; and,
 - Question 38. Province.
- **Save frequently** – This will help prevent you from losing data that you have inputted in the event there is an Internet interruption or your session is timed out.

Accessing your saved application form

Once you have successfully saved your application, an email will be sent to the email address of the Primary Contact (Question 23 in the Application Form). **This email contains the information needed to retrieve the saved application.**

If the Primary Contact is not the person completing the application, he/she must forward this email to the individual who is.

For security purposes, you will need to use the GCKey service provided by the Government of Canada to open your saved application. A GCKey^[1] is a unique credential that allows access to, and protects your communication with, online Government of Canada programs and services. Instructions on using your existing GCKey, or creating a new GCKey (if you do not already have one) will be contained in this email. **Please take note of your GCKey user ID and password as Western Economic Diversification does not have access to this information.** If you lose your GCKey, you will need to apply for another one.

If you are unable to submit your application using the online application tool, contact a Western Economic Diversification Regional Office for assistance. Contact information for Western Economic Diversification Regional Offices can be found at: <http://www.wd.gc.ca/eng/10318.asp>. It is recommended that applicants retain their GCKey information as it can be used for future government uses and applicant reporting.

Submitting your application form

Once you have completed your application, please ensure you have attached all required additional documentation (see Section 4.4 for a complete list) and print a copy of the application form for your records.

Once you submit your application, a confirmation email will be sent to you and you can no longer re-open or access the form. Be advised that due to the high volume of applications submitted on the closing date of June 17,

^[1] More information on GCKey is available at <https://clegc-gckey.gc.ca/i/eng/AB-01>.



2015, the confirmation email may not be received immediately. Please contact Western Economic Diversification if you have not received a confirmation email by the following day.

You must ensure to select the "Validate/Submit" button at the bottom of the application once your application is complete and ready to be submitted. A "saved" application is not a "submitted" application and incomplete applications will not be deemed eligible for funding consideration.

4.7 ASSESSMENT CRITERIA/ATTRIBUTES OF A STRONG PROJECT

First, each application will be assessed to determine if it meets the eligibility criteria (see Section 2).

Further, in Western Canada, preference will be given to projects that meet the following criteria:

- Projects that will rehabilitate existing cultural and community facilities that will leave a meaningful lasting legacy resulting from Canada 150;
 - As the objective of this program is to ensure a lasting legacy resulting from Canada 150, in Western Canada (Manitoba, Saskatchewan, Alberta, British Columbia), strong preference will be given to projects that are undertaking meaningful upgrades to existing cultural and community facilities; upgrades that will provide long-term benefits to a community, will be viewed with pride by a community, and are recognized as a lasting legacy from Canada 150. Examples of strong projects are provided in Section 2.4.
- Projects where the funding from sources other than the Canada 150 Community Infrastructure Program is confirmed or intended. Funding will only be considered confirmed or intended if written proof is provided (see Section 4.5); and,
- The applicant has strongly demonstrated an ability/capacity to complete the project by the fall of 2017.

It is critical that applicants submit a fully complete application form that clearly shows how their project meets the eligibility requirements (see Section 2) and the above assessment criteria. Incomplete applications will not be deemed eligible.

4.8 USE OF A COMPETITIVE BIDDING PROCESS

Western Economic Diversification has no obligation to make a contribution toward any purchase above \$50,000 unless the successful applicant demonstrates, to the satisfaction of the Minister, that:

- The supplier is selected through a competitive process based on best value and project requirements; or
- The selection of a sole source supplier is justified.

Related party transactions are ineligible (e.g., hiring family of a board member and/or management, hiring a contracting company that is owned by board member) and cannot be reimbursed, therefore a competitive process is required.

4.9 SIGNAGE REQUIREMENTS

The Government of Canada's contribution to a Canada 150 project must be acknowledged so Canadians can easily identify projects contributing to jobs, growth and prosperity in their community.

Canada 150 Recipients are responsible for producing and displaying an official sign at the location of their project. The cost of signage for a project is an eligible project cost, and should be included in Question 59 on the Application Form (and listed in the project budget if one is being submitted).



To assist Recipients with this process, signage guidelines that outline the federal requirements in further detail will be provided. These guidelines have been customized by project size [i.e., a small project (less than \$249,999 contribution from the Canada 150 Community Infrastructure Program); and a large project (\$250,000 - \$500,000 contribution from the Canada 150 Community Infrastructure Program)]. Western Economic Diversification will send Recipients (via email) the necessary high resolution graphic files to assist in the production of suitable signage (in accordance with federal standards).

In exceptional cases, Recipients may be permitted to display a Canada 150 graphic on their organization's website home page instead of posting a sign at the project site. This would require prior approval from Western Economic Diversification, and would only be considered in rare cases where the project is located in an extremely remote location and the cost of creating and transporting a sign would be prohibitive.

Recipients are required to post the signage during the lifetime of the Canada 150 Community Infrastructure Program (until **March 31, 2018**).

5. OFFICIAL LANGUAGES

Western Economic Diversification is committed to providing quality service to all applicants and funding Recipients in the official language of their choice. In cases where the Canada 150 Community Infrastructure Program projects benefit members of both official language communities:

- The project's design and delivery will respect the obligations of the Government of Canada as set out in Part VII of the *Official Languages Act* through consultation with the Official Language Minority Community; and
- Where appropriate, equitable services and benefits will be made available in both official languages either directly through the funded activities or through an alternative arrangement, in compliance with the *Official Languages Act*.

6. ENVIRONMENTAL ASSESSMENT COMPLIANCE

Projects involving physical works may be subject to the *Canadian Environmental Assessment Act, 2012*. Recipients of Canada 150 Community Infrastructure Program funding will be responsible for obtaining all certificates, consents, permits and approvals required for compliance with applicable legislation and for complying with the requirements of such legislation. Should an environmental assessment be required, it will be necessary to plan several months before the Proposed Project Funding Start Date to allow sufficient time for the completion of the assessment.

Costs of environmental assessments, monitoring and follow-up programs as required by the Canadian Environmental Assessment Act 2012 or equivalent legislation are eligible for reimbursement.

7. REPORTING REQUIREMENTS

All Contribution Agreements issued under the Canada 150 Community Infrastructure Program will include reporting requirements to measure the individual project performance and the Program's effectiveness relative to its objectives. These reporting requirements will vary depending on the size and duration of the project. However, progress reports and final reports will generally include the following components:

- Project activities and updated timelines;
- Funding received to date;
- Variances in project costs;



- Results achieved; and,
- Cash flow.

Throughout the project implementation, Recipients will be required to submit funding claims, regular progress reports and financial statements to Western Economic Diversification.

8. QUESTIONS

Contact Western Economic Diversification either by phone:

- Toll Free: 1-888-338-WEST (9378)
- Or by email:
 - Alberta: Canada150.ab@wd-deo.gc.ca
 - British Columbia: Canada150.bc-cb@wd-deo.gc.ca
 - Saskatchewan: Canada150.sk@wd-deo.gc.ca
 - Manitoba: Canada150.mb@wd-deo.gc.ca



9. GLOSSARY

Below is a short glossary of terms used in this guide:

Assessment	Thorough review and analysis of all aspects of an application prior to entering into a Contribution Agreement. This includes scoping of the project to meet program and departmental objectives, as well as Government of Canada guidelines for funding contributions.
Non-repayable Contribution	<p>Is a monetary payment to a successful Recipient that does not result in the acquisition by the Government of Canada of any goods, services or assets. The payment(s) will be for assisted costs as identified in the Contribution Agreement with Western Economic Diversification. The successful Recipient must first pay the cost of the service or good, then submit a claim which provides proof that the cost has been incurred and paid for by the Recipient. Western Economic Diversification then reimburses such costs on the percentage basis specified in the Contribution Agreement.</p> <p>Contributions are subject to performance conditions specified in a Contribution Agreement and therefore a Recipient is required to report to Western Economic Diversification on results achieved. A contribution is to be accounted for and is subject to audit and where profit is generated by the project, it may be subject to repayment conditions also specified in the contribution agreement.</p>
Incremental	Activities to be undertaken that are additional to the applicant's current operations or activities.
In-Kind Costs/Contributions	Contributions, such as goods and services, toward project costs that do not involve a cost incurred or paid for by the applicant.
Project	The group of activities and actions that are cost-shared and occur in the period between the Project Funding Start Date and the Project Funding End Date.
Project Funding End Date	The date it is anticipated that project activity will cease.
Project Funding Start Date	This is the date that an agreement between a Recipient and the department comes into effect. It can be thought of as the start date for the project as defined by the Canada 150 Community Infrastructure Program Contribution Agreement.



10. APPLICATION FORM INSTRUCTIONS

Applicants are strongly encouraged to use the online application form, available at: <https://www2.wd-deo.gc.ca/eng/c150/new>.

HTML and PDF versions of the application form are available, but will require applicants to print and sign the documents. In addition, the PDF form cannot be completed electronically. All hardcopy applications must be postmarked on or before **June 17, 2015**.

Consult Section 2 of this Applicant Guide to ensure you meet the mandatory eligibility criteria. You may not be able to submit the application if the mandatory eligibility criteria are not met. Incomplete applications will not be considered eligible.

You can complete this application form in more than one session by using the "Save" button on the form. An email will be sent to the Primary Contact (Question 23), providing the information needed to retrieve your saved application. Please check your email spam folder if you do not receive the notification after completing the submission as it might have been classified as spam by your email server. It is important to note that all correspondence regarding the application will be sent to the Primary Contact's email.

Enter the required information in the space provided. An asterisk (*) indicates a required field.

Once your application is complete, remember to first print a copy for your records and then select the "Validate/Submit" button. If you submit an application with missing information in the mandatory fields you will receive an error message indicating which questions are incomplete. These questions must be completed in order to successfully submit an application.

ORGANIZATION INFORMATION

- 1. Full legal name of your organization:** The legal name as shown on the certificate of incorporation/registration. Please ensure your full legal name is reflected. For instance, is your legal name "The City of Smithville" or "City of Smithville"?
- 2. Operating name if different than legal name:** Provide the name the applicant organization is operating under if different from the full legal name of applicant organization.
- 3. Mailing address (Including suite, unit, apt #):** The mailing address of the applicant organization.
- 4. Mailing address line 2:** Additional space to provide the mailing address.
- 5. City:** The city/town portion of the applicant organization's mailing address.
- 6. Province/Territory:** The province/territory portion of the applicant organization's mailing address.
- 7. Country:** The country portion of the applicant organization's mailing address.
- 8. Postal Code:** The postal code portion of the applicant organization's mailing address.
- 9. Telephone:** The telephone number at which the applicant organization can be contacted. Use the following format xxx-xxx-xxxx.
- 10. Facsimile:** The facsimile number at which the applicant organization will receive faxes. Use the following format xxx-xxx-xxxx.
- 11. Email address:** General email for the organization. (All correspondence regarding the application will go to the Primary Contact's email address in Question 23).
- 12. Website:** The organization's website address (if available).
- 13. Organization type:** The type of organization that you are categorized into. Eligible organizations include:
 - A local or regional government established under provincial or territorial statute (select Government, Municipal (Local/Regional)).
 - A public sector body that is wholly owned by an eligible applicant listed above (select Government, Municipal (Local/Regional)).



- A not-for-profit entity (select Not-for-Profit Association/Organization/Society).
 - A provincial or territorial entity that provides municipal-type services to communities, as defined by provincial or territorial statute (including school boards) (select Government, Other Body).
 - A First Nation government, including a Band or Tribal Council or its agent (select First Nation Band).
- 14. Business number or GST number:** The unique business number (BN) or GST number assigned to the applicant organization by the Canada Revenue Agency. A BN or GST number must be obtained through the Canada Revenue Agency. Information on obtaining a BN: <http://www.cra-arc.gc.ca/tx/bsnss/tpcs/bn-ne/rgstr/menu-eng.html>.
- Recognizing the BN
 - The BN consists of 15 characters: 9 digits, 2 letters, and 4 more digits. For example 123456789 RT 1234.
 - Further information about the BN: <http://www.cra-arc.gc.ca/tx/bsnss/tpcs/bn-ne/menu-eng.html>.
 - Obtaining a BN
 - A BN must be obtained through the Canada Revenue Agency.
 - Information on obtaining a BN: <http://www.cra-arc.gc.ca/tx/bsnss/tpcs/bn-ne/rgstr/menu-eng.html>.
- 15. If an alternate number is used, indicate the type:** If another number is used (e.g., band number, education number), please provide it and describe what type of number it is.
- In the special circumstance that the applicant organization is unable to obtain/does not require a BN, an alternate unique identification number may be used (e.g., a First Nations band number (3 digits) or a university).
 - If an alternate number is used, please enter it in the spaces provided for the BN, and indicate the type in the space provided.
- 16. Provide a brief summary of your organization and mandate:** The description of the type of organization applying along with an explanation of the organization's mandate and priorities.
- 17. Corporate Status:** Indicate if your organization is a for-profit or not-for-profit. It is recommended that you review Section 2.2 of the Applicant Guide for eligible organization criteria (e.g., your organization must be incorporated to be eligible to apply).
- 18a. Indicate your incorporation status:** Indicate whether the organization is:
- Incorporated federally.
 - Incorporated provincially and if incorporated provincially, indicate the province or territory.
- 18b. In the province of:** Indicate in which province the organization is incorporated.
- 18c. Provide the date of incorporation:**

PROJECT CONTACT PERSON(S)

This Primary Contact is the main point person(s) in your organization whom Western Economic Diversification will contact for all follow-up to this application. Please ensure that the email address and phone numbers are updated as required and that either the Primary or Secondary Contact listed below will be available for follow-up from **June – August 2015**.

Note: When the form is saved for the first time, an email will be sent to the email address of the Primary Contact person below. This email is only sent the first time the application form is saved, and contains instructions on how to retrieve the saved form.

Primary Contact

19. Salutation: Indicate the appropriate salutation (e.g., Mr., Mrs., Ms., Dr., etc.).

20. First name: Provide the first name.

21. Last name: Provide the family name.



- 22. Title:** Provide the contact person's job title (e.g., President, Executive Director).
- 23. Email address (Save email recipient.):** Provide a valid e-mail address. All correspondence regarding this application will go to this email address, including the email you will receive upon saving your application form for the first time.
- 24. Telephone:** Provide a phone number where the contact person can be contacted. Use the following format xxx-xxx-xxxx.
- 25. Cell:** Provide a cell number where the contact person can be contacted. Use the following format xxx-xxx-xxxx.

Secondary Contact

- 26. Salutation:** Indicate the appropriate salutation (e.g., Mr., Mrs., Ms., Dr., etc.).
- 27. First name:** Provide the first name.
- 28. Last name:** Provide the family name.
- 29. Title:** Provide the contact person's job title (e.g., President, Executive Director).
- 30. Email address:** Provide a valid e-mail address.
- 31. Telephone:** Provide a phone number where the contact person can be contacted. Use the following format xxx-xxx-xxxx.
- 32. Cell:** Provide a cell number where the contact person can be contacted. Use the following format xxx-xxx-xxxx.

PROJECT INFORMATION

- 33. Project title:** Provide a project title that accurately reflects the activities and outcomes of the project. Should your project be approved this description will be disclosed on Western Economic Diversification's public website as part of its proactive disclosure guidelines. The title must:
- Start with a verb (e.g., produce, create, develop, expand, enhance, increase and support).
 - Concisely capture the essence of the project, and clearly identify the purpose/result expected through Western Economic Diversification's contribution — the project description must be understandable by anyone.
 - Examples include:
 - Repair and upgrade Barrhead rodeo grounds, exhibition hall and meeting room facilities
 - Upgrade Kimberley's Rotary Park playground
 - Modernize the Merritt Civic Centre
 - Install dehumidification system in the Aberdeen Community Rec Complex
- 34. Project address is the same as Mailing address (If checked, the Mailing Address will be automatically entered.):** Indicate if the address at which the project will be undertaken is the same as the organization's mailing address.
- 35. Project address (Including suite, unit and apt #):** If the project address is different from the mailing address, then enter the location at which the project will take place.
- 36. Project address line 2:** Additional space to provide the project address.
- 37. City:** The city portion of the project address.
- 38. Province/Territory:** The province/territory portion of the project address. Only projects located in Western Canada are eligible.
- 39. Postal Code:** The postal code portion of the project address.
- 40. Short Project Description:** Provide a clear and concise summary of the rehabilitation, renovation, repair or expansion work being planned. Examples include:
- To expand the Pavilion at the Botanic Garden. The project will include extending an existing deck and building a new deck. It also includes building three storage rooms, two wheelchair-accessible bathrooms, a pantry, a vestibule and a traditional Japanese tea room.



- Will undertake activities to upgrade the YMCA facilities in the City of Regina. Activities to be undertaken include upgrading the boiler system to an energy efficient system; upgrading the child-care centre by installing in-floor heating, a new ceiling and lighting and new lockers and windows; installing a new HVAC system; and upgrading two entrance ways to make them wheel chair accessible.

41. Detailed Project Description: This should provide the department with a clear understanding of the project and your plan for completing the project including any potential risks that you may face.

- Describe the objectives of the project.
- Provide explicit details on the of the rehabilitation, renovation, repair or expansion work being planned.
- Clearly address any project risks and mitigation measures to address these risks (e.g., project delays, staff turn-over and inability to secure confirmed funding).

42. Provide the rationale for the project. Clearly outline the importance of this project to your respective community and how this project will benefit the community. (Maximum of 4000 characters including spaces):

- Explain how the project will benefit the community or fill a community gap/need.

43. Describe the specific activities/costs Canada 150 Community Infrastructure Program funding would support and the impact Canada 150 Community Infrastructure Program funding would have on this project: This should provide the department with a clear understanding of why you are seeking financial assistance, what you will use the Canada 150 Community Infrastructure Program funds for and the importance of receiving Canada 150 Community Infrastructure Program funding. See Section 3.2 of the Applicant Guide for details on eligible costs under the Canada 150 Community Infrastructure Program.

- Explicitly detail what activities/costs Canada 150 Community Infrastructure Program funding will be used to support.
- Indicate if your project would be able to proceed without Canada 150 Community Infrastructure Program funding:
 - If yes, explain how you would be able to deliver the project without Canada 150 Community Infrastructure Program funding; or,
 - If no, explain the importance of receiving funding from the Canada 150 Community Infrastructure Program and how the project would be impacted if funding was not received from Canada 150 Community Infrastructure Program.

44a. Community Infrastructure Type: Select the type of facility the project will improve/rehabilitate. Choose only one.

44b. If Other community infrastructure facility, specify type: If Other is selected, specify the type.

45. Does your organization own the community infrastructure which you are planning to rehabilitate (or do you have a long-term lease in place)? Answer yes or no.

46. Is the facility non-commercial in nature and open for use to the public and not limited to a private membership? Answer yes or no.

47. Does the project involve the rehabilitation, improvement, or expansion of existing community infrastructure assets? Answer yes or no. The Canada 150 Community Infrastructure Program is for rehabilitation and improvements to existing infrastructure.

48a. Does the project involve expansion (new construction) to the existing community infrastructure asset? Answer yes or no.

48b. If yes, identify the percentage (%) increase to the square footage of the existing community infrastructure asset. Indicate the percent in the space provided. Enter a value greater than zero with no decimal places. The Canada 150 Community Infrastructure Program will not support expansion activities that will result in a significant increase in the square footage of the facility (i.e., a 30 percent increase or greater).

49a. Can the project be completed by the Fall of 2017? Answer yes or no.

49b. If yes, explain how you intend to have the project complete by the Fall of 2017. Clearly indicate the project plan in place to ensure this project can be materially complete by the Fall of 2017. For instance,

- Indicate if/when permits and approvals will be in place.



- Indicate if/when engineering/architectural plans and approvals will be in place.
- Indicate if/when a contractor will be hired and ready to work on the project.

50a. Does the project have demonstrated linkages to the Celebration of Canada's 150th? Answer yes or no.

50b. If yes, explain how your project will contribute to the Celebration of Canada's 150th? Clearly indicate how the proposed project will leave a meaningful lasting legacy for your community and how it will help your community remember the celebration of Canada 150 for many years to come.

- Clearly indicate why the project is considered meaningful and how it will provide long-term benefits to a community.
- Why would this project be viewed with pride by a Community?
- Is this project for a facility that is a focal point for your community?
- Will this project be viewed by your community as a meaningful legacy from Canada 150 and if so, why or how?
- Was the facility originally constructed in 1967 as part of Canada's Centennial celebrations?

51a. Does the project have activities that will benefit Francophones? If your project includes activities that will directly impact Francophones in Western Canada, choose yes.

51b. If yes, describe how the project activities will benefit Francophones: Explain how the objectives of this project will benefit Francophones in Western Canada and what specific activity(ies) will be directed at Francophones.

PROJECT TIMELINES

Indicate key activities that occur between the Proposed Project Funding Start Date and the Proposed Project Funding End Date.

52. Proposed Project Funding Start Date: This is the date that an agreement between a Recipient and the department comes into effect. It can be thought of as the start date for the project. Enter a date on or after June 17, 2015 in DD/MM/YYYY format.

- Successful applicants may begin to incur costs related to their project prior to **April 1, 2016**; however, only costs incurred by the applicant between **April 1, 2016** and **March 31, 2018** will be eligible for reimbursement under the Canada 150 Community Infrastructure Program.

53. Is this date flexible: If your proposed project funding start date is flexible, choose yes.

54. Proposed Project Funding End Date: This is the anticipated date that project activity will cease. Under the Canada 150 Community Infrastructure Program projects must be materially completed by **March 31, 2018** to be eligible and preference may be given to projects materially completed by fall 2017.

55. List key activities that occur between the Proposed Project Funding Start Date and the Proposed Project Funding End Date. Key activities are milestones that can be tracked to ensure the project is proceeding as planned: These should be significant activities that will be used to measure your project's performance over the course of the project. Examples include purchase equipment/materials, install equipment/materials, hire new staff and hire contractor (via competitive process if contract is over \$50,000). If additional activities are required to adequately describe your project, the list can be expanded.

Completion Date: Key activity completion date must be completed. It must be a valid date in DD/MM/YYYY format and a date between the Project Start and End Dates.

Add additional Key Activities: If applying online, the application allows for adding additional fields for key activities.

56. Comments on Key Activities: Provide any additional information that may help to clarify the key activities and completion dates provided.

PROJECT FUNDING

The funding summary will provide all sources of funding of the project. The applicant organization and Western Economic Diversification Canada are pre-identified on the form. Please enter all other sources of funding in the spaces provided and indicate if the funding from these other partners has been confirmed or not. If you are using



the online application form and more space is required, click on "Add new source of funding" and an additional row will be provided.

57. Project Funder: List all project contributors that will provide project funding as a monetary contribution (see Section 9 for definitions).

- Break down your funding by the Government of Canada fiscal year, which runs April 1 to March 31, and NOT by calendar year.
- Costs may be incurred prior to **April 1, 2016** however these costs must be covered/reimbursed by the applicant directly or other funding partners. Indicate in the Application Form if you are receiving funding from any other funders in 2015-16 as these costs/funds will count towards leveraging.
- In-kind costs are not eligible.

Source: Where applicable, select the description that best reflects the funding source: Federal, Provincial, Municipal government body, or non-government.

Status: For each funding source, indicate if the funding has been confirmed, intended, or neither. In the case where your organization (Applicant Organization) is a source of funding, indicate confirmed if you have cash on hand.

Under each fiscal year column, provide the project funding cash flow. Each fiscal year commences on April 1 and ends on March 31.

Total Project Funding Required: If you are using the online application form, this total is calculated automatically.

58. Comments on Project Funding: Provide further explanation of the sources of confirmed or intended funding as required. If funding is intended or not confirmed, indicate when you expect the funding to be confirmed. Identify if a request for additional funding has been made and whether you are waiting on a response or if the response is dependent upon funding from Western Economic Diversification.

NOTE:

Financial Statements: It is mandatory that you attach your most recent financial statements to your application.

Confirmed Funding: Please attach written proof of all sources of non-Western Economic Diversification funding that have been confirmed for your project. This may include copies of letters of confirmation, board motion approving commitment of funding, signed agreements, bank statements, etc.

Intended Funding: For funding that is intended, it is mandatory that you attach a Letter of Intent from the other Project Funders. The Letter of Intent must be signed by a member of the organization with legal signing power/authority to commit funding and include the details outlined in Section 4.5.

59. Please list the various costs you will incur in the implementation of the proposed project (only include costs incurred after the Proposed Project Funding Start Date). Be sure to list costs and not activities: Under the Canada 150 Community Infrastructure Program only project costs incurred and paid between April 1, 2016 and March 31, 2018 are eligible for reimbursement. The cost categories are as follows:

- Costs for rehabilitation, repair and expansion of fixed capital assets
- Professional Fees
- Public communications cost category must contain a dollar value equal to or greater than 200 with no decimals
- Incremental salaries
- Other project costs (please include any costs not listed above under 'other')

Invoices must be provided to Western Economic Diversification indicating that all costs (eligible for reimbursement under the Canada 150 Community Infrastructure Program) were incurred and paid between **April 1, 2016 and March 31, 2018**. All costs will be validated and confirmed through the assessment and claim submission process. During the assessment and claim process, you may be required to provide evidence that



the costs are reasonable for the product/service procured. This may include evidence of multiple quotations or proof of a competitive process. In the assessment process, applicants may be asked to provide this evidence on short notice and with a short deadline.

Amount: Total expected cost of items included in the corresponding cost category (including only the portion of GST that is not recovered/reimbursed).

Total Project Costs: Will automatically calculate if using the online application form. The dollar amount of total project costs must equal "Total project funding required."

Add additional project costs: If applying online the application allows for adding additional fields for project costs.

60a. Will a competitive process be used to select a contractor or for purchases (over \$50,000)?: For individual project costs and contractors exceeding \$50,000 indicate if a competitive process was/will be used.

60b. Please explain.

- If yes, provide an explanation of the competitive process used/planned to be used.
- If no, provide an explanation (e.g., justification for sole sourcing or project costs/contractors were under \$50,000).

GOVERNANCE AND MANAGEMENT

61. Describe the governance of the organization: Provide an explanation of how the applicant organization is governed (e.g., board of directors, advisory board) and its structure along with a brief explanation of key executives' credentials (e.g., indicate the level of experience of the board members, such as the number of years experience each member has on the board of directors). Clearly demonstrate that your organization has effective governance measures in place to provide appropriate oversight of this project. Indicate how these individuals will specifically be involved in providing oversight on the project.

62. Describe the qualifications and related experience of the key individuals who will be responsible for managing and implementing the project: Provide an explanation of the qualifications and experience of those members of your organization that will be directly managing and implementing this project. Clearly demonstrate that your organization has the management skills and leadership to carry out this project.

63a. In addition to the funding partners, are there any other organizations who are involved with this project: If there are other organizations involved with the project, in addition to the funding partners, choose yes.

63b. If yes, provide the organization's name, nature of their involvement and attach a letter of support (if applicable): Describe other organizations that are not funding partners in the project, but are involved in project activities or will benefit from the results of this project.

Add additional organizations: If applying online the application allows for adding additional fields for organizations that are involved in the project.

ATTACHMENTS

64. Current Financial Statements (Maximum 1 attachment): It is mandatory that you attach your most recent financial statements.

65. Confirmation of other (non-Western Economic Diversification) sources of funding (no attachment limit): Funding will only be considered confirmed if written proof is provided. Evidence of confirmed or intended other (non-Western Economic Diversification) sources of funding must be attached if 'confirmed' or 'intended' funding has been selected in question 57.

66. Attach additional files that may support the assessment of your application (no attachment limit):

- Project Plan
- List of the Board of Directors
- For applicants with a long-term lease in place - include a copy of your lease and clearly identify clauses



within the lease that allow your organization to undertake renovations or provide written confirmation that you have permission to undertake renovations.

- For projects undertaking an expansion - provide proof (such as blueprints) that the expansion is less than 30% of the existing square footage/footprint.
- Provide copies of engineering studies that confirm the need for the upgrades.
- Letters of support
- Regulatory approvals
- Resolutions to proceed with the project
- Detailed budget (by fiscal year that starts April 1 and ending March 31)
- Detailed project cash flow (provide a breakdown of costs by month starting **April 1, 2016** and ending **March 31, 2018**. Also indicate if your project will incur costs prior to **April 1, 2016** and who will cover these costs)

If you are using the online application form, attachments can be inserted and uploaded by clicking on "insert item, and then on "click here to attach a file".

AUTHORIZED OFFICIAL OF THE APPLICANT ORGANIZATION ACKNOWLEDGEMENTS

The application form **MUST** be submitted by a member of your organization with signing power/authority to enter into a legal agreement. This person may be different than the Primary Contact person.

Also please remember that the application form must be submitted by the organization that owns the community infrastructure (or has a long term lease in place with approval to make renovations).

67a. I have read and agree with the applicant acknowledgements:

After reading and understanding the section, confirm agreement with the applicant acknowledgements, as well as the truthfulness of all the information provided, and fill in the subsequent information.

67b. Name: Fill in the name of the member of the organization with signing power/the authority to enter into an agreement. This person may be different from the contact person.

68. Title: Fill in the title of the named member.

69. Date: Fill in the date of final submission. If you are using the online application you do not need to provide the date of submission.

70. Signature: Please sign the document. If you are using the online application form, you do not need to provide a signature on the document.

If you are using the online application form, you can complete this application form in more than one session by using the "Save" button at the top of the form. Once you have saved the application form, an email will be sent to the Primary Contact (Question 23) identified on the form.

You will be able to retrieve your saved application and create a GCKey through the link provided in that email.

Once your application form is completed and you are ready to submit the application form, please remember to:

1. Print a copy for your records;
2. Select the "Validate / Submit" button.
3. Proponents will receive an email acknowledgement upon successful submission.

Note: Please remember that signing of this application form does not constitute a commitment from Western Economic Diversification for financial assistance.

