

Nova Scotia Forestry Innovation Transition Trust

Application for funding—organizations

Project number
(for official use)

If you are an individual seeking funding for training, complete the **Application for funding—individuals**.

Complete all sections as accurately as possible. The FITT secretariat office will only consider applications that have been completed in full.

A) Applicant Profile

1. Applicant Information:

Legal name of applicant: _____

Operating name, if different: _____

Mailing and courier address: _____

City/town

Province

Postal code

Business number / HST number: _____ Current number of full-time employees: _____

Website address: _____

2. Primary Contact:

Name: _____ Title: _____

Telephone number: Business _____ Other/Cell _____

Fax number: _____ Email address: _____

3. Type of Organization:

- sole proprietorship or partnership not-for-profit organization post-secondary institution
 incubator, accelerator, or makerspace research institution community interest corporation
 other (specify): _____

Briefly describe the organization's principal activities (products and/or services provided):

B) Project Information

1) Physical location of the project: _____

2) Project name: _____

3) List project and program key stakeholders:

4) Briefly describe the project:

5) Estimated total project costs: \$ _____

6) Amount requested from the Nova Scotia Forestry Innovation Transition Trust (FITT): \$ _____

7) Is your organization currently receiving other grant or trust funding? Yes No

8) Has your organization made any financial or legal commitments for the project? Yes No

9) If yes to 8 above, provide details:

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10) Estimated start date of project (yyyy/mm/dd): _____/____/____

11) Estimated completion date (yyyy/mm/dd): _____/____/____

C) Project Alignment

Projects will be evaluated based on the robustness of the proposal, inclusion of success measures, an evaluation plan and consultation plan where appropriate, in addition to the specific evaluation criteria in the table below. Briefly describe how your project aligns with these criteria:

Whether your project meets FITT’s purposes (see application guide), contributes to improved social and economic outcomes, and supports inclusive economic growth in the forestry and biological resources sectors.

How your project contributes to creating new knowledge in the forestry and biological resources sectors.

How much incremental benefit is created by your project as a result of funding from the trust, including potential to leverage further investment from non-provincial sources.

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How your project considers new and innovative ways of doing things across the forestry sector.

How your project builds upon partnerships and collaborations among institutions, government departments and agencies, the forestry sector, foundations, and other private sector organizations, to advance FITT’s purposes (see application guide).

What impact your project will have on the forestry and biological resources sectors in Nova Scotia.

How you will evaluate the success of your project.

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How your project will comply with all applicable laws, including Canada’s trade obligations set out in conventions, agreements, or otherwise, and Nova Scotia’s existing exemption in relation to softwood lumber.

How your project builds upon an eco-forestry model in private woodlots in Nova Scotia by engaging or incenting private wood-lot owners to participate in eco-forestry, builds efficiencies and/or cuts costs in the operating model, and encourages creativity in the use of equipment.

D) Ownership

Section reserved for companies and partnerships. Other applicants, go directly to **section E**.

1) Provide information about the principal owners of the applicant.

Surname	Given name	Percentage of ownership
Is the person active in the company? <input type="checkbox"/> Yes <input type="checkbox"/> No	If yes, in what position/role?	
Surname	Given name	Percentage of ownership
Is the person active in the company? <input type="checkbox"/> Yes <input type="checkbox"/> No	If yes, in what position/role?	
Surname	Given name	Percentage of ownership
Is the person active in the company? <input type="checkbox"/> Yes <input type="checkbox"/> No	If yes, in what position/role?	

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Surname	Given name	Percentage of ownership
Is the person active in the company? <input type="checkbox"/> Yes <input type="checkbox"/> No	If yes, in what position/role?	
Surname	Given name	Percentage of ownership
Is the person active in the company? <input type="checkbox"/> Yes <input type="checkbox"/> No	If yes, in what position/role?	

2) Provide the name(s) of any parent company, subsidiaries, and of any affiliated or related business entities.

Name of the business	Nature of the relationship	
City/town	Contact person	Telephone no.
Name of the business	Nature of the relationship	
City/town	Contact person	Telephone no.
Name of the business	Nature of the relationship	
City/town	Contact person	Telephone no.
Name of the business	Nature of the relationship	
City/town	Contact person	Telephone no.

E) Governance and Management

1) List the directors/members of the board, and the key management personnel of the applicant.

Surname	Given name	Years of service
Is the person active in the company? <input type="checkbox"/> Yes <input type="checkbox"/> No	Title/position	
Surname	Given name	Years of service
Is the person active in the company? <input type="checkbox"/> Yes <input type="checkbox"/> No	Title/position	

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Surname	Given name	Years of service
Is the person active in the company? <input type="checkbox"/> Yes <input type="checkbox"/> No	Title/position	
Surname	Given name	Years of service
Is the person active in the company? <input type="checkbox"/> Yes <input type="checkbox"/> No	Title/position	
Surname	Given name	Years of service
Is the person active in the company? <input type="checkbox"/> Yes <input type="checkbox"/> No	Title/position	
Surname	Given name	Years of service
Is the person active in the company? <input type="checkbox"/> Yes <input type="checkbox"/> No	Title/position	

2) Provide the names of professional advisors FITT may contact to inquire about the applicant.

Service Provider	Name	City/Town	Contact Person	Telephone No.
Accountant				
Lawyer				
Insurance company				
Consultant				
Other				

3) Provide the name and contact information of the bank/financial institution FITT may contact to inquire about the applicant.

Institution	City/town	Contact person	Telephone no.
Describe available credit			

F) Required Information and Documents

- 1) **Financial statements** (current and last three years) Yes No
- 2) **Complete project proposal** (see the Application and Proposal Guidelines for instructions on completing a project proposal) Yes No

Important Notice:

FITT may require further information about the applicant to fulfill requirements. FITT may also need to obtain consent to collect personal information from officials associated with the application. You must provide this information when requested or FITT will not be able to finalize your application.

G) Disclosures

1. Environment

- Do the applicant’s current operations conform with federal and provincial environmental legislation? Yes No
- Will the proposed project conform to environmental legislation? Yes No

2. Crown duty to consult

- Are there indigenous groups or communities in or near the project area? Yes No
- Could the project potentially impact indigenous groups or communities? Yes No

3. Litigation

- Is the applicant involved in any relevant litigation, legal action, suit, or claim pending or underway, or any other proceedings before any court, tribunal, government board or agency? Yes No
- Are there any judgments outstanding against the applicant? Yes No

4. Material contracts

- Is the applicant in default under any contract or any financing arrangement? Yes No

5. Taxes

- Is the applicant in arrears in the payment of any income, business or property taxes, sales taxes, or any other form of taxes? Yes No

6. Other government funding

- Has the applicant received or sought any government funding for this project? Yes No

If you answered “no” to question 1 or “yes” to any other question, please provide details:

H) Consent and Certification

1. I understand that the information I have entered here and on all attached documents, as well as any other information collected by or on behalf of the Nova Scotia Forestry Innovation Transition Trust (FITT) to process this application for grants and contributions, is collected in accordance with the FITT Trust Indenture.
2. I understand that the Trustees are the independent administrators of the FITT. The Trustees may appoint advisors or advisory groups, committees, or bodies to assist in reviewing the information I have submitted.
3. I acknowledge that the Freedom of Information and Protection of Privacy Act applies to the information collected through this application.
4. I acknowledge that the information collected through this application may be disclosed to departments or agencies of the provincial or federal governments for the purpose of administering FITT. I understand that personal information regarding representatives of organizations is not used for administrative purposes at any time during the processing of FITT applications; it is used solely to support my organization's application. Information collected may also be used for policy analysis, research and/or evaluation, promotion and communication purposes. I further understand that failure to provide all requested information may result in this application not being considered.
5. I acknowledge that the project submitted for funding will be assessed to ensure it complies with applicable provincial and federal laws and regulations.
6. I certify that the information provided is, to the best of my knowledge and ability, complete, true, and correct; and that this will apply to all information I provide in the future in connection with the assessment of this project. Furthermore, I will promptly notify FITT if any of the information changes.
7. I acknowledge that FITT may contact any person listed in this application to inquire about me/my organization and/or this application. I authorize FITT to make any inquiries required, including obtaining corporate and business information, to assess this application. I authorize FITT to inquire with any persons; firms; corporations; federal and provincial government departments, agencies, authorities; institutions; and non-profit economic development organizations, and consent to the collection of information.
8. I consent to FITT using the information supplied here for determining funding approval, policy analysis, research and/or evaluation, as well as promotion and communication of FITT.
9. I acknowledge that I will be required to execute a contribution agreement as a condition of receiving funds from the FITT.

I have read and understood the above. I have the authority to bind the applicant, and on its behalf, I voluntarily consent to the collection, use, and disclosure of information as described.

Signature of authorized official: _____ Signed at (location): _____

Print name and title of authorized official: _____

On this _____ day of _____, 20_____

(Please keep a signed copy of this form for your records.)

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I) Contact Information and Submission Instructions

Program inquiries and application may be directed to the Forestry Innovation Transition Trust Secretariat at FITT@novascotia.ca

How to Submit your Application and Proposal

Physical copies of applications and supporting documentation will not be accepted.

Submit your application and proposal, including any supporting documents, one of two ways:

1. Email to FITT@novascotia.ca

You will receive a confirmation of receipt within two business days.

2. USB drive

Deliver the USB drive in person to the address below, or mail it using traceable delivery (registered mail or courier).

Ensure the USB drive is password protected. Send the security information to FITT@novascotia.ca

Nova Scotia Department of Inclusive Economic Growth
Attention: Forestry Innovation Transition Trust Secretariat
c/o Forestry Innovation Transition Trust
1809 Barrington Street (CIBC Building), Suite M103
Halifax, Nova Scotia
Canada B3J 3K8

You will receive a confirmation of receipt within two business days.