

Funding Application Template Types

There are four types of template applications in LaMPSS and they are the following: Wage Subsidy, Training Subsidy, Work Experience – START and Standard applications. Prior to you applying, internal government decided which application template best suits a program.

When you apply for funding via LaMPSS, the application form will be one of the above templates. Each template will have different requirements that are more specific and geared towards the type of activities/budget/program needs that are required for your specific application.

The customized applications are configured, which means that you, the external user, will see different questions depending on which application is selected. When questions are answered it will reveal or suppress related sub-questions. This means the application is tailored to the program.

WAGE SUBSIDY

This version of the application form is used for programs that provide salary contributions to employers to offset the cost of hiring. Examples of programs that typically have used this application form are: Graduate to Opportunity (GTO), Co-op Education Incentive (CO-OP) and Innovate to Opportunity (ITO).

The application requires the following information:

- location(s) of the position,
- information on the position, title, description/qualifications, start date and information on wages/salary,
- question if the organization is currently receiving federal/provincial assistance for the position.
-

TRAINING SUBSIDY

The Training Subsidy version of the application form is used for programs that supplements employer contributions to train full-time staff that are permanently located in Nova Scotia. Examples of programs that typically have used this application form are: Workplace Education Initiative (WEI) and Workplace Innovation & Productivity Skills Incentive (WIPSI)

The application requires the following information:

- information on the organizations mandate,
- location(s) where the training programs will take place,
- information on each training program, description, name of training provider/instructor, start and end date, expected number of participants and training hours,
- require the cost breakdown for the training program.
-

WORK EXPERIENCE

The Work Experience program offers financial incentives to small and medium sized enterprises to help you hire Nova Scotians who need work experience. Financial incentives will be provided to employers with a labour need willing to support ready-to-work Nova Scotians. Incentives will vary depending on the type of employment offered and the skill level of the employee. The program that uses the Work Experience template is START.

The application requires the following information:

- a count on current employees,
- question if the organization has WCB coverage or insurance to cover accidents or injuries on the job,

- work location(s),
- information on the position, title, description/qualifications, start date and information on wages,
- question if the organization is receiving federal/provincial assistance for this position,
- question pertaining to current employees at the organization,
- information on the employee if the organization already knows who they are hiring.
-

STANDARD

The final format for a funding agreement is the standard form. All applications who do not fit in the above templates would be completing a standard application form.

The application requires the following information:

- project details,
- question concerning past agreements, if any,
- project description,
- project location(s),
- expected number of participants,
- information on project activities, definition, start and end date, description, expected results, information on participant numbers and budget/cost,
- breakdown of detailed project budget and cash flow.

How to Complete a Funding Application

When you open the application, you will notice a 'before you begin' section at the top of the application form. In this section you are directed to the website where you are instructed to download and print a copy of the program guidelines. Program guidelines were created for all programs administered in LaMPSS. These guidelines provide:

- A detailed description of the program,
- Information on how to apply for funding,
- Information on how to complete the application form,
- Information on how to complete activity and financial reports,
- Information on any non-standard program terms & conditions and
- Definitions of any terminology specific to the program.


The application form only requires information specific to the program being applied for. The areas highlighted in red on the application are places where information is required. Below is a breakdown of all funding template application forms and what is required to complete the form. Not all application forms require the same information, please see breakdown of required information for specific application types.

If your organization's contact information is incorrect on the application form, login to the LaMPSS Self-Serve website and update the contact information. You will then need to download a new application form to reflect the correct contact information.

As a best practice, we suggest organizations gather all the information required to complete the application before entering the details. The program guidelines will help determine what information

should be gathered. You also have the choice of reaching out to your program area contact with any questions you may have concerning the information that is required.

The following section of the guide provided images from application forms and provides explanation on each specific section. You will see a mix of all four templates but only some sections apply to each template type. For a more detailed clarification, it is best to refer to the program guideline link that is provided on each application form.



Standard Application Form

Before You Begin

Please visit the program's home page at <http://www.gonssal.ca/LaMPSS/application-AEPfunds.shtml> and download the Program Guidelines document. Review the Guidelines document carefully and prepare or gather any supplemental documents required to submit along with the application.

Complete this form electronically. You may save it to your local computer. You may continue to edit this form over multiple editing sessions until you are ready to complete and all supplemental documents are attached. Once completed, you may submit this application. (* indicates required field)

Click on program's homepage to view specific program guidelines

Organization Information

Project Details

Department/Area	Program
LAE-AE	Nova Scotia School for Adult Learning

Project title *

Please enter the date range you are seeking funding for related to this project. Click in the date boxes below to access the calendar selection tool.

Agreement start date (DD/MM/YYYY) *	Agreement end date (DD/MM/YYYY) *

Past Agreements

☐ Yes, this application is a renewal of a past agreement

Previous agreement number or project name *

Information is required if the area is highlighted in red

<http://www.gonssal.ca/LaMPSS/application-AEPfunds.shtml>

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OrgProgramAppForm_05_09_2019_0.41 (Sep 22, 2020)

If you are applying for a wage subsidy program, you will notice the first page will request information on the number of employee and the organizations mandate. You are required to explain the mandate of the organization and its current impact and or benefit to the community.



Wage Subsidy Application Form

Applications are accepted on a continuous basis.

Before You Begin

Please visit the program's home page at <http://novascotia.ca/programs/graduate-to-opportunity/> and download the Program Guidelines document. Review the Guidelines document carefully and prepare or gather any supplemental documents required to submit along with the application.

Complete this form electronically. You may save it to your local computer or even transfer it between computers. You may continue to edit this form over multiple editing sessions until you are satisfied that the information is complete and all supplemental documents are attached. Once complete, follow the instructions at the end of this form to submit this application. (* indicates required field)

Organization Information

Number of Employees *

Full time Part time

Organization Mandate

Briefly explain the mandate of the organization and its current impact / benefit to your community *

If you are applying for a training subsidy program, you will notice the first page will request information on the organizations mandate. You are required to provide a description of what the organization does, product lines/services and unique features. You are also required to provide information if the organization has received funding from other sources in the past 12 months.



Training Subsidy Application Form

Applications are accepted on a continuous basis.

Before You Begin

Please visit the program's home page at <http://https://novascotia.ca/lae/workplace-education/> and download the Program Guidelines document. Review the Guidelines document carefully and prepare or gather any supplemental documents required to submit along with the application.

Complete this form electronically. You may save it to your local computer or even transfer it between computers. You may continue to edit this form over multiple editing sessions until you are satisfied that the information is complete and all supplemental documents are attached. Once complete, follow the instructions at the end of this form to submit this application. (* indicates required field)

Organization Information



Organization Mandate

Describe what your organization does, product lines/services, unique features *

Website

Training Program Delivery Type *

County

Region

NAICS Code *

HST Rebate % *

Have you received funding from other sources in the past 12 months? *

- select -

If yes, please explain

If you are applying for the Work Experience program you are required to provide the current number of employees at the organization. You are also required to provide information on WCB coverage or other sufficient insurance to cover any accidents or injuries.



Work Experience Application Form

Applications are accepted on a continuous basis.

Before You Begin

Please visit the program's home page at <http://www.gov.ns.ca/employmentnovascotia/programs/hiring-incentive.asp> and download the Program Guidelines document. Review the Guidelines document carefully and prepare or gather any supplemental documents required to submit along with the application.

Complete this form electronically. You may save it to your local computer or even transfer it between computers. You may continue to edit this form over multiple editing sessions until you are satisfied that the information is complete and all supplemental documents are attached. Once complete, follow the instructions at the end of this form to submit this application. (* indicates required field)

Organization Information



Number of Employees *

Full time Part time

Do you have WCB coverage or sufficient insurance to cover accidents or injuries on the job for the employee? *

- select -

If yes, please provide the insurance company's name and policy number.

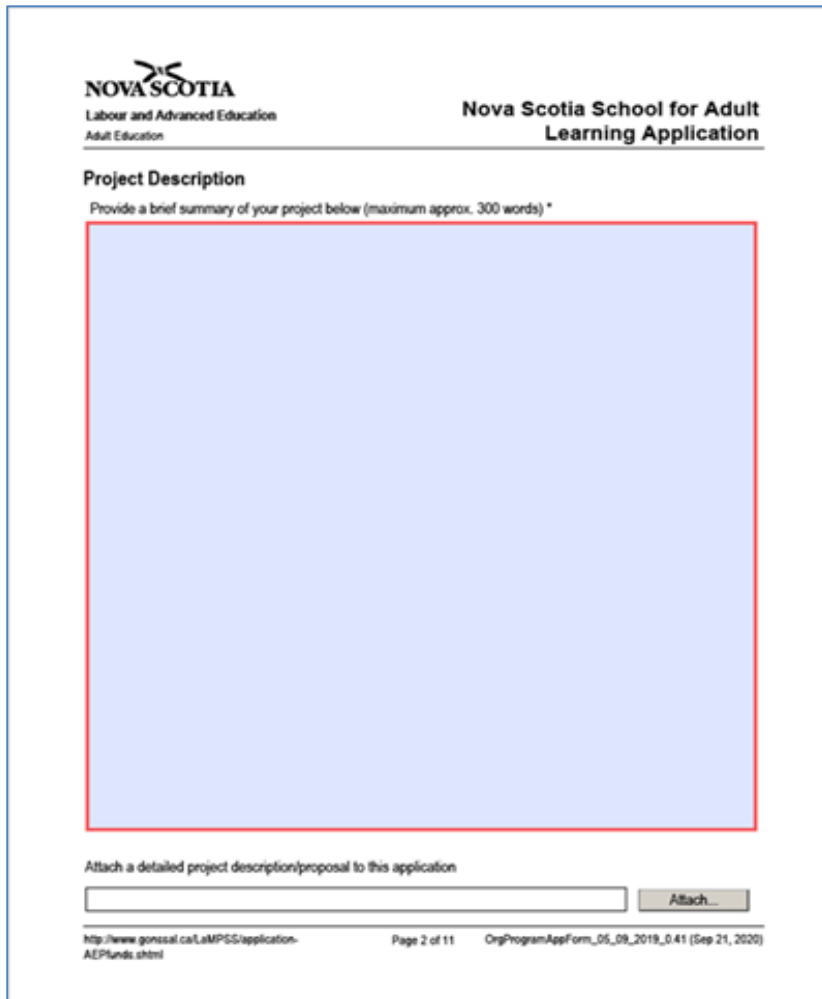
PROGRAM DETAILS

Required to enter a project title in the space provided. This can either be the name of the project you are seeking funding for, or a name that will be used as the agreement name. You must also specify a proposed start and end date for this agreement. The start date must be today's date or a date in the future. The application will not submit if a date in the past has been selected.

PAST AGREEMENTS

If this current application is a renewal of a previous agreement, check Yes. If selected, the previous agreement field becomes editable and you are required to provide either the agreement number or the name of the previous project.

PROJECT DESCRIPTION

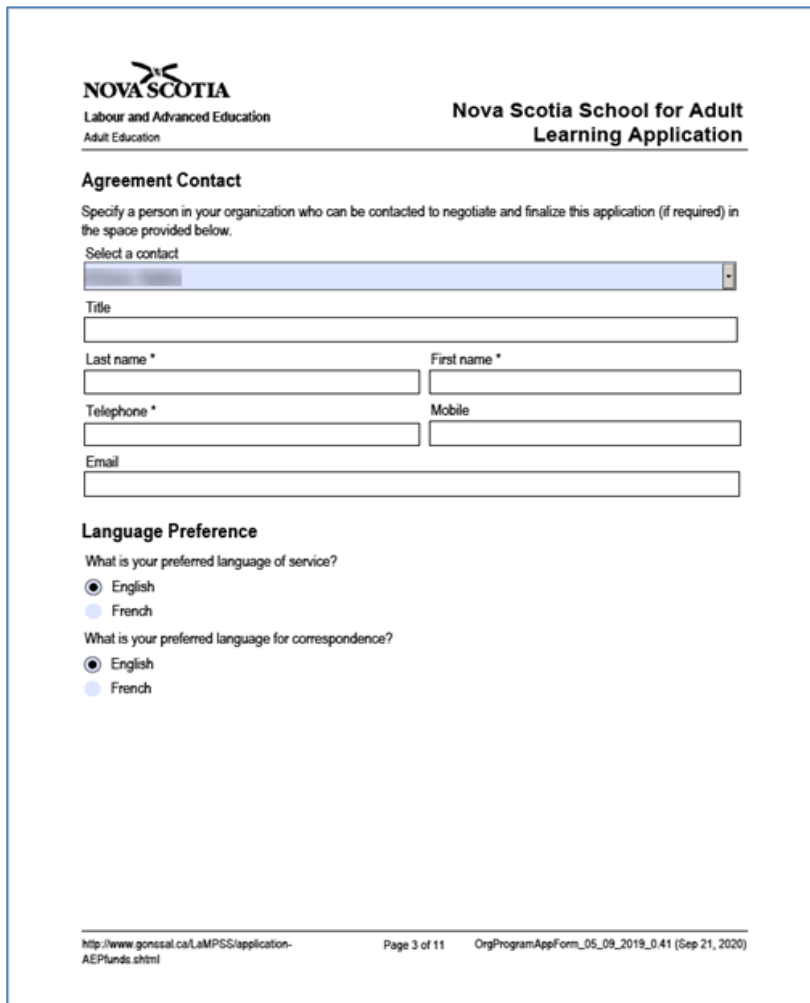


The screenshot shows the 'Project Description' section of the 'Nova Scotia School for Adult Learning Application'. At the top left is the Nova Scotia Labour and Advanced Education Adult Education logo. To the right is the title 'Nova Scotia School for Adult Learning Application'. Below the logo is the section title 'Project Description' followed by the instruction 'Provide a brief summary of your project below (maximum approx. 300 words) *'. A large, empty rectangular box with a red border is provided for the summary. Below this box is a text input field with the label 'Attach a detailed project description/proposal to this application' and an 'Attach...' button. At the bottom, there is a footer with the URL 'http://www.goncal.ca/LaMPSS/application-AEPfunds.shtml', 'Page 2 of 11', and 'OrgProgramAppForm_05_09_2019_0.41 (Sep 21, 2020)'.

Provide an executive summary of the project you are requesting funding for. Your summary should include the project's key activities, who it targets, and what the expected outcomes are. It can be no longer than 2000 characters (roughly 300 words), so do not try to enter every detail of your agreement in this space. Think of the project description as a high-level summary of everything that will happen as part of this agreement. For additional information, you can refer to the program guidelines for specific information that is required to be included.

AGREEMENT CONTACT

Specify who in your organization is authorized to negotiate and finalize your application. By default, the application will identify the current user as the agreement contact. All contacts for your organization that are registered with LaMPSS will be available in the drop-down list. If a contact's information on the form is incorrect, it cannot be edited directly on this form. In this case, you or someone from your organization should update this information in LaMPSS. It is ok to submit the application form with this information as is. If the contact details are corrected in LaMPSS prior to approval, the correct information will appear in the final agreement.



NOVA SCOTIA
Labour and Advanced Education
Adult Education

Nova Scotia School for Adult Learning Application

Agreement Contact

Specify a person in your organization who can be contacted to negotiate and finalize this application (if required) in the space provided below.

Select a contact

Title

Last name * First name *

Telephone * Mobile

Email

Language Preference

What is your preferred language of service?

☒ English
☐ French

What is your preferred language for correspondence?

☒ English
☐ French

<http://www.gonssal.ca/LaMPSS/application-AEPfunds.shtml> Page 3 of 11 OrgProgramAppForm_05_09_2019_0.41 (Sep 21, 2020)

If you select the new contact option, the contact information will be blanked out and you will be prompted to enter the new data by the red highlights showing on the form.

LANGUAGE PREFERENCE

Required to select your language of preference for both service and correspondence using the English and French radio buttons. Service refers to any verbal communication for the duration of the agreement. This could be phone calls, any in person meetings or contract signing. Correspondence refers to any written correspondence you would receive for the duration of the agreement. This option is only available on application forms for programs that offer services in both languages.

LOCATIONS

Identify all locations where either project activities, work or training will be delivered. At least one location is required. You can add as many locations as are required.

If the exact address is not yet known, you may enter "to be determined" in the street address field so that it is available as a choice when you are indicating the location later in the application form.

PARTICIPANTS



NOVA SCOTIA
Department of Community Services
Employment Support Services

Move to Work Application

Participants

Expected number of Project Participants *

Expected number of Project Participants by Target Group

Enter the number of participants expected for each group. NOTE: a participant may be part of more than one group – therefore, the total number of participants for the project is not expected to be an exact sum of the participants in each group.

- Aboriginals
- African Nova Scotians
- Female
- Francophone/Acadian
- Income assistance recipients
- Immigr-Canadian Citizens born outside Canada
- Male
- New/Re Entrants to the Labour Market
- Older workers
- Persons with disabilities
- Youth

Completion of participants and target groups are not required by all programs

If this project has participants, enter the total number of participants expected. Only count individuals once. If sessions will be attended multiple times by the same individual, count this as only a single participant.

TARGET GROUPS

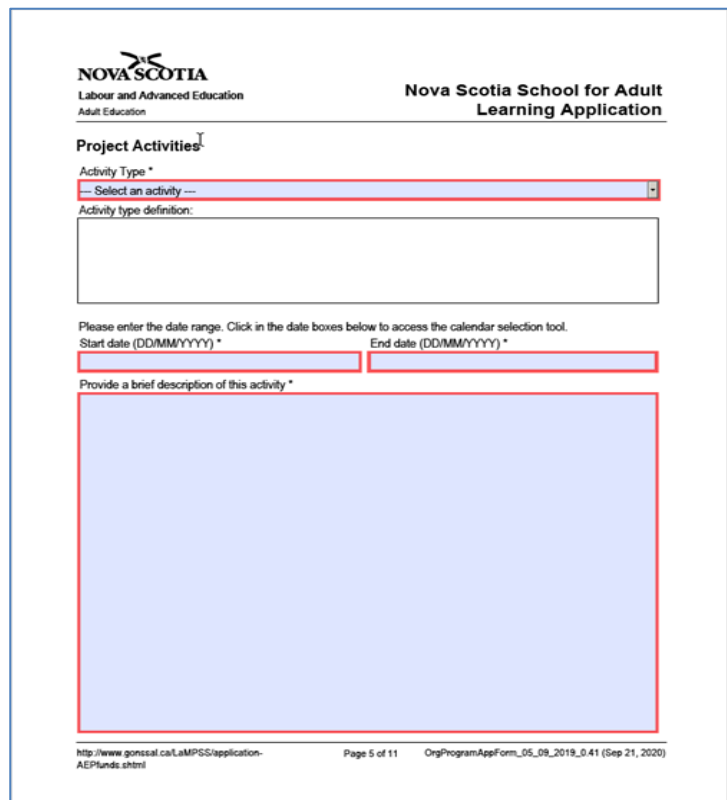
Some programs require tracking participants by specific demographic or visible minority membership. For each target group on the form, specify the number of expected participants to attend the project. A participant may be part of more than one group, therefore, the total number of participants for the project is not expected to be an exact sum of the participants in each group

PROJECT ACTIVITIES

You are required to describe all activities offered in your project; this question is in reference to the Standard Application form. Other forms require the following details: Position Information and Training Program, see below for further details on that specific application form.

When providing details for an activity, you must specify the Activity Type from the options available in the drop-down list. You must pick the type that best describes the activity. If you require a more detailed descriptions on the types of activity, you can refer to the specific program guidelines. When you select a type, the expected results field is pre-populated with text. This text provides a template for filling in the expected results field for this activity.

You are required to provide the start and end of this activity and the dates must be within the project start and end dates. The



NOVA SCOTIA
Labour and Advanced Education
Adult Education

Nova Scotia School for Adult Learning Application

Project Activities

Activity Type *
--- Select an activity ---

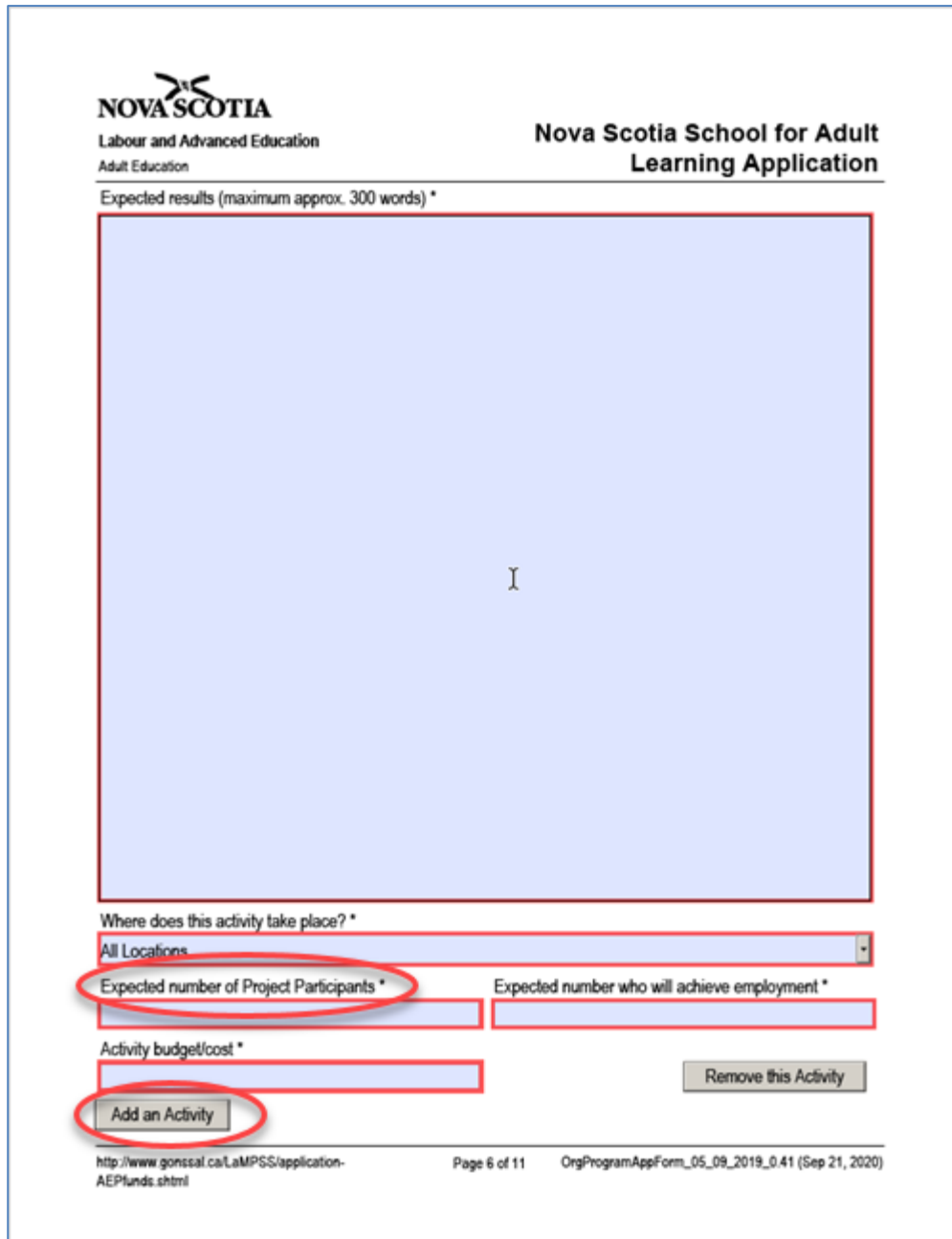
Activity type definition:

Please enter the date range. Click in the date boxes below to access the calendar selection tool.
Start date (DD/MM/YYYY) * End date (DD/MM/YYYY) *

Provide a brief description of this activity *

http://www.gonssal.ca/LaMPSS/application-AEPFunds.shtml Page 5 of 11 OrgProgramAppForm_05_09_2019_0.41 (Sep 21, 2020)

next steps are to provide a brief description of the activity, expected results and the specific locations where this activity will occur. All locations previously added will be available in the drop-down list.

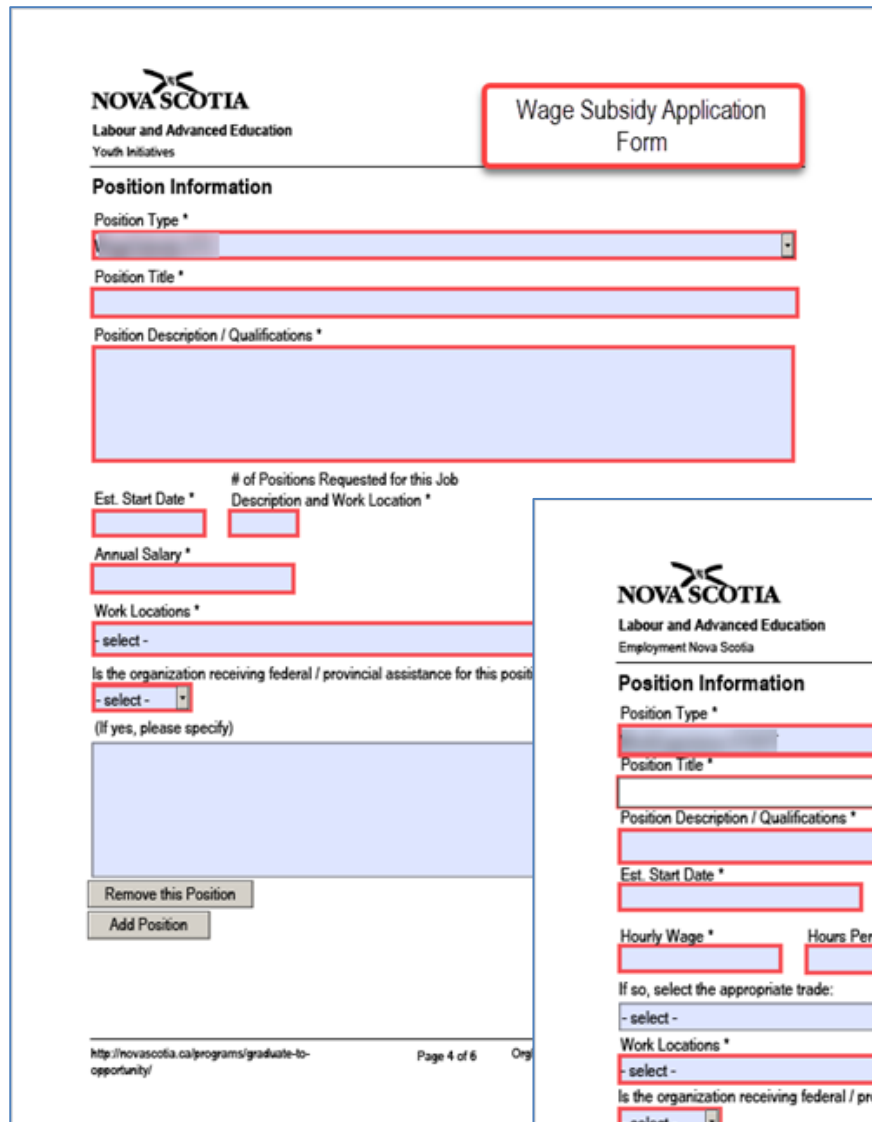


The final step for the activities is to specify the expected number of unique participants, the expected number who gained employment, and the budget for this activity in the appropriate fields. All, some or none of these fields may be visible based on the activity type you selected.

If you are required to add another activity to the form, click Add an Activity. A new activity will be added to the end of this section. To remove an activity from the form, click Remove this Activity.

POSITION INFORMATION

Applications for Wage Subsidy and Work Experience programs require information on the specific position that you are requesting funding for.



NOVA SCOTIA
Labour and Advanced Education
Youth Initiatives

Wage Subsidy Application Form

Position Information

Position Type *

Position Title *

Position Description / Qualifications *

Est. Start Date *

of Positions Requested for this Job Description and Work Location *

Annual Salary *

Work Locations *

Is the organization receiving federal / provincial assistance for this position?

(If yes, please specify)

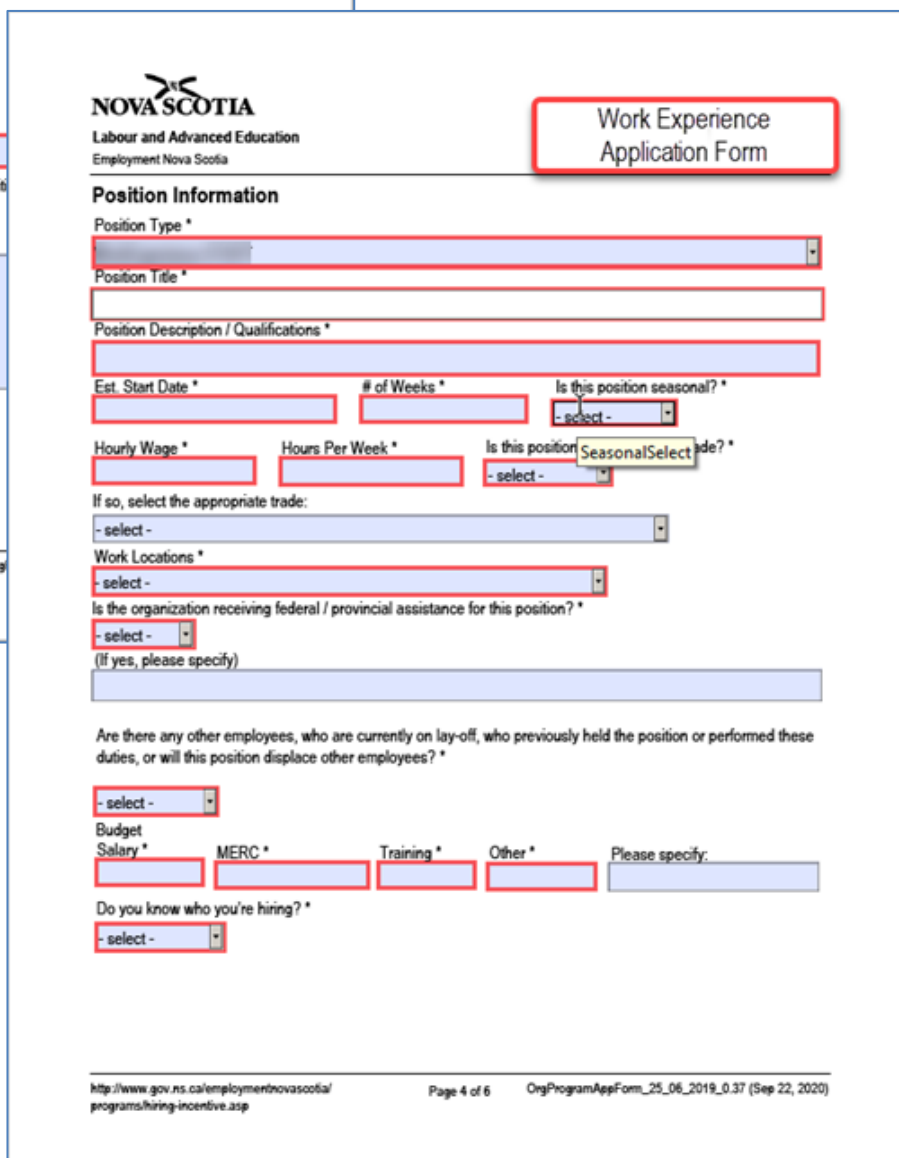
[Remove this Position](#)

[Add Position](#)

<http://novascotia.ca/programs/graduate-to-opportunity/> Page 4 of 6 Org

For the Wage Subsidy Application form, you are required to provide information on the position, estimated start date, annual salary, location and provide information if the organization is receiving any other federal/provincial assistance for this specific position. You can add more than one position on this application.

For the Work Experience Application form, you are required to provide information on the position, estimated start date, duration of employment by weeks, information on wage, location and a question concerning any currently company lay-offs. The application form also questions what the organization budget is for this position.



NOVA SCOTIA
Labour and Advanced Education
Employment Nova Scotia

Work Experience Application Form

Position Information

Position Type *

Position Title *

Position Description / Qualifications *

Est. Start Date *

of Weeks *

Is this position seasonal? *

Hourly Wage *

Hours Per Week *

Is this position seasonal? *

If so, select the appropriate trade:

Work Locations *

Is the organization receiving federal / provincial assistance for this position? *

(If yes, please specify)

Are there any other employees, who are currently on lay-off, who previously held the position or performed these duties, or will this position displace other employees? *

Budget
 Salary *

MERC *

Training *

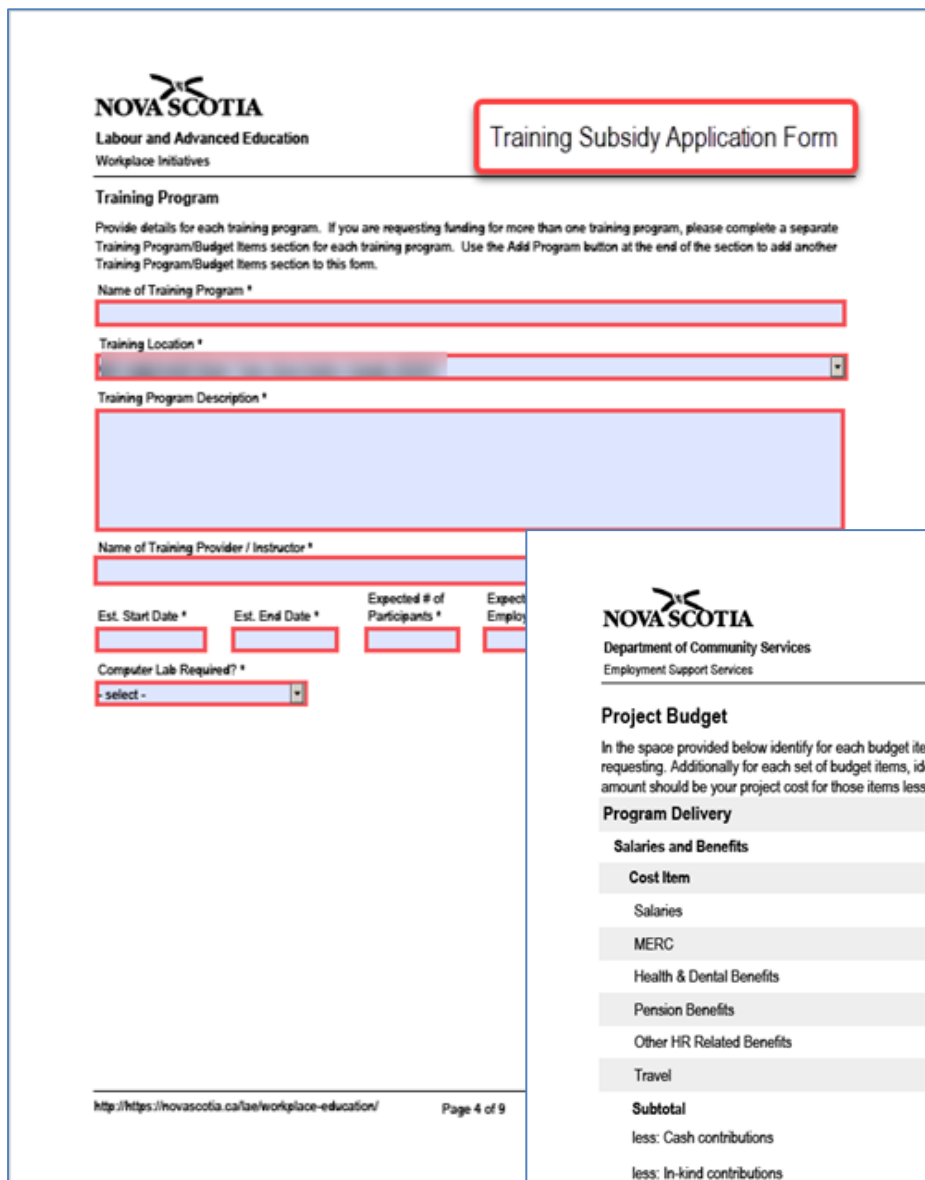
Other *

Please specify:

Do you know who you're hiring? *

<http://www.gov.ns.ca/employmentnovascotia/programs/hiring-incentive.asp> Page 4 of 6 OrgProgramAppForm_25_06_2019_0.37 (Sep 22, 2020)

TRAINING PROGRAM



NOVA SCOTIA
Labour and Advanced Education
Workplace Initiatives

Training Subsidy Application Form

Training Program
Provide details for each training program. If you are requesting funding for more than one training program, please complete a separate Training Program/Budget Items section for each training program. Use the Add Program button at the end of the section to add another Training Program/Budget Items section to this form.

Name of Training Program *

Training Location *

Training Program Description *

Name of Training Provider / Instructor *

Est. Start Date * Est. End Date * Expected # of Participants * Expected Employment *

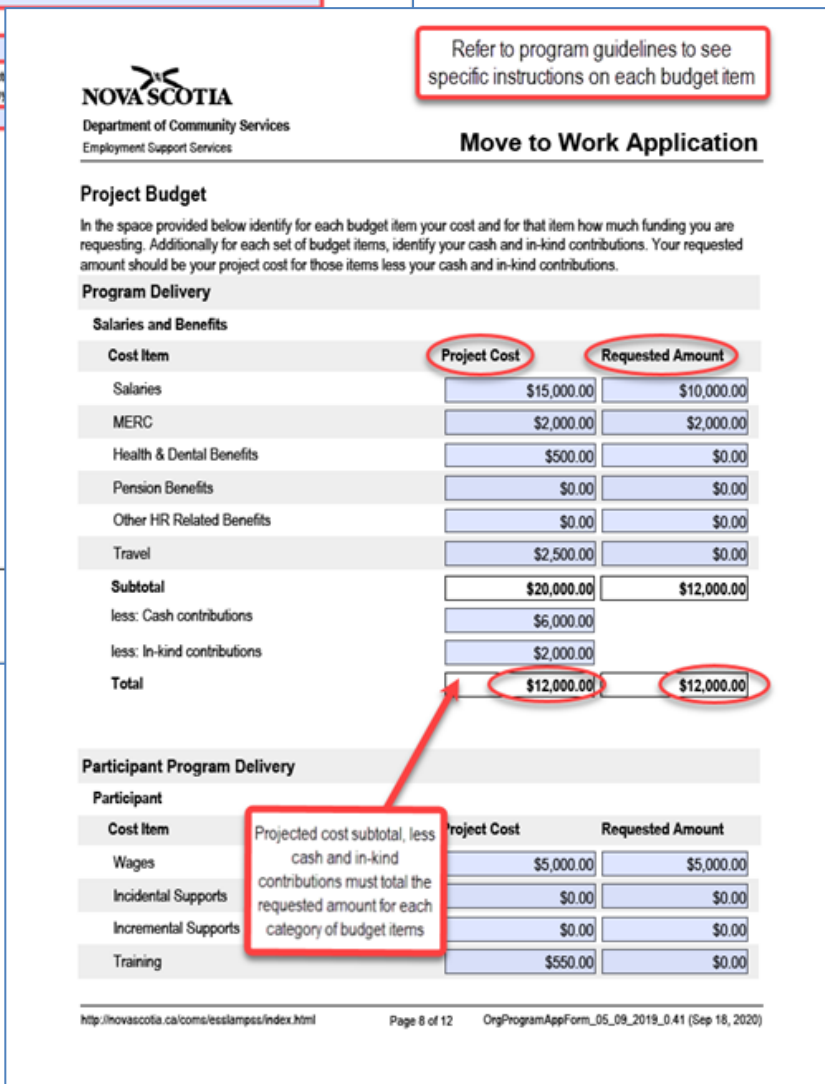
Computer Lab Required? *

<https://novascotia.ca/lae/workplace-education/> Page 4 of 9

For the Training Subsidy Application form, you are required to provide a description of the training program, name or provider/instructor, start and end dates, number of participants/employees and training hours. Once you enter the budget that is listed on the next page of the form, you can add another program, if necessary.

PROJECT BUDGET

You must specify a budget for your project, the images below refer to the Standard Application form. To get specific instructions for each budget category, refer to the specific program guidelines. You are required to provide both the total expected cost for the project and the amount you are requesting funding to cover.



NOVA SCOTIA
Department of Community Services
Employment Support Services

Move to Work Application

Refer to program guidelines to see specific instructions on each budget item

Project Budget
In the space provided below identify for each budget item your cost and for that item how much funding you are requesting. Additionally for each set of budget items, identify your cash and in-kind contributions. Your requested amount should be your project cost for those items less your cash and in-kind contributions.

Program Delivery

Salaries and Benefits

Cost Item	Project Cost	Requested Amount
Salaries	\$15,000.00	\$10,000.00
MERC	\$2,000.00	\$2,000.00
Health & Dental Benefits	\$500.00	\$0.00
Pension Benefits	\$0.00	\$0.00
Other HR Related Benefits	\$0.00	\$0.00
Travel	\$2,500.00	\$0.00
Subtotal	\$20,000.00	\$12,000.00
less: Cash contributions	\$6,000.00	
less: In-kind contributions	\$2,000.00	
Total	\$12,000.00	\$12,000.00

Participant Program Delivery

Participant

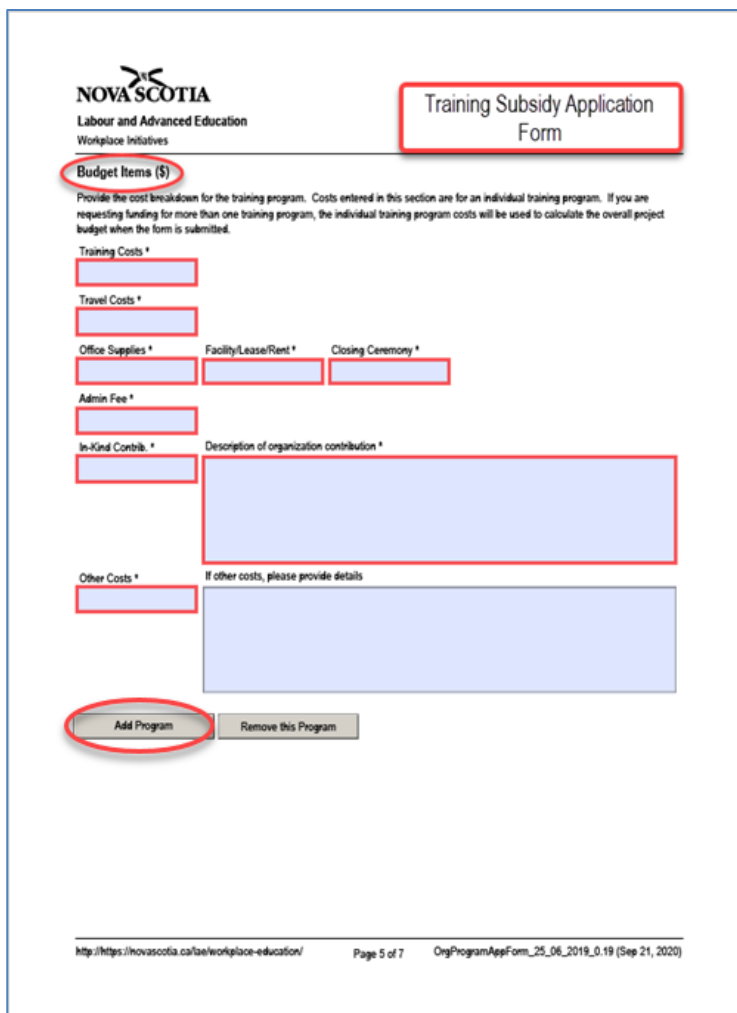
Cost Item	Projected cost subtotal, less cash and in-kind contributions must total the requested amount for each category of budget items	Project Cost	Requested Amount
Wages		\$5,000.00	\$5,000.00
Incidental Supports		\$0.00	\$0.00
Incremental Supports		\$0.00	\$0.00
Training		\$550.00	\$0.00

<https://novascotia.ca/coms/esslampss/index.html> Page 8 of 12 OrgProgramAppForm_05_09_2019_0.41 (Sep 18, 2020)

The requested amount for each budget item must be equal to or less than the expected cost. The expected cost and requested amounts for each budget item are summed and included in this subtotal. For each category you should provide your cash contributions and in-kind contributions on the two-line items provided. The project cost subtotal, less the cash and in-kind contributions must total your requested amount for this category of budget items. If these two totals are not equal a warning is displayed in red below the category advising you to correct your error.

At the end of the budget section is a set of budget totals. These read-only fields summarize your project budget and show your total project cost and the total amount of funding you are requesting. Additionally, the total cash and in-kind contributions you are making to the project are included. The last Total line item for the Project Cost column must equal the Total for the Requested Amount column.

Budget Total	Project Cost	Requested Amount
Subtotal	\$26,800.00	\$18,250.00
less: Total cash contributions	\$6,550.00	
less: Total in-kind contributions	\$2,000.00	
Total	\$18,250.00	\$18,250.00



The screenshot shows the 'Training Subsidy Application Form' for Nova Scotia Labour and Advanced Education Workplace Initiatives. The form includes several sections for budget items, each with a text input field and a red warning box indicating a discrepancy. The sections are: Training Costs, Travel Costs, Office Supplies, Facility/Lease/Rent, Closing Ceremony, Admin Fee, In-Kind Contrib., and Other Costs. At the bottom, there are 'Add Program' and 'Remove this Program' buttons. The footer contains the URL <http://novascotia.ca/lae/workplace-education/>, page number 5 of 7, and the form version 'OrgProgramAppForm_25_06_2019_0.19 (Sep 21, 2020)'.

Before moving on to the next section, review your budget for any errors. Ensure there are no red warning messages either below the budget totals, or category totals. If there are warnings present, correct the issue before proceeding to the next section.

If you are completing a Training Subsidy application form the budget requirement will look different.

You are required to provide the cost for an individual training program. If you are requesting more than one training program, once the budget items are entered you would select 'Add Program' and you would then be able to enter details on another training program.

PROJECT CASH FLOW

Before finalizing the Project Cash Flow section, double check that your projected budget is accurate and that the start and end dates you have specified in the project details section are correct.

The starting balance line item will equal your requested amount total from the projected budget. The project cash flow is completed accurately only when the final remaining balance for the last month of the project is zero. On a monthly basis for the duration of the project specify the amount of funding you forecast spending in that month.

Project Cash Flow

In the space provided below, estimate when your requested funding will be spent. The Remaining Balance column begins with your requested amount total from the budget section of this application. The balance must be zero at the end of this agreement.

Period	Project Cash Flow	Remaining Balance
Starting balance		\$18,250.00
September 2020	<input type="text" value="\$0.00"/>	\$18,250.00
October 2020	<input type="text" value="\$0.00"/>	\$18,250.00
November 2020	<input type="text" value="\$0.00"/>	\$18,250.00

Remaining balance must be zero by the end of the agreement.

Before moving on to the next section, review your cash flow for any errors. Ensure your final balance is zero and no warning messages are present. If there are warnings present, correct the issue before proceeding to the next section.

Project Cash Flow

In the space provided below, estimate when your requested funding will be spent. The Remaining Balance column begins with your requested amount total from the budget section of this application. The balance must be zero at the end of this agreement.

Period	Project Cash Flow	Remaining Balance
Starting balance		\$18,250.00
September 2020	<input type="text" value="\$10,000.00"/>	\$8,250.00
October 2020	<input type="text" value="\$5,000.00"/>	\$3,250.00
November 2020	<input type="text" value="\$3,250.00"/>	<input type="text" value="\$0.00"/>

LEGAL SIGNING OFFICERS

Provide a list of officers in your organization who can or must sign any legal documents. You may provide up to three and you are required to provide one, at a minimum. Additionally,

Legal Signing Officers

Please provide the list of legal signing officers required to sign a legal agreement

Title	Name
<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>

How many and what combination of the above persons' signatures are required on a legal document?

in the space provided below, provide information on the combination and number of signatures required on legal documents. For example, you could provide three names and then use the text box to explain that only two of the three must sign a legal document for your organization.

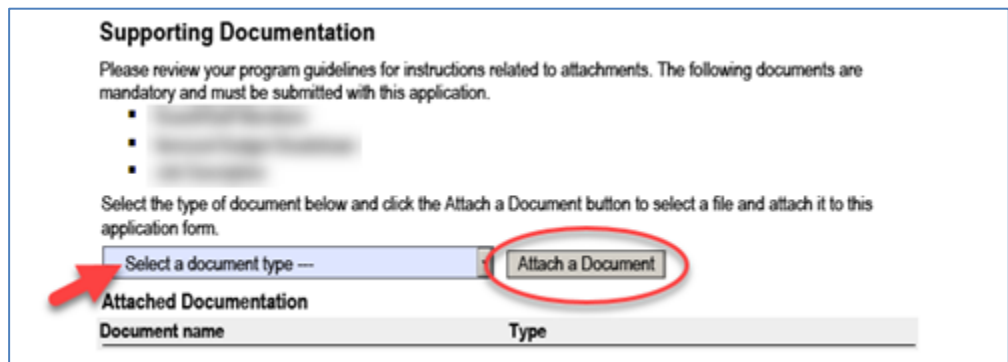
SUPPORTING DOCUMENTS

Some programs require mandatory documentation to be provided along with the application form. The required supporting documents will be listed on the application. If you require additional information on the documentation requested, you can refer to the specific program guidelines. The guidelines will provide detail on what documents are required and, in some cases, may even provide a template for those documents, or an explanation of what is required.

These documents are attached to the application form in this section. In general, only attach documents that are mandatory or if they provide relevant and specific information to support your application.

To add a document, select a document type from the drop-down list. For mandatory attachments, the document type listed must be the one selected for your application to submit successfully. For non-mandatory

attachments, choose a document topic that best describes the document you are attaching and click "Attach a Document". If successfully attached, the



Supporting Documentation

Please review your program guidelines for instructions related to attachments. The following documents are mandatory and must be submitted with this application.

- [Redacted]
- [Redacted]
- [Redacted]

Select the type of document below and click the Attach a Document button to select a file and attach it to this application form.

Select a document type --- Attach a Document

Attached Documentation	
Document name	Type

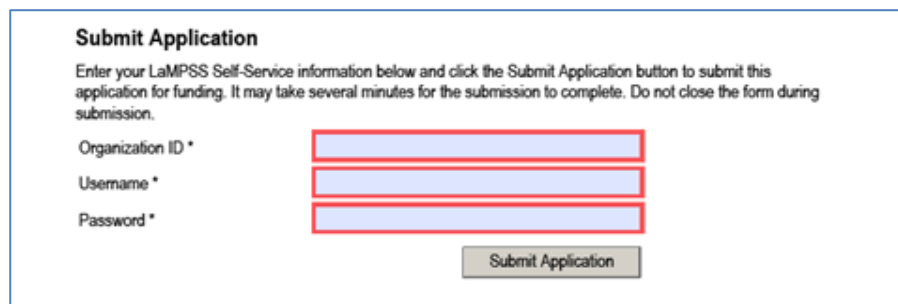
name of the file and the document topic selected appear in the new row.

If you wish to remove an attached document, click remove on the same row as the document you wish to remove.

Each file must have a unique file name and be a maximum of 1MB in size. Additionally, the total size of your application can not exceed 5 MB total in size.

How to Submit a Funding Application Form

Once you have reviewed your application for accuracy and completeness, the application may be submitted using the LaMPSS self-serve system.



Submit Application

Enter your LaMPSS Self-Service information below and click the Submit Application button to submit this application for funding. It may take several minutes for the submission to complete. Do not close the form during submission.

Organization ID *

Username *

Password *

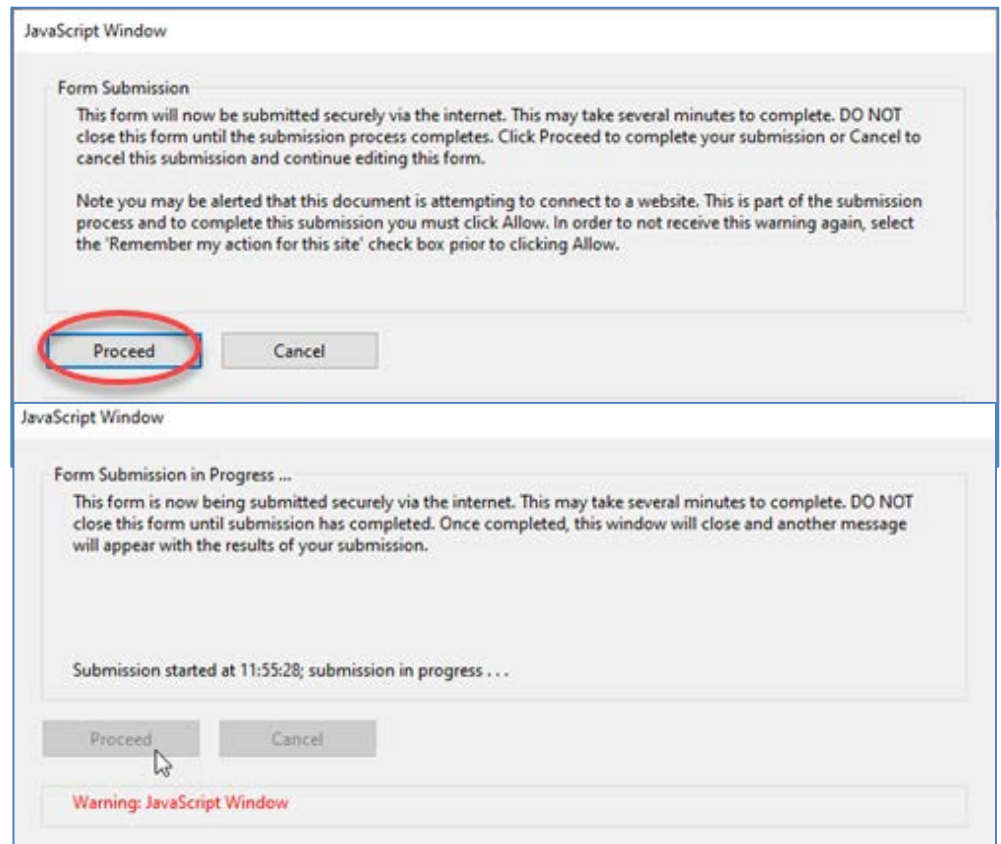
To submit the application, follow the steps outlined below:

1. Open the completed application form saved on your computer.
2. Enter your Organization's ID, Username and Password. This information would have been provided to you when your organization was registered in LaMPSS.

- Click the “submit” button. The interactive application reconnects with the LaMPSS system automatically and enables the User to submit the application.

Once you select submit the following pop up message will appear.

You will need to select proceed and the following pop up will appear concerning submission of the form.



JavaScript Window

Form Submission

This form will now be submitted securely via the internet. This may take several minutes to complete. DO NOT close this form until the submission process completes. Click Proceed to complete your submission or Cancel to cancel this submission and continue editing this form.

Note you may be alerted that this document is attempting to connect to a website. This is part of the submission process and to complete this submission you must click Allow. In order to not receive this warning again, select the 'Remember my action for this site' check box prior to clicking Allow.

Proceed **Cancel**

JavaScript Window

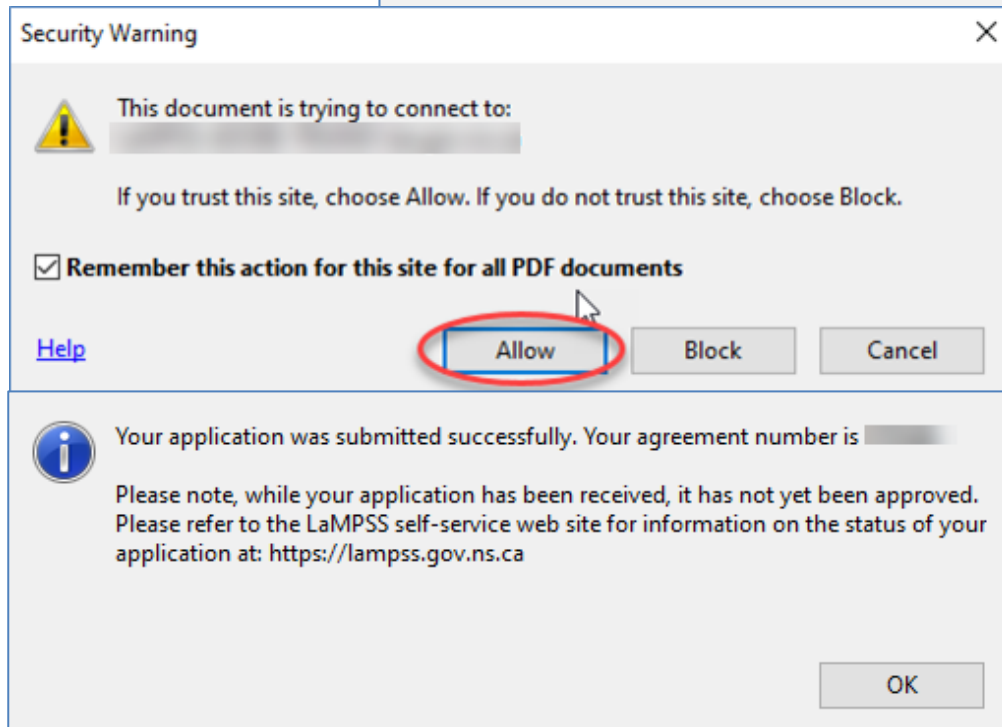
Form Submission in Progress ...

This form is now being submitted securely via the internet. This may take several minutes to complete. DO NOT close this form until submission has completed. Once completed, this window will close and another message will appear with the results of your submission.


Submission started at 11:55:28; submission in progress ...

Proceed **Cancel**

Warning: JavaScript Window




Security Warning

 This document is trying to connect to: [redacted]

If you trust this site, choose Allow. If you do not trust this site, choose Block.

☒ Remember this action for this site for all PDF documents

[Help](#) **Allow** **Block** **Cancel**

 Your application was submitted successfully. Your agreement number is [redacted]

Please note, while your application has been received, it has not yet been approved. Please refer to the LaMPSS self-service web site for information on the status of your application at: <https://lampss.gov.ns.ca>

OK

You will receive a security warning message concerning a trusted site. You are required to select Allow to proceed with the submission.

Once successfully submitted you will receive the following message with your unique agreement number.