



Regional Relief and Recovery Fund (RRRF)

Application for Financing and Attestations

Recipients of funding from other federal relief measures may not be eligible for funding under the Regional Relief and Recovery Fund.

It is very important you read through this document before filling out application.

Complete applications are those that include all prescribed documentation containing all information needed for Nottawasaga Futures to complete the review. Information should be accurate, verifiable, relevant and consistent. Complete applications will be processed on a first come first serve basis until funding is depleted. Applications will undergo a due diligence process where they are assessed against a number of factors. If your application is not complete it will not be considered for processing until all documents required are received.

RRRF APPLICATION FOR FINANCING

Nottawasaga Community Futures Development Corporation is a federally supported not-for-profit Community Futures Development Corporation with a volunteer Board of Directors and professional staff whose purpose is to support community economic development and small business growth through business loans. This access to financing is to support small enterprises including social enterprises that are unable to access federal and provincial relief funding programs, or unable to obtain a loan/credit from traditional financial institutions, and that are struggling with working capital needs.

The following are the guidelines to be utilized in the review of applications for the RRRF:

Maximum assistance will be \$40,000;

0% interest and no principal payments until December 31, 2022;

Principal repayments can be voluntarily made at any time;

25% (not to exceed \$10,000) of any loan can be forgiven provided the Client has paid 75% of the original loan amount prior to December 31, 2022;

If the Client is unable to repay the loan by December 31, 2022, the loan will be converted to a three-year term loan with interest rates up to 5%, effective January 1, 2023. The full balance must be repaid no later than December 31, 2025;

No application deadline, applications will be accepted until funding pool is depleted.

Eligible Applicants must meet these following requirements

Established prior to March 1, 2020;

Impacted adversely due to the COVID-19 pandemic;

Viable and not experiencing financial pressures prior to March 1, 2020;

Have attempted to access other federal relief supports and were ineligible, rejected, or require funding for expenses in excess of support already received, with priority given to applicants who were ineligible or rejected from other federal relief supports; and

Have not or will not apply or accept other Government of Canada equivalent support.

Sign an owner's personal guarantee.

Complete the loan application and provide personal financial statement, 2019 financial statements with corresponding Notice of Assessment and T1/T2 General (in-house statements are acceptable if you have not filed), first quarter financial statements (January to March 2020).

Provide a copy of the Master Business Licence or Articles of Incorporation

Eligible business must be physically located in South Simcoe which is made up of the municipalities of Adjala-Tosorontio, Bradford West Gwillimbury, Essa, Innisfil, and New Tecumseth.

What happens once a loan is approved?

1. Offer to Finance/Loan Agreement and documentation is prepared and provided to you for review and signature.
2. Following receipt of executed Offer to finance/Loan Agreement and documentation, the loan will be advanced.
3. You will be required to submit an annual financial statement to the Loans Officer for review.

NOTE: As the Corporation is financially supported by the Government of Canada, through the Federal Development Agency of Southern Ontario (FedDev), representatives of FedDev are permitted access to all client files for monitoring and evaluation purposes and maybe contacted by representatives of FedDev as part of the evaluation process.

PRIVACY STATEMENT

INTRODUCTION

Nottawasaga Community Futures Development Corporation is a federally supported not-for-profit community organization with a volunteer Board of Directors and professional staff whose purpose is to support community economic development and small business growth through business loans or loan guarantees.

This brochure summarizes Nottawasaga Community Futures Development Corporation's privacy policies and procedures that have been developed to comply with Canada's *Personal Information Protection and Electronic Documents Act* ("*PIPEDA*"). *PIPEDA* sets out rules for the collection, use and disclosure of a client's or customer's personal information, as well as safeguarding that information in the course of commercial activity as defined in the legislation.

WHAT IS "PERSONAL INFORMATION"

Under *PIPEDA*, "Personal Information" means any information that is identifiable to an individual, including name, address, telephone number, Social Insurance Number, and date of birth. It also includes, but is not limited to, other information relating to identity, such as, nationality, gender, marital status, financial information and credit history.

PURPOSES FOR PERSONAL INFORMATION

Nottawasaga Community Futures Development Corporation collects only that personal information required to assess a prospective applicant's eligibility for financial assistance, as well as to report to the Federal Economic Development Agency for Southern Ontario, the federal department that administers the Southern Ontario Community Futures Program.

CONSENT

At the time of completing a loan application, the express, written consent of the individual applicant will be sought for the collection, use, retention and disclosure of their personal information for the purposes set out in Nottawasaga Community Futures Development Corporation's privacy policy.

An applicant may choose not to provide some or all of the personal information requested, but if Nottawasaga Community Futures Development Corporation is unable to collect sufficient information to validate a financing request, the application for financing may be turned down.

ACCURACY

Nottawasaga Community Futures Development Corporation endeavours to ensure that all personal information in active files are accurate, current and complete. When a client notifies Nottawasaga Community Futures Development Corporation that his or her personal information requires correction or updating, the necessary changes will be made. Information contained in closed files is not updated.

LIMITING USE, RETENTION & DISCLOSURE

Nottawasaga Community Futures Development Corporation uses and retains personal information for only those purposes to which the individual has consented.

Personal information will be disclosed to only those Nottawasaga Community Futures Development Corporation employees, volunteer members of committees and/or Board of Directors that need to know the information for the purposes set out in the Nottawasaga Community Futures Development Corporation Privacy Policy.

SAFEGUARDS

Nottawasaga Community Futures Development Corporation utilizes a number of physical, organizational and technological measures to safeguard personal information from unauthorized access or inadvertent disclosure in accordance with its *Information Security, Retention and Destruction Policy*, including but not limited to:

Physical

Active files are stored in locked filing cabinets located in work areas restricted to Nottawasaga Community Futures Development Corporation employees and authorized volunteers. Closed files are stored in locked cabinets for a period of seven years, after which, the information is shredded prior to disposal.

Organizational

Nottawasaga Community Futures Development Corporation employees, volunteers, and third party service providers sign confidentiality agreements binding them to safeguarding the confidentiality of personal information to which they have access.

Technological

Personal information contained on Nottawasaga Community Futures Development Corporation computers and the electronic database are password protected. As well, the Internet server or router has firewall protection to protect against virus attacks and hacking into the database.

Electronic Transmission of Information

Notwithstanding the technological safeguards implemented by Nottawasaga Community Futures Development Corporation, all Internet transmissions are susceptible to possible loss, misrouting, interception and misuse. For this reason, as part of the application that individual's sign consenting to their personal information being collected used, retained, and disclosed, Nottawasaga Community Futures Development Corporation will assume that it has the individual's consent to communicate via the Internet unless notified to the contrary.

INDIVIDUAL ACCESS

An individual who wishes to review or verify what personal information is held by Nottawasaga Community Futures Development Corporation, may do so by making a request, in writing to the Nottawasaga Community Futures Development Corporation's Chief Privacy Officer. Upon verification of the individual's identity, the Chief Privacy Office will provide a written report within 60 days.

INVESTIGATING COMPLAINTS

Any concern or issue about Nottawasaga Community Futures Development Corporation's personal information handling practises may be made, in writing, to the Chief Privacy Officer. Upon verification of the individual's identity, the Chief Privacy Officer will act promptly to investigate the complaint and provide a written report to the individual.

If the individual is dissatisfied with the report provided by the Chief Privacy Officer, or feels that the corrective action taken by Nottawasaga Community Futures Development Corporation is insufficient, the individual may direct a complaint

to the Federal Privacy Commissioner in writing. The address of the Federal Privacy Commissioner is provided in this Privacy Statement for your convenience.

AMENDMENTS TO OUR PRIVACY POLICY

This Privacy Statement is a summary of Nottawasaga Community Futures Development Corporation's Privacy Policy. For full particulars of Nottawasaga Community Futures Development Corporation's privacy policies and procedures, please request a copy of the Privacy Policy from Nottawasaga Community Futures Development Corporation or a copy may be obtained from the Internet website at: www.nottawasagacfdc.on.ca.

The Nottawasaga Community Futures Development Corporation Privacy Policy and this Privacy Statement are in effect [date approved by Board of Directors] and is retroactive to January 1, 2004. Nottawasaga Community Futures Development Corporation's Privacy Policy and this Privacy Statement may be updated from time to time to reflect amendments in applicable Federal and Provincial laws. Any changes to this Privacy Policy will be posted on Nottawasaga Community Futures Development Corporation website and will apply to personal information collected from the date of the posting of the revised Privacy Policy.

CONTACT INFORMATION

If you have any questions regarding Nottawasaga Community Futures Development Corporation's Privacy Policy, Information Security, Retention and Destruction Policy, and/or this Privacy Statement, or you wish to make an access to personal information request, please contact:

Chief Privacy Officer ced@nottawasaga.com
Nottawasaga Community Phone: (705) 435-1540
Futures Development Facsimile: (705) 435-6907
Corporation
39 Victoria St. East
P.O. Box 184
Alliston, Ontario
L9R 1V5

OTHER HELPFUL PRIVACY LINKS

For a copy of *PIPEDA*, or for answers to other questions regarding privacy legislation, below are some helpful privacy links.

Federal Privacy Commissioner www.privcom.gc.ca 112 Kent Street Ottawa, ON K1A 1H3	Provincial Privacy Commissioner www.privcom.on.ca
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Nottawasaga Community Futures Development Corporation Privacy Policy Web Site: www.nottawasagacfdc.on.ca

Siskind, Cromarty, Ivey & Dowler LLP
Privacy Law Group:
www.siskindsprivacylaw.com

THIS IS A FILLABLE PDF - IT CAN BE SAVED ON YOUR COMPUTER AS A NEW FILE AND THEN EMAILED BACK TO US - YOU CAN DOWNLOAD THE FREE ADOBE READER FROM THE LINK BELOW

<https://get.adobe.com/reader/>

ATTESTATION – COVID-19 SUPPORTS

As designated financial authority, I attest that _____ has not received support through the following federal support measures in the last year:

- i. Business Credit Availability Program (BCAP);
- ii. Canadian Emergency Business Account (CEBA);
- iii. Canadian Emergency Commercial Rent Assistance (CECRA), or other rent relief provided through our organization’s landlord;
- iv. Canada Emergency Wage Subsidy (CEWS);
- v. Canada Revenue Agency (CRA) Temporary 10% Wage Subsidy;
- vi. Service Canada Work-sharing program;
- vii. National Research Council of Canada Industrial Research Assistance Program (NRC IRAP) Wage Subsidy;
- viii. Indigenous Business Support Loans;
- ix. Business Development Bank of Canada (BDC) Co-Lending Program for SMEs; or
- x. Other federal or provincial programs,

for labour, wage costs, or any other expenses included in our Application for Funding to the Nottawasaga Community Futures Development Corporation.

Further, I attest that I have not made an application to, or have received support from, the Regional Relief and Recovery Funds (RRRF) as administered by the Federal Economic Development Agency for Southern Ontario (FedDev Ontario), or any other Regional Development Agency (RDA) in Canada.

I attest I have not or will not apply or accept other Government of Canada equivalent support.

If the applicant receives assistance in the future under the CEBA (or any other program) that they will notify Nottawasaga Futures Development Corporation immediately at which time the Regional Relief and Recovery loan would become unconditionally repayable with no forgivable portion.

I Acknowledge that this document is an attestation <input type="checkbox"/>	
Name of designated representative for the business	Title
Signature:	Date (DD-MM-YYYY)
I Acknowledge that this document is an attestation <input type="checkbox"/>	
Name of designated representative for the business	Title
Signature:	Date (DD-MM-YYYY)

APPLICANT INFORMATION

Legal Name of Business

Operating Name of Business (if different from legal name)

Organization Type (example – Corporation/Partnership/Sole Proprietorship/Other)

Date of Business Registration

CRA Business Number

What Industry would you classify your business as

- Retail
- Service
- Hospitality
- Manufacturing
- Construction
- Agriculture
- Social Enterprise
- Other – Please specify _____

Industry Sector – please give a brief description of product or services you provide

Please give a brief description of your business – (be as descriptive as possible)

Street Address of Business

City

Province

Country

Postal Code

Website if applicable

Business Email

Do you own or lease the business property?

 Own Lease

If leased, expiry date of lease (YYYY,MM,DD)

Monthly business mortgage/rent payment

\$

AUTHORIZED ORGANIZATION CONTACT

First Name	Last Name
Title (Ms., Mrs., Mr.)	Email
Business Telephone	Mobile Telephone

Financial Overview

Based on Your Fiscal Year	Jan-Mar 2020 (If available)	Fiscal Year 2019	Fiscal Year 2018
Total Revenues from all sources (A)			
Total Expenses (B)			
Net Income(A-B)			

Status of Current Operation

Since the beginning of the COVID-19 pandemic mid-March, have your current revenues decreased? (compared to the same period last year)	<input type="checkbox"/> Yes <input type="checkbox"/> No
If yes, by how much?	\$
Has your business been closed, voluntarily or involuntarily, in response to the COVID-19 pandemic?	<input type="checkbox"/> Yes <input type="checkbox"/> No
If yes, when was the business closed? (YYYY-MM-DD)	

COVID-19 PANDEMIC IMPACT

Please provide more detail on how you are experiencing undue hardship due to the impacts of the COVID-19 pandemic? For example, has the outbreak caused your business to record losses or to foresee losses in the near future? Please provide any other details that demonstrate the negative impacts. (i.e. disruption to supply chains) (maximum 3,500 characters)

The purpose of this funding is to help you bridge a financial gap until recovery. Please provide an overview of how this funding will support your organization during the 6-month period. (maximum 3,500 characters)

What steps are you / will you be taking to ensure long-term sustainability? (maximum 3,500 characters)

AMOUNT OF FINANCING REQUESTED:

\$

Please describe how the funds requested will be used in the chart below:

Bridge Support Cost Item	Amount (\$)
1. Commercial Rent / Mortgage	
2. Utilities	
3. Property Taxes	
4. Insurance	
5. Salaries	
6. Bank charges, Interest and Loan Repayments	
7. Professional Fees	
8. Cleaning Supplies	
9. Additional Safety Measures	
10. Vehicle operating expense	
11. Other (please describe)	
+	
-	
TOTAL	

HAVE YOU REQUESTED COVID-19 FINANCIAL ASSISTANCE FROM OTHER PROGRAMS*?

Department or Agency	Program Name	Applied? (Yes / No / Not Eligible)	\$ Requested	Application Status (In Progress, Approved, Rejected, Waiting for Decision)
Business Development Bank of Canada and Export Development Canada	Business Credit Availability Programs			
Your financial institution	Canada Emergency Business Account			
FedNor	FedNor Regional Relief and Recovery Fund			
Canada Revenue Agency	Canada Emergency Wage Subsidy			
Canada Revenue Agency	Temporary Wage Subsidy for Employers			
Service Canada	Work-Sharing Program			

Farm Credit Canada	Credit Line			
Canada Revenue Agency	Canada Emergency Response Benefit			
National Aboriginal Capital Corporations	Aboriginal Financial Institution (AFI) Financing			
Your Landlord	Canada Emergency Commercial Rent Assistance			
NRC-IRAP	Wage Subsidy Program			

Other*+

+				
-				

*Other federal, provincial or municipal programs aimed at COVID-19 assistance

C.2 Comment on other COVID-19 funding (if applicable) (maximum 3,500 characters) +

JOB IMPACT

How many full-time staff did you employ prior to Covid-19 (including yourself)?	
How many part-time staff did you employ prior to Covid-19?	
How many full-time staff have you had to lay off/ terminate due to Covid-19 (if any)?	
How many part-time staff have you had to lay off/ terminate due to Covid-19 (if any)?	
Are cash reserves less than projected expenses over the next 30 – 120 days	<input type="checkbox"/> Yes <input type="checkbox"/> No
Are owners(s) foregoing salaries to cover payroll expenses?	<input type="checkbox"/> Yes <input type="checkbox"/> No

APPLICANT ELIGIBILITY ATTESTATION

I/We hereby attest, represent and warrant that:

1. The Applicant operates in South Simcoe (Adjala-Torsorontio, Bradford West Gwillimbury, Essa, Innisfil, New Tecumseth) and has a direct impact on the local economy and impacted adversely due to the Covid-19 pandemic	<input type="checkbox"/> Yes	<input type="checkbox"/> No
2. The Applicant was established prior March 1, 2020	<input type="checkbox"/> Yes	<input type="checkbox"/> No
3. The Applicant was solvent, viable and not experiencing financial pressures prior to March 1, 2020	<input type="checkbox"/> Yes	<input type="checkbox"/> No
4. All information provided in this application is true and as accurate as possible based on currently available information	<input type="checkbox"/> Yes	<input type="checkbox"/> No
5. The applicant meets all government regulations and has obtained all licences required to operate	<input type="checkbox"/> Yes	<input type="checkbox"/> No
6. The Applicant is not engaged in operations or processes that require the disposal or treatment of industrial wastes or by-products that could contaminate soil or groundwater	<input type="checkbox"/> Yes	<input type="checkbox"/> No

DOCUMENTS THAT WILL BE REQUIRED

1. January – December 2019 Financial Statements (Profit & Loss and Balance Sheet). In-house financials will be accepted	
2. 2019 Corresponding Income Tax Returns and Assessment Notices. (Require if you have already filed).	
3. Current Profit & Loss Statement (January – October 2020 in house), Aged Accounts Payable, and Accountants Receivable Lists	
4. 2018 Tax Return and Income Statements (please provide Corporate tax return if you are not a sole proprietor).	
5. Copy of Master Business Licence or Articles of Incorporation	
6. Copy of business bank account statements for March - October 2020	

PERSONAL INFORMATION REQUIRED

1. Copy of your Most Recent Personal Income Tax Notice of Assessment	
2. Copy of Driver's Licence Front & Back	
3. Copy of Birth Certificate or Passport or Landed Immigrant Card	

DISCLAIMER AND SIGNATURE

DISCLAIMER

To: Nottawasaga Community Futures Development Corporation (the "Corporation")

THE APPLICANT UNDERSTANDS AND AGREES:

- (a) The terms and conditions of any financing which may be authorized will be set forth in an Offer To Finance/Loan Agreement, for agreement and acceptance by the Applicant.
- (b) That the statements made herein are for the express purpose of obtaining financing from the Corporation and are to the best of the Applicant's knowledge and belief true and correct. The Applicant understands that additional information in support of this application must be supplied to the Corporation, if requested, before adequate consideration can be given to this application. The Applicant realizes that any present or future indebtedness of the Applicant, or the Applicant's business, to the Corporation may become due and payable if any information provided by the Applicant to the Corporation proves to be inaccurate or incomplete.
- (c) That in applying for this financing and, in the event that the Corporation approves such application, the Applicant's personal and confidential business information will be requested from the Applicant and/or collected from third parties that have information about the Applicant's business and personal financial status for the purposes of determining the Applicant's eligibility for financing and reporting to the Government of Canada.

DISCLOSURE, RELEASE AND WAIVER OF LIABILITY

- (a) The Applicant acknowledges that he or she approached the Corporation to obtain information about business relief measures due to COVID-19.
- (b) The Applicant acknowledges that he or she is solely responsible for the success or failure of his/her business, and that any information which is provided to the Applicant by representatives of the Corporation is for the Applicant's understanding only. It is the Applicant's responsibility to verify the accuracy of such information or to seek additional information concerning any aspects of the Applicant's proposed business.
- (c) The Applicant further agrees to hold the Corporation harmless and hereby releases and discharges the Corporation from any actions, damages, claims or demands which may arise, directly or indirectly, as a result of any act or omission by the Corporation in providing information to the Applicant, and to indemnify the Corporation from any such actions, damages, claims or demands which might be suffered by the Applicant's business or any guarantor in connection with any such information.

COLLECTION, USE, AND DISCLOSURE OF PERSONAL AND BUSINESS INFORMATION

- (a) The Applicant acknowledges that, as the operation of the Corporation is financially supported by the Government of Canada, representatives of the Federal Economic Development Agency for Southern Ontario are permitted access to the files of the Corporation for monitoring and evaluation purposes and that the Applicant may be contacted by representatives of the Federal Economic Development Agency for Southern Ontario and that, such information as is acquired by the Agency will be treated as confidential.
- (b) The Applicant acknowledges receipt of the Corporation's *Privacy Statement* and hereby consents to his or her personal and business information being collected, used, retained, and disclosed by the Corporation for the limited purposes as set out above. The Applicant further understands that under Federal privacy law, he or she has access to the information held by the Corporation and knows to refer to the Corporation's *Privacy Policy* or contact the Chief Privacy Officer if a question or concern arises about the handling of the Applicant's personal information.
- (c) The Applicant further understands and consents to the Corporation publicizing the Applicant's business venture if the Applicant is successful in obtaining financing from the Corporation, which may or may not include personal information such as the name of the Applicant.

(d) This form may be executed and delivered by original signature or by a true image of the signed original delivered by fax or by electronic means. Nottawasaga Community Futures Development Corporation will be relying on and acting on the information, representations and statements contained in the imaged copy to the same extent as if it was bearing an original signature.

1	Date of Signing	
2	Name of Applicant	
3	Signature of Applicant	
4	Signature – I Have Authority to Bind The Corporation	
1	Date of Signing	
2	Name of Applicant	
3	Signature of Applicant	
4	Signature – I Have Authority to Bind The Corporation	

The Applicant acknowledges and agrees that its signature provided shall constitute an electronic signature within the meaning of the Electronic Commerce Act, 2000, S.O. 2000.

BORROWER INFORMATION

<p>Equality and Diversity Attestation as require by the Federal Government: Do you identify as any of the following?</p>	<p> <input type="checkbox"/> Women <input type="checkbox"/> Indigenous <input type="checkbox"/> Members of the Official Language Minority Communities (OLMCs) <input type="checkbox"/> Youth – between 16 and 39 yrs <input type="checkbox"/> Persons with disabilities <input type="checkbox"/> Newcomers to Canada <input type="checkbox"/> Visible minority who own or run SME <input type="checkbox"/> LGBTQ2 <input type="checkbox"/> Other - _____ </p>
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Personal Information

First Name	
Middle Name	
Last Name	
Date of Birth (YYYY-MM-DD)	
SIN # (Optional)	
Driver's Licence #	
Address	
City	
Province	

Postal Code	
Primary Phone Number	
Email Address	
% of Business Owned (if partnership). If you are a sole proprietor please enter 100% in the box.	
Residence	<input type="checkbox"/> Own <input type="checkbox"/> Rent
How Long Have you Owned or Rented	
Marital Status	<input type="checkbox"/> Single <input type="checkbox"/> Married <input type="checkbox"/> Common-Law <input type="checkbox"/> Divorced
Number of Dependents	
Are you paying any child support	<input type="checkbox"/> Yes <input type="checkbox"/> No

Employment / Past Solvency

Occupation	
Currently Employed By	
Address	
City	
Province	
Postal Code	
Employer's Phone Number	
How Long Have You Been Employed There	
Previous Employer	
Have You Ever Owned A Business In The Past	
If Yes, Explain The Current Status of the Business	
Have You Ever Owned A Business That Has Ever Been In Receivership or Declared Bankruptcy	
If yes, Explain	

Personal Information on Spouse or Common-Law

Under Laws of Canada or The Provinces You Spouse or Common-Law Partner May Have Legal Interest/Obligation Arising From Your Business Dealings and May Also Have An Interest In Your Personal Assets

Spouse or Common Law's Name	
Spouse or Common Law's Date of Birth	
Spouse or Common Law's SIN (optional)	
Spouse or Common Law's Occupation	
Spouse or Common Law Currently Employed By	

How Long Has Spouse or Common Law Been with Employer	
Spouse or Common Law's Phone Number	
Spouse or Common Law's Annual Income	

Business Banking Information

Bank Name	
Full Address	
Phone Number	
Transit #	
Bank Code/Institution Code	
Account #	

Business and Personal References – Contacts/References – Please Provide Two References

Business Name	
Contact Name	
Full Address	
Phone Number	
Email	
Business Name	
Contact Name	
Full Address	
Phone Number	
Email	

Assets	Present Value (\$)	Liabilities	Balance (\$)	Monthly Pmt.
Cash	\$	Lines of Credit	\$	\$0
Primary Residence	\$	Mortgage Primary Residence	\$	\$
Real Estate	\$	Other Mortgages	\$	\$
RRSP/Retirement Accounts	\$	Bank Loans	\$	\$
Vehicles	\$		\$	\$
	\$		\$	\$
Other Assets (please specify)	\$	Credit Cards	\$	\$
	\$		\$	\$
	\$	Other Liabilities	\$	\$
	\$		\$	\$

	\$		\$	\$
Total Assets	\$		Total Liabilities	\$
			Net Worth	\$

Declarations:

Do you own shares in any other company other than the Applicant	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Do you owe any tax arrears	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Do you have any of the following	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Pending and or actual Legal Action	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Suits or Claims	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Bankruptcy Proceedings	<input type="checkbox"/> Yes	<input type="checkbox"/> No
I certify that I am a Canadian Citizen or Canadian Permanent Resident	<input type="checkbox"/> Yes	<input type="checkbox"/> No

Disclosure and Release to Nottawasaga Community Futures Development Corporation (NCFDC)

a) I hereby certify that the information in this Statement of Personal Assets and Liabilities is a complete and true declaration.

b) I authorize NCFDC's to obtain personal credit information and I authorize each source to provide this information to NCFDC

c) If a loan is received from NCFDC, I further authorize NCFDC to obtain personal credit information about me or my business from any source for the duration of my indebtedness to NCFDC. By executing this statement, I acknowledge as notice in writing, NCFDC's intent to obtain this information and I authorize each source to provide this information to NCFDC. I authorize NCFDC to retain this Statement of Personal Assets and Liabilities and any financial records, credit and references reports for NCFDC's records and reporting to the Federal Economic Development Agency of Southern Ontario (FedDev) who oversees the Community Futures Program.

Collection, Use and Disclosure of Personal Information

COLLECTION, USE, AND DISCLOSURE OF PERSONAL AND BUSINESS INFORMATION

(a) The Applicant acknowledges that, as the operation of the Corporation is financially supported by the Government of Canada, representatives of the Federal Economic Development Agency for Southern Ontario are permitted access to the files of the Corporation for monitoring and evaluation purposes and that the Applicant may be contacted by representatives of the Federal Economic Development Agency for Southern Ontario and that, such information as is acquired by the Agency will be treated as confidential.

(b) The Applicant acknowledges receipt of the Corporation's *Privacy Statement* and hereby consents to his or her personal and business information being collected, used, retained, and disclosed by the Corporation for the limited purposes as set out above. The Applicant further understands that under Federal privacy law, he or she has access to the information held by the Corporation and knows to refer to the Corporation's *Privacy Policy* or contact the Chief Privacy Officer if a question or concern arises about the handling of the Applicant's personal information.

(c) The Applicant further understands and consents to the Corporation publicizing the Applicant's business venture if the Applicant is successful in obtaining financing from the Corporation, which may or may not include personal information such as the name of the Applicant.

(d) The Applicant also understands, acknowledges, and agrees that the information given in this Statement of Personal Assets and Liabilities, as well as other information obtained in relation to his/her credit history may be disclosed to potential Business

Consultants, other service providers, or organizations providing technological or other support services required in relation to this application, and any other parties with whom the Applicant proposes to have a financial relationship

(e)The Applicant consents and acknowledges that NCFDC may, at any time in its complete discretion, destroy documents provided by the Applicant and should retain copies for the Applicant's own use.

(f) This form may be executed and delivered by original signature or by a true image of the signed original delivered by fax or by electronic means. Nottawasaga Community Futures Development Corporation will be relying on and acting on the information, representations and statements contained in the imaged copy to the same extent as if it was bearing an original signature.

I have read and understand the above Disclosure and Release, and Collection, Use and Disclosure of Personal Information and executed the Declaration truthfully.	<input type="checkbox"/> Yes
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Signature	Date (YYYY-MM-DD)
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A Personal Statement of Assets and Liabilities must be completed by each Owner. Please contact andie@nottawasaga.com if additional forms are required.

- **NCFDC reserves the right to request further information from an applicant in order to confirm that it meets all requirements.**

If you have any problems or questions regarding this application please contact andie@nottawasaga.com