

(ANtex

CANADIAN TEXTILES PROGRAM

APPLICATION FORM

APPLICATION GUIDELINES

Submit original of the duly completed and signed 2-page form and attachments to the CANtex office as specified here (keeping a copy for your records):

FOR HEAD OFFICES LOCATED IN PROVINCES EXCEPT QUÉBEC

Industry Canada strategis.gc.ca/ctp

Apparel and Textiles Directorate - CANtex CD Howe Building, East Tower, 6th floor 235 Queen Street, Ottawa (Ontario) K1A 0H5

Toll-free: 1 888 268-0453 Fax: (613) 954-3107

FOR HEAD OFFICES LOCATED IN QUÉBEC

Canada Economic Development for Québec Regions (CED)

www.dec-ced.gc.ca/asp/ProgrammesServices/ProgrammesServices_intro.asp

Montérégie

Island of Montreal

3340 de l'Assomption Blvd. Montreal (Quebec) H1N 3S4 Telephone: (514) 283-2500 Fax: (514) 496-8310 1111 Saint-Charles Street West, Suite 411

Longueuil, QC J4K 5G4 Telephone: (450) 928-4088 Toll Free: 1 800 284-0335 Fax: (450) 928-4097

Fax: (819) 478-4666

<u>Estrie</u>

65 Belvédère Street North, Suite 240 Sherbrooke, QC J1H 4A7 Telephone: (819) 654-5904 Toll Free: 1 800 567-6084 Fax: (819) 564-5912

<u>Chaudière-Appalaches</u> <u>Other regions of Quebec</u>

112 Dalhousie Street, 2nd Floor Quebec, QC G1K 4C1 Telephone: (418) 648-4826 Toll Free 1 800 463-5204 Fax: (418) 648-7291

Place du Centre 150 Marchand Street, Suite 502 Drummondville (Quebec) J2C 4N1 Telephone: (819) 478-4664 Toll free: 1 800 567-1418

 Before agreeing to provide financial assistance, Industry Canada will, if necessary, study the possible environmental impact of your project. In order to keep delays to a minimum, any environmental study or other information on the environmental impact for your project should be included with this application.

• Upon receipt of your duly completed form, the advisor responsible for your project may contact you to request additional information.

Note: The information provided is protected under Section 20 of the Access to Information Act. Provision of the information requested on this form is voluntary. However, the information is being collected in order to assess your application.

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IDENTIFICATION OF THE APPLICANT							
Legal name of applicant		Location of project (if different)					
Address		Mailing Address					
Name and title of official to whom enquiries may be directed		Area code and telephone No.	. Fax No.				
Email address		Web site (if any)					
Type of organization (Please provide Charter/ Articles of Incorporation /Letters Patent)							
□ Incorporated □ Partnership □ Sole proprietorship □ Co-operative □ Other (specify)							
Brief description and cost of project							
Expected start of project (yyyy/mm/dd)	Expected end of project (yyyy/mm/dd)		Official language preferred for correspondence				
			□ ENGLI	SH	□ FRENCH		
DECLARATION OF SIGNATORY							
The signatory declares and certifies that the information provided herein is, to the best of his/her knowledge, true, accurate and complete.							

day of

X Signature of authorized person

20



Signed at

Name and title of authorized person

this

REQUIRED INFORMATION

- 1. YOUR COMPANY
 - 1.1 Profile and brief history of firm
 - 1.2 Shareholders and senior directors
 - 1.3 Ownership of applicant (by % and country)
 - 1.4 Products produced (provide brochure & HS tariff item at the 8 digit level for each textile product produced in the past 3 years)
 - 1.5 Canadian content for your products (%, \$)
 - 1.6 Number of employees (management, staff and production)
 - 1.7 Plant size (square footage)
 - 1.8 Association memberships (list all)

2. STATEMENT OF WORK

- 2.1 Detailed project description, objectives and timetable
- 2.2 Breakdown of costs and funding
- 2.3 Economic benefits of project (expected number of permanent jobs created or maintained by the project, productivity improvement, etc.)
- 2.4 Describe the indicators/factors that will be used to determine project success.
- 2.5 Detail the methodology that will be used to measure the success indicators.

MARKETING

- 3.1 Current market and evaluation of potential market
- 3.2 Evaluation of competition
- 3.3 Marketing strategy
- 3.4 Sales history (past 2 years) by product and market (%, \$)

4. PRODUCTION/ DISTRIBUTION

- 4.1 Description of current production/ distribution processes
- 4.2 Source of textile inputs (fibres, yarns and other textile inputs) by company name, location and countries of origin (%,\$)
- 4.3 For all textile inputs (fibres, yarns and other textile inputs) indicate HS tariff item at the 8 digit level
- 4.4 Investment made in improvements by type and amount past (2 years); present; future (2 years)

ENVIRONMENT

Submit all information which could help assess the environmental impact of your project.

6. GOVERNMENT ASSISTANCE

- 6.1 Describe any federal, provincial or municipal assistance you have received or expect to receive in carrying out the project (source, type and amount)
- 6.2 Describe any financial assistance received from the federal government over the past five years. In the case of assistance received from Industry Canada, specify the name of the program and the project number. For any other assistance received from a federal government department, state the name of the department, the name of the program, the amount received and a description of the project.
- 7. HAVE YOU MADE COMMITMENTS WITH REGARD TO THE PROJECT? SPECIFY.

8. ENCLOSE THE FOLLOWING DOCUMENTS

- 8.1 Business plan, including financial forecasts. For non-repayable contributions, 3 year financial forecasts. For repayable contributions, financial forecasts for as many years as the expected term of repayment.
- 8.2 Charter/ Articles of Incorporation/ Letters Patent
- 8.3 Proposals from consultants (if applicable). If consulting fees exceed \$50,000 please provide evidence that competitive bids were solicited and justification as to why the selected consultant was chosen.
- 8.4 Year-end company financials for the past 3 fiscal years

NOTES AND ACKNOWLEDGEMENT

1. ELIGIBILITY OF PROJECT COSTS

- 1.1 Any consulting fees incurred to prepare this application are not eligible for assistance.
- 1.2 Contingency fees (any fees that are paid to a 3rd party on the condition that an application prepared by the 3rd party in question has been approved for funding) are not eligible project costs.
- 1.3 All costs pertaining to employee wages will be considered based on actual normal wage costs for specific employees for actual hours worked on the proposed project. Employee bonuses and overtime are not eligible for assistance. If requesting assistance for project related internal wage costs, provide a list of individual employees and their specific wage rates.
- 1.4 Applicants should also note that any communication (verbal or written) during the evaluation of a CANtex application must be between the applicant and the assigned project officer.

2. LOBBYISTS

The Applicant is required to represent and warrant that any person, whether hired as a consultant, or an in-house staff member, whose duty it is to speak or correspond with any employee of the Department of Industry, on the Applicant's behalf, concerning any issue relating to an Agreement, or concerning any benefit there under, is to be registered pursuant to the Lobbyists Registration Act R.S. 1985 c. 44 (4th Supplement). The Applicant must further recognize that Sections 5 and 2 of that Act state, inter alia, that "An individual shall file with the registrar (...) a return (...) if the individual for payment, on behalf of any person or organization, undertakes to (...) communicate with a public office holder in respect of (...) the awarding of any (...) contribution or other financial benefit (...) not later than ten days after entering into that undertaking (that consulting agreement)". Furthermore, it is Industry Canada policy that consultants and lobbyists cannot be paid on a contingency-style-basis, otherwise any proposal will be rejected. Please provide the Registration number for any applicable lobbyist.

I have read and acknowledge the above application requirements and notes.

X		
Initial of authorized person		