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## REQUIRED INFORMATION

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### 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.

### 3. 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)

### 5. 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

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## NOTES AND ACKNOWLEDGEMENT

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### 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 3<sup>rd</sup> party on the condition that an application prepared by the 3<sup>rd</sup> 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