



## REGIONAL RELIEF & RECOVERY FUND (RRRF) APPLICATION FOR FINANCING

1. THE APPLICANT  Telephone

Primary place of business at:

(Street Address) (Town/City) (Province) (Postal Code)

(Telephone Number) (Fax Number) (Email Address)

Federal Business Number (nine-digit code)

2. CARRYING ON THE BUSINESS OF:

3. HEREBY APPLIES TO 1000 Islands Community Development Corporation (the "Corporation") for financing of \$  (Maximum Loan Request Is \$40,000).

4. The APPLICANT understands the REGIONAL RELIEF & RECOVERY FUND (RRRF) Terms & Conditions as follows:

- Maximum assistance of up to \$40,000 (subject to approval).
- 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 recipient has paid 75% of the original loan amount prior to December 31, 2022.
- If the recipient 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.
- Business must have been established prior to March 1, 2020.
- Business must be adversely impacted by the Covid-19 pandemic.
- Business must be viable and not experiencing financial pressures or other financial difficulties prior to March 1, 2020.
- Business must have attempted to access other federal relief supports and were ineligible, rejected or require funding for expenses in excess of support already received. Priority will be given to applicants who were ineligible or rejected from other federal relief supports.
- Business has not or will not apply or accept other Government of Canada equivalent support.

5. Describe current impact of COVID-19 on the business (closures, layoffs, revenue loss, etc.):

6. Explain the intended use of funding and the associated outcomes:

7. Identify other forms of credit available as well as any barriers to access that may exist:

8. Please complete Statement of Personal Assets and Liabilities (Addendum #1) of this application.

9. Please attach all information as identified in List of Requirements (Addendum #2) of this application.

10. The applicant hereby attests that, specific to other federal or provincial support measures, they have applied for, were ineligible for, were rejected by or are still experiencing ongoing financial pressures despite accessing other measures, including but not limited to:

- Business Credit Availability Program (BCAP)
- Canadian Emergency Business Account (CEBA)
- Canadian Emergency Commercial Rent Assistance (CECRA) – received by applicant or landlord
- Canada Emergency Wage Subsidy (CEWS)
- CRA Temporary 10% Wage Subsidy
- Service Canada Work-Sharing Program
- NRC-IRAP Wage Subsidy
- Emergency Loans Through CFDCs
- Indigenous Business Support Loans
- BDC Co-Lending Programs for SMEs
- Identify funds received and/or applied for:

11. AND APPLICANT MAKES THE FOLLOWING STATEMENTS:

(a) That the Applicant's business was established on (date):

(b) Business is a    Corporation    Partnership    Sole Proprietorship    Other:

(c) The officers and shareholders of the applicant's business are as follows (please list if applicable):

Full Name	Address	Position/Office	% Interest	Years w/ Business
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(d) That a partnership agreement was executed and is attached (if applicable):

\*Note: each partner is required to complete a Statement of Personal Assets and Liabilities with this application.

(e) This funding is expected to impact the following: JOBS CREATED  JOBS MAINTAINED

(f) That the applicant will notify the Corporation immediately of any application pending and under consideration by another lender or by any federal or provincial support measure, or if negotiations are entered into, or an offer of financing is received, during the period of the Corporation's consideration of this application.

(h) That the applicant carries an active bank account at:

<input type="text"/>	<input type="text"/>
(Name of Bank)	(Address)

and will instruct the bank(s) to give the Corporation full information concerning the applicant's affairs. **Copy of voided cheque to be provided with application.**

(i) That there has been no material adverse change in the financial position or operations of the applicant since , being the end of the last fiscal year of the applicant's business for which **a balance sheet and a profit/loss statement have been provided.**

(l) That there is no litigation in course or threatened, nor any proceedings before any court, tribunal, governmental board of agency now in course or threatened, and that there is no unexecuted judgment rendered against the Applicant, except:

*(Litigation/proceedings involving the applicant and/or any close related individual or corporation should be reported.)*

**12. THE APPLICANT UNDERSTANDS AND AGREES:**

(a) That the terms and conditions of any financing which may be authorized will be set forth in a Letter of Offer, 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 Industry Canada.

13. DISCLOSURE, RELEASE AND WAIVER OF LIABILITY

(a) The Applicant acknowledges that he or she approached the Corporation to obtain information about business and has, or is preparing a business plan.

(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.

14. 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 Industry Canada are permitted access to the files of the Corporation for monitoring and evaluation purposes and that the Applicant may be contacted by representatives of Industry Canada and that, such information as is acquired by the Ministry 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.

DATED, at \_\_\_\_\_, this \_\_\_\_\_ day of \_\_\_\_\_, 2020

\_\_\_\_\_  
*(Name of Witness – if Applicant not a Corporation)*

\_\_\_\_\_  
*(Name of Applicant)*

\_\_\_\_\_  
*(Signature)*

\_\_\_\_\_  
*(Signature)*

*I have authority to bind the Corporation*

## ADDENDUM #1 - STATEMENT OF PERSONAL ASSETS AND LIABILITIES

FULL NAME   
 First Applicant

DATE OF BIRTH  SIN (Optional)

FULL NAME   
 Second Applicant

DATE OF BIRTH  SIN (Optional)

HOME ADDRESS

OWN RENT SINCE

PREVIOUS HOME ADDRESS (if less than 3 years at above)

BUSINESS ADDRESS

OWN RENT SINCE

RESIDENCE/PERSONAL TELEPHONE #  BUSINESS TELEPHONE #

E-MAIL ADDRESS

MARRIED/Common Law SINGLE SEPARATED DIVORCED # DEPENDENTS

FOR EQUALITY AND DIVERSITY ATTESTATION, PLEASE INDICATE ANY OF THE FOLLOWING GROUPS THAT APPLY TO YOU:

- |  |                    |                           |
|--|--------------------|---------------------------|
| WOMEN  | INDIGENOUS PEOPLES | PERSONS WITH DISABILITIES |
| MEMBERS OF OFFICIAL LANGUAGE MINORITY COMMUNITY                  |                    | YOUTH                     |
| NEWCOMERS TO CANADA  | LGBTQ2+            | VISIBLE MINORITY          |
| OTHER (PLEASE EXPLAIN) <input style="width: 100%;" type="text"/> |                    |                           |

PLEASE INDICATE THE PRIMARY NATURE OF YOUR BUSINESS AS FOLLOWS:

- |  |                        |                             |
|--|------------------------|-----------------------------|
| INNOVATION   | ADVANCED MANUFACTURING | AGRI-FOOD & FOOD PROCESSING |
| CLEAN TECHNOLOGIES   | DIGITAL INDUSTRIES     | HEALTH & BIOSCIENCES        |
| TOURISM  | RETAIL                 | RESTAURANT                  |
| OTHER (PLEASE EXPLAIN) <input style="width: 100%;" type="text"/> |                        |                             |

## STATEMENT OF NET WORTH

ASSETS	Current Value	LIABILITIES	Amount	Monthly Payment
Real Estate		Mortgage		
		Mortgage		
		Mortgage		
Bank Account(s)		Loans		
Investments		Lines of Credit		
RRSP's				
Vehicle(s)		Credit Cards		
Recreation Equipment				
Equity in Business		Other Liabilities		
Other Assets		Property Tax		
<b>TOTAL ASSETS</b>	\$	<b>Total Liabilities</b>	\$	\$
<b>NET WORTH</b>	\$			

PLEASE LIST BELOW ANY BANKS OR CREDIT UNIONS THAT YOU HAVE A RELATIONSHIP WITH:

## DISCLOSURE AND RELEASE STATEMENT

To: The 1000 Islands Community Development Corporation (the "Corporation")

1. I, hereby certify that the information in this Statement of Personal Assets and Liabilities is a complete and true declaration. The property values shown above are the fair market values of the properties and the amount of debts is the total potential indebtedness (inclusive of any other loans, credit cards, or other debts for which I have signed as a guarantor).
2. I confirm that if any statement I have made herein or in accompanying materials proves to be incorrect in any way, I shall notify the Corporation immediately.
3. I authorize the Corporation to obtain personal credit information about me from any source. By executing this statement, I acknowledge as notice in writing, the Corporation's intent to obtain this information and I authorize each source to provide this information to the Corporation.
4. I understand and agree that in order to perform a credit investigation, I need not provide my Social Insurance Number ("SIN") if I can provide alternative identification that is acceptable to the credit reporting agencies. If I do provide my SIN, I consent to the Corporation using this information for the limited purpose of performing a credit investigation.
5. I authorize the Corporation to retain this Statement of Personal Assets and Liabilities and any financial records, credit and reference reports for the Corporation's records and reporting to Industry Canada who oversees the Community Futures Program.
6. I confirm receipt of the Corporation's Privacy Statement and understand and consent to the Corporation collecting, using, retaining and disclosing the information contained in this Statement of Assets and Liabilities for the limited purpose of determining my eligibility for financing as is required by law, and by Industry Canada. I understand that the Corporation will handle my personal information in strict confidence in accordance with Federal privacy law as set out in the Corporation's Privacy Policy. If I have any questions or concerns about the management of my information, I may refer to the Privacy Policy or contact the Chief Privacy Officer.

Yes      No      I am currently the subject of litigation before a court, tribunal, government board or agency, or there is a threat of such litigation. There are unexecuted judgment(s) registered against me, such as:

\_\_\_\_\_

Yes      No      I have made an assignment or have been petitioned into bankruptcy; there are writs registered against my name. If yes, provide details:

Yes      No      I certify that I am a Canadian Citizen or Landed Immigrant.

DATED, at \_\_\_\_\_, this \_\_\_\_\_ day of \_\_\_\_\_, 2020

\_\_\_\_\_  
*Applicant Signature*

**Note: please provide a copy of your birth certificate or passport to meet all necessary funding requirements.**

## **ADDENDUM #2 - LIST OF REQUIREMENTS**

Please indicate the documents you have attached (all are required unless stated otherwise):

Signed RRRF application for financing.

Statement of net worth for applicant and each partner/shareholder (see Addendum #1).

Signed disclosure and release statement

Copy of business registration.

Articles of incorporation reflecting current ownership (if applicable).

Partnership agreement (if applicable).

Most recent personal income tax statement and notice of assessment.

Financial statements for most recent full year (preferably accountant prepared).

Year to date interim financial statements.

Bank statements for most recent two-month period.

Aged list of accounts payable and accounts receivable.

Evidence of Canadian citizenship (copy of birth certificate or passport).

Photo identification (copy of driver's license or passport).

Void cheque.

*Should you have any questions or concerns please reach out to our Business Loans Officer, Mr. Bob Myers, for additional support. Mr. Myers can be reached by e-mail at [bob.myers@ticdc.ca](mailto:bob.myers@ticdc.ca) (preferred approach) or by phone at 613-345-6216 extension 103.*

*Please note that our office is presently closed and that staff are working primarily from home.*

*Thank you and please stay safe.*