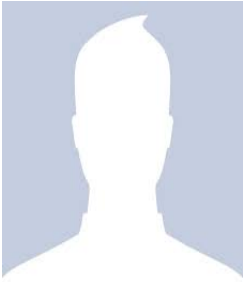


APPLICATION FOR COMMUNITY FUTURES REGIONAL RELIEF AND RECOVERY FUND (RRRF) APPLICATION			
	Applicant		Assigned To
	Application State		Application Status
	Application Type	Loans	Application Product
	Probability		Application Amount

### MainApplication

#### RRRF Application Details

Note: You can save the Application at any point in the process and complete it at a later date if you do not have all the required information readily available.

#### Loan Program Overview

##### Regional Relief and Recovery Funding (RRRF)

The Government of Canada and Community Futures organizations (CFs) understand the difficulties the COVID-19 pandemic has caused the small business community throughout the West. As a result, the Government of Canada has made funds available to the CFs to provide support and assistance to SMEs through the rural stream of the Regional Relief and Recovery Fund (RRRF).

Small business owners impacted as a result of the COVID-19 pandemic can apply for loans up to \$40,000 through the Regional Relief and Recovery Fund (RRRF).

The Regional Relief and Recovery Fund provides funding to support businesses that have not been approved for supports through the Canada Emergency Business Account (CEBA) or the Emergency Loan Program delivered through Aboriginal Financial Institutions.

##### General Details:

Maximum loan of \$40,000;  
 0% interest until December 31, 2022;  
 No principal payments until December 31, 2022;  
 Principal repayments can be voluntarily made at any time without penalty;  
 25% up to a maximum of \$10,000 in loan forgiveness is available, provided the outstanding balance is paid back by December 31, 2022;  
 If any part of the balance is not paid by December 31, 2022, the remaining balance will be converted to a term loan effective January 1, 2023; and,  
 The full balance must be repaid no later than December 31, 2025.

##### Eligible Uses for Loan Funding:

The funds from this loan shall only be used by the Borrower to pay non-deferrable operating expenses of the Borrower including, without limitation, payroll, rent, utilities, insurance, property tax and regularly scheduled debt service, and may not be used to fund any payments or expenses such as prepayment/refinancing of existing indebtedness, payments of dividends, distributions and increases in management compensation. Note that funds from this loan cannot be used to pay expenses already supported through the Canada Emergency Wage Subsidy or the Canada Emergency Commercial Rent Assistance.

**Eligibility of Businesses**

As per Terms and Conditions of the Community Futures Program, SMEs are defined as having less than 500 employees and annual sales revenue of less than \$20 million, and produce goods and services for the market economy, regardless of their business structure (e.g. sole proprietorships, social enterprises, cooperatives, etc.); The applicant has not been approved for other federal supports such as the Canada Emergency Business Account (CEBA)

The SME must have been viable as of March 1, 2020;

Established before March 1, 2020; and,

Must have been adversely impacted because of the COVID-19 pandemic.

For more information on the Regional Relief and Recovery Fund (RRRF) or to apply, please click on the link below to start the online application process.

Please note: Once you submit your application, you will receive an email notification that is confirmation we have received your application and are working on your request. Rest assured a CF representative will contact you as soon as possible. Thank you for your cooperation and understanding.

**Organization Information**

NOTE: All fields with a red asterisk \* are required and must be filled out to submit the Application. Please complete ALL sections and questions that apply to your business regardless of whether they are required or not.

**Organization Information**

1	<b>Organization</b>
	Legal Name of Applicant Organization
	Operating Name (If different than Legal Name)
	Email Address
	Website
	Telephone
	Fax
	Mailing Address
	Mailing Address 2
	Mailing City
	Mailing Province
	Mailing Postal Code
	Legal Address (If different than Mailing Address)
	Legal Address 2
	Legal Address City
	Legal Address Province

	Legal Address Postal Code				
2	<b>Business Ownership</b>				
	List all owners/shareholders of the business				
		<b>Principal Owner(s) of Business</b>	<b>Ownership %</b>	<b>Phone Number</b>	<b>Email</b>
	<b>Principal 1</b>				
	<b>Principal 2</b>				
	<b>Principal 3</b>				
	<b>Principal 4</b>				
<b>Other Organization Information</b>					
1	<b>Other Information</b>				
	What date did your business commence operations in Canada?				
	Organization Type				
	Business Structure				
	How many employees currently work for your organization?				
	Please indicate the demographic categories of the applicant (select ALL that apply). Provision of this information is voluntary. Note: This information is collected for statistical purposes and will not impact the loan approval decision.				
	Please provide your CRA Business Number or GST Number (First 9 digits only)				
	CRA Business Number				
2	<b>Provide Incorporation Information, If Applicable</b>				
	Incorporation Type				
	Incorporation Number				
	In The Province Of				
	Date Of Incorporation				
3	<b>Primary Contact</b>				
	Note: The Primary Contact will be contacted for any follow-up to this application. When the form is submitted, an email will be sent to the email address below.				
	First Name				
	Middle Name				
	Last Name				
Title					

	Email Address	
	Telephone	
	Cell	
	S.I.N.	
	Date of Birth	
4	<b>Provide a description of your business/organization and its principal business line(s)</b>	
5	<b>Describe the impact that COVID-19 has had on your business/organization and how RRRF funding will impact your business/organization going forward</b>	
6	<b>Estimate the number (#) of jobs maintained over the next year as a result of this relief funding (includes owner)</b>	
	Full-Time Jobs Maintained	
	Part-Time Jobs Maintained	
	Seasonal Jobs Maintained	
<b>Funding Request</b>		
NOTE: All fields with a red asterisk * are required and must be filled out to submit the Application. Please complete ALL sections and questions that apply to your business regardless of whether they are required or not.		
<b>Funding</b>		
1	<b>What amount of loan funding is being requested?</b> Note: Maximum request is \$40,000	
2	<b>Please identify the amounts to be used within the following expense categories</b> Note: The funds from this loan may only be used by the borrower to pay non-deferrable operating costs for which the applicant has not previously received assistance from other federal and provincial funding measures (Total should equal the amount of funding requested).	
	Payroll (Includes compensation for owners) Note: Cannot be used to replace payroll costs previously	

	supported through the Canada Emergency Wage Subsidy	
	Rent and Utilities - Note: Cannot be used to replace occupancy costs previously supported through the Canada Emergency Commercial Rent Assistance	
	Office Supplies, including cleaning supplies and additional safety measures	
	Insurance	
	Professional Fees	
	Regularly Scheduled Debt Service	
	Other	
	If You Selected Other, Please Explain	
3	<b>Government of Canada COVID-19 Support Measures: Has your business applied, received or been deemed ineligible for any of the following federal COVID-19 economic support measures?</b> Recipients of funding from the following federal relief measures cannot request duplicative funding under the Regional Relief and Recovery Fund	
	Canada Emergency Business Account	
	Canada Emergency Wage Subsidy	
	Canada Emergency Commercial Rent Assistance	
	Emergency Loan Program (Delivered Through Aboriginal Financial Institutions)	
	If you have selected 'Approved' for any of the above programs, input the total amount of funding received and the uses for which it was requested	
<b>Financial Information</b>		
NOTE: All fields with a red asterisk * are required and must be filled out to submit the Application. Please complete ALL sections and questions that apply to your business regardless of whether they are required or not.		
<b>Financial</b>		
1	<b>Financial Information</b>	
	Enter the amount of revenue generated by your business In 2019	
	If there is additional information you would like us to know about your business's amount of revenue generated in 2019, please list it here	
	Enter the estimated (%) revenue reduction in 2020 directly related to COVID-19 impacts	
	Has your business been in arrears for more than 6 months to CRA in the past year?	
2	<b>List the estimated total operating costs for your business for the next 12 months</b>	
	Cost of Sales (Goods Sold)	

	Utilities	
	Insurance	
	Debt Expense	
	Professional Fees	
	Rent	
	Wages And Salaries (includes compensation for owners)	
	Property And Business Taxes	
	Other	
	If you selected 'Other', please explain	
	Total Costs	
3	<b>List the estimated total revenue earned by your business for the next year</b>	
	Revenue	
4	<b>Operating Balance (Total Operating Costs - Total Revenue)</b>	
	Balance	
5	<b>Bank Account Information</b>	
	Branch Number (Transit)	
	Financial Institution Number	
	Account Number	
	Name Of Account Holder(s)	
	If the name of the Account Holder is not the legal name of the organization, please explain	
<b>Required Business Documents</b>		
NOTE: All fields with a red asterisk * are required and must be filled out to submit the Application. Please complete ALL sections and questions that apply to your business regardless of whether they are required or not.		
<b>Business Documentation</b>		
Please be advised that other information may be required at the discretion of Community Futures		
1	<b>Financial Statements 2018 (If Available)</b>	
2	<b>Financial Statements 2019 (If Available)</b>	
3	<b>Bank Statements Last 3 Months (Month 1)</b> Only required if you are unable to provide current financial statements	
4	<b>Bank Statements Last 3 Months (Month 2)</b> Only required if you are unable to provide current financial statements	

5	<b>Bank Statements Last 3 Months (Month 3)</b> Only required if you are unable to provide current financial statements	
6	<b>Attach A Blank 'Void' Cheque</b> Note: Should be from the account you wish to use for electronic payments, OR obtain a bank letter/confirmation directly from the bank (e.g. Direct Deposit Notification form)	
7	<b>Cashflow Statement (If Available)</b>	
8	<b>Aged Accounts Payable (If Available)</b>	
9	<b>Aged Accounts Receivable (If Available)</b>	
10	<b>Photo ID (Passport Preferred)</b>	
11	<b>Photo ID - Additional Owners (If Applicable)</b>	
12	<b>If any of the above statements are not available, please explain</b>	

### Applicant Acknowledgements

Note: For the purposes of this application, the Community Futures serving the community/region in which the Applicant Business/Organization is located shall be referred to as "Community Futures"

### Authorized Official

The application form must be submitted by a member of your business/organization with signing power/authority to enter into a legal agreement.

1	<b>On behalf of the Applicant Business/Organization I declare that:</b>	
	The business/organization suffered a financial hardship resulting from COVID-19 pandemic	
	The information provided in this application is accurate	
	The business/organization acknowledges its intention to continue to operate its business in Western Canada	
	The business/organization has not been approved for Canada Emergency Business Account funding, does not have a current active application for Canada Emergency Business Account funding and will not apply for Canada Emergency Business	

Account funding if their application to the RRRF is successful	
The business will not use RRRF funds for costs previously supported by the Canada Emergency Commercial Rent Assistance	
The business will not use RRRF funds for costs previously supported by the Canada Emergency Wage Subsidy	
An audit may be conducted by the Government of Canada or any of its agents to ascertain the veracity of this attestation and the eligibility of the applicant under the program	
The business/organization will provide Community Futures or any of its agents with required financial information	
The business/organization will use any funding received as working capital in the categories outlined in the operating costs section of this application	

On behalf of the Applicant Business/Organization, I hereby acknowledge and agree that:

This application does not constitute a commitment from Community Futures for funding.

Any funds received under this program are repayable contributions to Community Futures, less conditionally forgivable portions.

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 Business/Organization.

By signing this form, you are granting Community Futures access to personal information under the Personal Information Protection and Electronic Documents Act (PIPEDA). This information will be protected and used in conformity with PIPEDA and the Privacy Act. Under these Acts, each Recipient has access to their personal information and has the right to demand any modification. This information will be maintained by Community Futures .

I authorize Community Futures , its officials, employees, agents, and contractors to make enquiries of such persons, firms, corporations, federal, provincial and municipal government departments/ agencies, and non-profit, economic development, or other organizations as may be appropriate, and to collect and share information with them, as Community Futures deems necessary in order to assess this application, to administer and monitor the implementation of the subject project and to evaluate the results of the project and related Programs.

By signing below you consent to Community Futures collecting and using the information referred to above, and to its disclosure to the organizations referred to above, credit reporting agencies and to any person with whom you have or propose to have financial relations.

2	<b>Authorizing Official Contact Information - Official Signing Affidavit</b>	
	First Name	
	Middle Name	
	Last Name	
	Title	



Application Number: \_\_\_\_\_

Application Date: \_\_\_\_\_

	Email Address	
	Telephone	
	Cell	
3	Signature	
4	Date	

The Regional Relief and Recovery Fund is provided with support of the Government of Canada through Western Economic Diversification Canada.

<b>BorrowerInformation</b>	
null	