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| PROJECT NUMBER (FOR OFFICIAL USE) **FACTAP-2023-** \_ |
| **FISHERIES AND AQUACULTURE CLEAN TECHNOLOGY ADOPTION PROGRAM**  **APPLICATION FORM** | |

Information must be entered directly into this electronic form, which can also be saved and printed. **Hand written submissions will not be accepted.**

Applicants must use this template and complete **ALL** sections. Failure to do so may result in either a delay or refusal of your submission. Should you have questions, please contact the appropriate regional program coordinator.

Some sections only apply to certain applicants. Please read each section carefully and refer to **Appendix A: Guidance** for further information to assist in completion of the form.

1. **PROJECT TITLE (max 10-15 words):**

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1. **APPLICANT PROFILE**

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| --- | --- | --- | --- |
| 1. **Applicant information:** | | | |
| **Legal Name of Applicant:** |  | **Business / Operating name (if different)**  **(FACTAP payments made to the order of)** |  |
| 1. **MAILING AND COURIER ADDRESS:** | | | |
| **PO Box or Civic number and Street** |  | **City/Town** |  |
| **Province** |  | **Postal Code** |  |
| **GST/HST account number**  **Link:** [Canada Revenue Agency](https://www.canada.ca/en/revenue-agency/services/e-services/e-services-businesses/confirming-a-gst-hst-account-number/terms-conditions-use.html) |  | **Current number of full time employees:** |  |
| **E-mail address** |  | | |
| **Website address** |  | | |
| 1. **Primary Contact:** | | | |
| **Relation to applicant**  **(if different from applicant):** | **Employee  Third party (e.g. consultant)  Owner/Operator** | | |
| **Name** |  | | |
| **Title** |  | | |
| **Telephone number (Business):** |  | **Other/Cell number** |  |
| **E-mail address** |  | | |
| 1. **Preferred LANGUAGE OF CORRESPONDENCE:** | | **Choose an item.** | |
| 1. **TYPE OF ORGANIZATION:** | | | |
| **Choose an item.** | | | |
| If “Other” please specify: |  | | |
| **F) ORGANIZATION’s PRINCIPLE ACTIVITIES:** | | | |
| **Provide a description of:**   1. **your operations and** 2. **the group implementing the project.**   **Include details on the capacity and expertise available to achieve the proposed project (e.g. personnel background, company history, past company challenges, related companies, etc.)** | | | |
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1. **OWNERSHIP:**

**\*Note:** This data is for statistical purposes and will not affect applicant eligibility or proposals submitted to the program.

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **NAME** | **PERCENTAGE OF OWNERSHIP** | **ROLE** | **Self-Identification Data\* (Optional)** | | |
| **GENDER** | **INDIGENOUS** | **VISIBLE MINORITY GROUP** |
|  |  |  |  |
|  |  |  | Choose an item. | Choose an item. | Choose an item. |
|  |  |  | Choose an item. | Choose an item. | Choose an item. |
|  |  |  | Choose an item. | Choose an item. | Choose an item. |
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1. **GOVERNANCE AND MANAGEMENT:**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **LIST THE DIRECTORS/MEMBERS OF THE BOARD AND THE KEY MANAGEMENT PERSONNEL OF THE APPLICANT.** | | | | |
| **SURNAME** | **GIVEN NAME** | **TITLE/POSITION** | **YEARS OF SERVICE** | **IS THE PERSON ACTIVE IN THE COMPANY?** |
|  |  |  |  | Choose an item. |
|  |  |  |  | Choose an item. |
|  |  |  |  | Choose an item. |
|  |  |  |  | Choose an item. |
|  |  |  |  | Choose an item. |

1. **PROJECT DELIVERY TEAM AND COLLABORATORS:**

|  |  |  |
| --- | --- | --- |
| **Name & Role** | **Qualifications / Experience** | **Federal Public Servant?** |
|  |  | Choose an item. |
|  |  | Choose an item. |
|  |  | Choose an item. |
|  |  | Choose an item. |
|  |  | Choose an item. |

1. **APPLICANT DISCLOSURES:**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  | **YES** | **NO** | | |
| 1. **Environment**   Is the applicant currently operating in conformity with Federal and Provincial environmental legislation?  Will the proposed project conform to environmental legislation? |  |  | | |
|  |  | | |
| If **no**, please provide details: | | | | |
| **B)** **Licensing and Permits**  Is the applicant currently in the possession of a valid Fisheries, Processing and/or Aquaculture license and/or necessary permits Applicable to the Proposed Project? |  | |  | |
| If **NO**, Please provide details | | | | |
| 1. **REGULATORY COMPLIANCE**   IS THE PROPOSED PROJECT DESIGNED TO BRING THE OPERATION/VESSEL INTO REGULATORY COMPLIANCE? |  | |  | |
| If **Yes,** Please note that this project is not eligible for factap support and this application will not be accepted. | | | | |
| 1. **Other Sources of funding**   has the applicant received or sought any other sources of funding for this project? |  | | |  |
| IF **YES**, PLEASE PROVIDE DETAILS: | | | | |
| 1. **crown DUTY to consult**   Are there iNDIGENOUS groups or communities in or near the project area?  could the project potentially impact Indigenous groups or communities? |  |  | | |
|  |  | | |
| IF **YES**, PLEASE PROVIDE DETAILS: | | | | |
| 1. **Litigation**   is the applicant involved in any relevant litigation, legal action, suit claim pending or underway or any other proceedings before any court, tribunal, government board or agency?  Are there any judgments outstanding against the applicant? |  |  | | |
|  |  | | |
| IF **YES**, PLEASE PROVIDE DETAILS: | | | | |
| 1. **material contracts**   is the applicant in default under any contract or any financing arrangement? |  |  | | |
| IF **YES**, PLEASE PROVIDE DETAILS: | | | | |
| 1. **taxes**   is the applicant in arrears in the payment of any income, business or property taxes, sales taxes or any other form of taxes? |  |  | | |
| IF **YES**, PLEASE PROVIDE DETAILS: | | | | |

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| PROJECT OVERVIEW |

1. **PROJECT DETAILS:**

Provide, in a non-technical manner, a summary of the proposed project including the environmental issue(s) to be addressed, specific goals and objectives to be achieved, and the clean technologies, processes, and/or sustainable practices to be adopted or pilot-tested.

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##### PROJECT LOCATION

**Refer to Appendix A for further information on these categories.**

|  |  |  |
| --- | --- | --- |
| Municipality | Longitude | Latitude |
|  |  |  |

1. **CLEAN TECHNOLOGY SUB-SECTOR:**

Select one the 11 categories that best describes the clean technology sub-sector associated with the project. **Refer to Appendix A for further information on these categories.**

|  |  |
| --- | --- |
| Choose an item. | **If “Other”,** provide description: |

1. **TECHNOLOGY READINESS LEVEL (TRL):**

Identify the TRL for the primary technology to be pilot-tested or adopted within the proposed project. **Refer to Appendix A for more information.**

*\*Note: The innovation TRL levels 7 through 9 apply to aquaculture projects ONLY*. The “Commercially Available” level applies to adoption of existing clean technologies by both the Fisheries and the Aquaculture sectors

|  |  |
| --- | --- |
| **TRL Level** | **For TRL 7 (prototype) proposals,** please provide a description of the technology to be pilot-tested in a real world environment including details on where or how the technology was previously demonstrated in a non-simulated environment. |
| Choose an item. |  |

##### EQUIPMENT AND/OR FACILITIES:

##### If applicable, provide a description of the main equipment and/or facilities required during the project. Refer to Appendix A for more information.

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##### REGULATORY AND/OR OTHER APPROVALS AND/OR AGREEMENTS:

##### If applicable, describe any anticipated regulatory or other approvals required, as well as any agreements (e.g., Memorandum of Understanding, etc.) required for all phases of the proposed project. Refer to Appendix A for more information.

##### *Note*: Funding cannot be released until all necessary regulatory approvals are in place.

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| 1. **EMPLOYMENT BENEFITS:**   Where appropriate, identify the number of jobs that could be lost without the investment and/or may be created as a result of the investment in proposed clean technology. (Note that the response may be “0” in either of the two cases). **Refer to Appendix A for more information.** | |
| **Job Outcomes** | **# of FTE**  (e.g.: 1.00) | |
| Estimated Full-Time Jobs (FTEs) to be Maintained by the Project |  | |
| Estimated Full-Time Jobs (FTEs) to be Created by the Project |  | |

##### PROJECT WORK PLAN:

##### Complete the section below with the requested FACTAP funding amount (excluding taxes) for each project activity. List project activities in chronological order, adding in additional activities as required. Refer to Appendix A for additional guidance.

|  |  |  |
| --- | --- | --- |
| 1. **ACTIVITY NAME:** | | **Procurement** |
| 1. **FACTAP FUNDING AMOUNT FOR THIS ACTIVITY**: | | **$0.00** |
| 1. **FISCAL YEAR:** | **2023-24** | |
| 1. **ESTIMATED START DATE**: | | Click or tap to enter a date. |
| 1. **ESTIMATED COMPLETION DATE :** | | Click or tap to enter a date. |
| 1. **GENERAL DESCRIPTION:** | |  |
| 1. **TASKS**:   Step by step description of the work to complete the activity. | |  |
| 1. **DELIVERABLES**:   The ultimate outcome of the activity and its related milestone. | |  |
| 1. **ACTIVITY NAME:** | | **Site Prep** |
| 1. **FACTAP FUNDING AMOUNT FOR THIS ACTIVITY**: | | **$0.00** |
| 1. **FISCAL YEAR:** | **2023-2024** | |
| 1. **ESTIMATED START DATE**: | | Click or tap to enter a date. |
| 1. **ESTIMATED COMPLETION DATE :** | | Click or tap to enter a date. |
| 1. **GENERAL DESCRIPTION:** | |  |
| 1. **TASKS**:   Step by step description of the work to complete the activity. | |  |
| 1. **DELIVERABLES**:   The ultimate outcome of the activity and its related milestone. | |  |
| 1. **ACTIVITY NAME:** | | **Installation** |
| 1. **FACTAP FUNDING AMOUNT FOR THIS ACTIVITY**: | | **$0.00** |
| 1. **FISCAL YEAR:** | **2023-2024** | |
| 1. **ESTIMATED START DATE**: | | Click or tap to enter a date. |
| 1. **ESTIMATED COMPLETION DATE :** | | Click or tap to enter a date. |
| 1. **GENERAL DESCRIPTION:** | |  |
| 1. **TASKS**:   Step by step description of the work to complete the activity. | |  |
| 1. **DELIVERABLES**:   The ultimate outcome of the activity and its related milestone. | |  |
| 1. **ACTIVITY NAME:** | | **Monitoring (minimum 3 months of active equipment use and data collection)** |
| 1. **FACTAP FUNDING AMOUNT FOR THIS ACTIVITY:** | | **$0.00** |
| 1. **FISCAL YEAR:** | **2023-2024** | |
| 1. **ESTIMATED START DATE**: | | Click or tap to enter a date. |
| 1. **ESTIMATED COMPLETION DATE :** | | Click or tap to enter a date. |
| 1. **GENERAL DESCRIPTION**: | |  |
| 1. **TASKS**:   Step by step description of the work to complete the activity. | |  |
| 1. **DELIVERABLES**:   The ultimate outcome of the activity and its related milestone. | |  |
| 1. **ACTIVITY NAME:** | | **Audit/Reporting** |
| 1. **FACTAP FUNDING AMOUNT FOR THIS ACTIVITY**: | | **$0.00** |
| 1. **FISCAL YEAR:** | **2023-2024** | |
| 1. **ESTIMATED START DATE**: | | Click or tap to enter a date. |
| 1. **ESTIMATED COMPLETION DATE :** | | Click or tap to enter a date. |
| 1. **GENERAL DESCRIPTION:** | |  |
| 1. **TASKS**:   Step by step description of the work to complete the activity. | |  |
| 1. **DELIVERABLES**:   The ultimate outcome of the activity and its related milestone. | |  |
|  | | |

##### MAJOR PROJECT MILESTONES:

##### Using the table below, in chronological order, identify and describe the project’s major milestones (at least one per activity listed in s. 14 above), indicators of success, and the targeted completion dates.

|  |  |  |
| --- | --- | --- |
| Milestones | Indicator of Milestone Success | Completion Date |
|  |  | Click or tap to enter a date. |
|  |  | Click or tap to enter a date. |
|  |  | Click or tap to enter a date. |
|  |  | Click or tap to enter a date. |
|  |  | Click or tap to enter a date. |

##### ENVIRONMENTAL PERFORMANCE METRICS:

##### Using the table below, list specific environmental benefits (e.g. energy savings, improvements in waste water quality, etc.) to be achieved by the project. Refer to Appendix A for more information.

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Environmental Benefit(Choose one) | Specific Actions to be Achieved(e.g. decrease in electricity or diesel/gasoline or water, or bycatch, improve waste water quality) | Data Measurements(include unit eg. L, kWh, etc.) | | | Performance Measure(Clearly identify how improvements will be measured e.g. utility bill, meter, etc. |
| *Current Baseline* | *Target* | *% Change* |
| *Water quality & quantity* | *Example: Reduce Water Use* | *1000L* | *500L* | *50%* | *e.g.: Litres of water as identified through metering* |
| Choose an item. |  |  |  |  |  |
| Choose an item. |  |  |  |  |  |
| Choose an item. |  |  |  |  |  |
| Choose an item. |  |  |  |  |  |
| Choose an item. |  |  |  |  |  |

1. **ESTIMATED GREENHOUSE GAS REDUCTIONS (GHG)** (if applicable):

Identify reductions in Greenhouse Gas (GHG) emissions that will occur as a direct result from the project. **Refer to Appendix A for more information on suggested calculation methods**.

|  |  |  |
| --- | --- | --- |
| **FISCAL YEAR** | **DATA**  GHG data should be provided in kilo tonnes (kt) carbon dioxide equivalent GHG emissions. | |
| **Estimated GHG savings** | |
|  |  | |
| **GHG 2023-2024** | Not applicable | X kt |

##### PROJECT RISK ASSESSMENT:

##### Describe in detail potential risks to delivering the project (technical, operational, financial, etc.), and mitigation strategies to be taken to address each of the risks identified.

|  |  |  |
| --- | --- | --- |
| Risk(e.g. but not limited to:Weather, Staffing, Delays (funding / approvals / orders /shipping), pandemic related, etc. | Level | Mitigation(what steps will be taken to minimize the impact of the identified risk?) |
|  | Choose an item. |  |
|  | Choose an item. |  |
|  | Choose an item. |  |
|  | Choose an item. |  |
|  | Choose an item. |  |

##### BUDGET:

##### To assess the reasonableness of the proposed project costs, the applicant must provide a detailed breakdown of all proposed project cost estimates to be covered by FACTAP funding ONLY (before taxes). Refer to Appendix A for additional guidance.

|  |  |  |
| --- | --- | --- |
| **Project Expenses**  **(List all associated project costs to be covered by FACTAP ONLY)** | **Fiscal Year** | **Cost ($) before HST/GST** |
| Choose an item. | **2023-2024** | $ 0.00 |
| Choose an item. | **2023-2024** | $ 0.00 |
| Choose an item. | **2023-2024** | $ 0.00 |
| Choose an item. | **2023-2024** | $ 0.00 |
| Choose an item. | **2023-2024** | $ 0.00 |
| Choose an item. | **2023-2024** | $ 0.00 |

##### FINANCING:

##### Refer to Appendix A for additional guidance. Please note that all figures appearing here must exclude applicable tax. Applicants should seek to leverage financing for their projects from other (non-FACTAP) sources.

##### \*Note: Percentages of non-FACTAP financial support will be a key consideration in the evaluation of proposals submitted to the program.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Funding Source | Confirmed | Funding ($) | Total | Percentage of total project funding |
| 2023-2024 |
| Requested from FACTAP (maximum 75% of eligible total project costs) | | | | |
| FACTAP | Select an item. |  | $0.00 | 0.00% |
| Other Federal Government (Example: ACOA, NSERC) | | | | |
|  | Select an item. |  | $0.00 |  |
|  | Select an item. |  | $0.00 |
| Total Other Federal Government Funding | | | $0.00 | 0.00% |
| Provincial and/or Territorial Government (specify name of Department)Provincial and/or Territorial support must be in CASH. In-kind support will not be accepted (except in circumstances where provincial lab related analysis of samples is required). | | | | |
|  | Select an item. |  | $0.00 |  |
|  | Select an item. |  | $0.00 |
| Total Provincial and/or Territorial Government Funding | | | $0.00 | 0.00% |
| Municipal Government (specify name of Department) | | | | |
|  | Select an item. |  | $0.00 |  |
|  | Select an item. |  | $0.00 |  |
| Total Municipal Government Funding | | | $0.00 | 0.00% |
| Contribution from the Applicant (minimum 10% of eligible total project costs) Applicants support to the project must be in CASH. | | | | |
|  | Select an item. |  | $0.00 |  |
|  | Select an item. |  | $0.00 |  |
| Total Applicant Funding | | | $0.00 | 0.00 % |
|  | | | | |
| TOTAL PROJECT COST | | | $0.00 | 0.00 % |

##### ADDITIONAL PROPOSAL DOCUMENTS: Please check that all required documents are included with this project proposal. Refer to the table for direction on which documents are mandatory.

##### As the list below might not be comprehensive, please include any other relevant documents/information to facilitate the FACTAP’s assessment of the proposal.

|  |  |  |  |
| --- | --- | --- | --- |
| **Document** | **All Applicants** | **Companies / Partnerships** | **Included?** |
| Project Proposal Template (i.e., this document) |  |  |  |
| Provincial and/or Territorial Government Support Letter |  |  |  |
| Incorporation Documents |  |  |  |
| Unaudited Financial Statements for the two most recent fiscal years (2 separate documents) |  |  |  |
| Supplier Quotes (e.g., technology, equipment, contractor, training, etc.) |  |  |  |
| Copies or relevant Permits and Licences (e.g., fishing licence) |  |  |  |
| HST Rebate Information (i.e., Rebate Rate) ***If Applicable*** |  |  |  |
| Other Relevant Documents (Specify): (List documents in space provided below) |  |  |  |

1. **CONSENT AND CERTIFICATION:**

|  |  |  |
| --- | --- | --- |
| * The information entered here and on all attached documents, as well as any other information collected by or on behalf of the Fisheries and Oceans Canada (DFO) to process applications for grants and contributions, is collected pursuant to the Financial Administration Act and the Fisheries Act. * Confidential third party information and personal information is collected under the authority of the Financial Administration Act and subsection 4.4(1) of the Fisheries Act for the purpose of administering the Fisheries and Aquaculture Clean Technology Adoption Program (FACTAP) and determining funding approval. The information collected through this application may be used for policy analysis, research and/or evaluation, promotion and communication purposes. It may also be disclosed to other DFO programs, Regional Review Committees, provincial and territorial governments and other federal institutions administering and auditing the program. Failure to provide all requested information may result in the application not being considered. * Confidential third party information and personal information is collected under the authority of the Financial Administration Act and subsection 4.4(1) of the Fisheries Act for the purpose of administering the Fisheries and Aquaculture Clean Technology Adoption Program (FACTAP) and determining funding approval. The information collected through this application may be used for policy analysis, research and/or evaluation, promotion and communication purposes. It may also be disclosed to other DFO programs, Regional Review Committees, provincial and territorial governments and other federal institutions administering and auditing the program. Failure to provide all requested information may result in the application not being considered. * By submitting this application, you consent to the disclosure of all information provided to DFO, as well as the disclosure of all additional information that DFO may later obtain through other means, to the Clean Growth Hub at Innovation, Science and Economic Development Canada, Natural Resources Canada and other federal government departments or agencies and partners. * If you are the owner(s) of a business operating as a sole proprietor or partnership, you have the right to the correction of, access to, and protection of, your personal information under the Privacy Act and to file a complaint with the Privacy Commissioner of Canada over DFO’s handling of your information. Personal information collected for the purpose of processing your application is described in the forthcoming Grants and Contributions PIB (DFO PPU#) and can be accessed and assessed for accuracy. For more information visit Info Source <http://www.inter.dfo-mpo.gc.ca/ATIP/Infosource>. * For organizations other than sole proprietorships and general partnerships, personal information regarding representatives of organizations is not used for administrative purposes affecting the individuals at any time during the processing of grant and contribution applications or program administration; it is used to support an organization’s application. More information about the Grant and Contribution Programs Class of Personal Information is available at this link: <http://www.inter.dfo-mpo.gc.ca/ATIP/Infosource#ClassesofPersonalInformation>. * Projects for which an application for government funding is made are subject to an environmental screening and must comply with the environmental guidelines set out in the Canadian Environmental Assessment Act, 2012. A representative from Public Services and Procurement Canada (PSPC) may contact you to discuss the project. * The names of successful applicants, the amount of funding approved and a description of the project are included in public records and disclosed on DFO’s website in accordance with the government’s proactive disclosure practices. * DFO may contact any person listed in this application to inquire about the applicant. * I certify that the information provided is, to the best of my knowledge and ability, complete, true and correct, and that this will apply to all information provided in the future in connection with the assessment of the project. Furthermore, I will promptly notify DFO if any of the information changes. * I certify that financial assistance from DFO is a significant factor in the decision to proceed with this project. * I authorize DFO to make any inquiries required, including obtaining corporate and business information about the applicant, to assess this application. * I authorize DFO to make these inquiries of persons, firms, corporations, federal and provincial government departments, agencies, authorities, institutions and non-profit economic development organizations, and consent to the collection of information. * I consent to the use of the information for determining funding approval, policy analysis, research and/or evaluation, promotion and communication of DFO programs and the Fisheries and Aquaculture Clean Technology Adoption Program. | | |
| I agree to this information being shared with the Government of the province or territory in which the proposed activity will take place as well as other potential government funding partners (mandatory).  **I have read and understood the above Consent and Certification. I voluntarily consent to the collection, use, and disclosure of information as described, make the certification as stated and authorize the actions indicated*.***  *(Please keep a signed copy of this form for your records.)* | | |
| SIGNATURE OF AUTHORIZED OFFICIAL: | SIGNED AT (LOCATION): | |
| PRINT NAME AND TITLE OF AUTHORIZED OFFICIAL: | DATE: **Click or tap to enter a date.** | |

**APPENDIX A: GUIDANCE**

**1. Project Title:** Provide a short and concise title that conveys what the proposed project involves and the clean technology(ies), processes, and/or sustainable practices that are to be adopted.

**2. Applicant Profile:** All fields are mandatory. Insert “N/A” in any section that is not applicable to the applicant/company.

**3. Ownership:** Provide details regarding the owner(s) of the company to which the applicant belongs.

The Self-identification Data collected in this section is a new addition to the FACTAP application form and is optional. The rationale for collecting this data is to better understand who is applying, accessing, and receiving a federal program or service, in order to determine if action is required to promote the inclusion of under-represented groups and/or address barriers and bias in selection processes. These data are fundamental to informing actions that will promote inclusion and prevent the unintended perpetuation of social and systemic inequalities. It is important to note that the provision of this information will not affect applicant eligibility or impact the evaluation of project proposals submitted to the program.

Broad visible minority categories are defined as follows: South Asian (eg. East Indian, Pakistani, Sri Lankan, etc.); Southeast Asian (eg. Vietnamese, Cambodian, Laotian, etc.); and West Asian (eg. Iranian, Afghan, etc.).

**4. Governance and Management:** For larger companies and corporations that have management boards and other corporate structures, applicants must identify the members within the organization that have an administrative management or director-type role within the business requesting funding support.

**5. Project Delivery Team and Collaborators**: For every member of the team, provide an overview of current and proposed capacity to meet project deliverables by providing the experience/background/expertise of the applicant (eg. skillsets related to the proposed project, experience in the industry related to the project, etc.), project manager (eg. project planning skills, etc.), and any additional collaborator (s).

Please identify any additional collaborators, alliances, or other linkages (e.g., province/territory/municipality, university, experts, technicians, engineers, other government entity/agency, Indigenous community, contractors, etc.) that are relevant to the project. Describe their roles and responsibilities and include a rationale as to why they are important to the project.

**6. Application Disclosures**

**7. Project Details:** Provide, in a non-technical manner, a summary of the proposed project including the environmental issue(s) to be addressed, specific goals and objectives to be achieved, and the clean technologies, processes, and/or sustainable practices to be adopted or pilot-tested.

For Example:

* + - * Does the project focus on a documented/recognized fisheries/aquaculture environmental challenge or opportunity?
* What are the specific goals and objectives of the project and how will it improve the environmental performance of your operations?
* Will there be non-environmental benefits?
* What are the proposed steps for implementation?
* Will there be any long-term impacts from the project (e.g., environmental, socio-economic impacts)?
* What monitoring or follow-up actions will be taken?
* What measures will be implemented to ensure the long term sustainability of the project (beyond the FACTAP project lifecycle).

**8. Project Location:** Provide the municipality and GPS co-ordinates (latitude/longitude) for the location where the project will be occurring. Co-ordinates can be obtained online from various websites however, it is recommended that applicants use the following locator <https://gps-coordinates.org/>.

**9. Clean Technology Sub-Sector:** See below for more details to determine which technology subsector the proposal best fits under.

|  |  |  |
| --- | --- | --- |
| **Clean Technology**  **Sub-Sector** | **Includes** | **Examples of technology area/ type**  **of service:** |
| Air, Environment or Remediation | * Emission control; Management or Treatment of Air pollution/ flue gas/ GHG management; * In and Ex situ physical/ chemical/ biological/ thermal treatment of soil, sediment, and sludge; * Noise and Vibration abatement; environmental protection activities; | * Carbon capture and storage; Leak detection; Filters; Scrubbers, Waste gas absorbers/flare/incinerator * Chemical oxidation and extraction; Soil flushing; bioventing; Hot air injection; Incineration * Noise insulation; |
| Water and wastewater | * Treatment of industrial wastewater; treatment of sewage; waste water management * In and Ex situ physical/ chemical/ biological treatment of groundwater, surface water, and leachate * Control, containment, and monitoring; treatment of off-gas; * Water efficiency; measurement and control of water use; water recycling | * Tanks for dilution/ equalization; Oil separator/ skimmer; Chemical oxidation/UV radiation; Air stripping and liquid extraction; Membrane bioreactor * Enhanced bioremediation; Phytoremideation; Bioreaction; Air sparging; Bioslurping; Adsorption; Air stripping; Ion exchange, Precipitation/flocculation/coagulation; * Deep well injection; Oxidation; Scrubbing; Carbon adsorption * Microscreening; Equipment for advanced oxidation/UV radiation; Coagulant; Flocculation; Electrodeioniztion; Reverse osmosis or nano filtration * Equipment to reduce water consumption; Processes for desalinated water; Grey water reuse; Water recycling; Sensors; Information and communication Technologies |
| Waste and recycling | * Non-hazardous waste collection; separation and sorting; disposal; recycling; compaction; reduction in use of single-use plastics | * Recycling; Reuse; Thermal treatment; Organic treatment; Durable alternatives and/or replacements. |
| Biofuels and bioenergy Use (Alternative fuel production) | * Biofuel production; bioenergy production | * Biofuel oil; Biochar; Wood residues and grasses; Hydrogen (produced from non-fossil sources) |
| Biofuels and bioproducts  (Substitutes for fossil-fuel-based materials) | * Equipment for producing biofuels and bioproducts; Biochemicals; Biomaterials; Other | * Biofuel reactors; Bio-oils and derivatives; Bioplastics and packaging; Bio-pesticides and bio-stimulants, Biocomposites and Biofibres; Nanomaterials; |
| Renewable / non-emitting energy | * Wind; Bio; Geothermal; Hydro; Solar; | * Wind turbines; Biomass-fired industrial boilers; Heat pumps; Hydrothermal; Wave/tidal energy turbines; Solar photovoltaic energy; |
| Energy storage | * Mechanical storage; Electrochemical storage, Electrical storage, Thermal storage, Hybrid storage; Energy storage services; | * Flywheels; Nickel Cadmium, Lithium-Ion, Hydrogen Storage; Fuel Cells; Synthetic Natural Gas Superconducting magnetic energy storage; Thermal and Hybrid storage systems |
| Energy efficiency | * Energy & resource efficient modifications; improvements; measurement controls and monitoring; * Efficient industrial equipment; | * Combined heat and power and cogeneration, Fuel control systems; Material/waste recovery and related services; Advanced thermostats; Energy recovery; Additive manufacturing; Energy monitoring and demand control services * High efficiency burners, boilers, pumps, motors; HVAC, lighting systems |
| Precision fisheries, aquaculture and biodiversity protection | * Precision inputs; Machinery and equipment * Wild flora and fauna protection | * Precision feeders and monitoring; Precision seeders; improved sensors; * Alternative feeds; * Positioning systems; net and equipment monitoring; improved fish selectivity |
| Transportation | * Fuel efficient boats and vessels; | * Fuel efficient engines and components; EV battery; EV infrastructure; Fuel cells; Alternative fuel (including hydrogen and natural gas) and retrofits; Diesel-electric conversions |
| Other | * Any project that does not clearly fit in the above categories |  |

**10. Technology Readiness Level:** The TRL measurement scale was developed by the National Aeronautics and Space Administration (NASA) and is used internationally as a commonly accepted method to describe the maturity of a technology.

The Government of Canada’s Clean Growth Hub has prepared a [TRL Assessment Tool](https://www.gcpedia.gc.ca/gcwiki/images/c/c6/CGH_TRL_Assessment_Tool.pdf) to help proponents and clean technology programs classify the TRL for the proposed technology to tested. As an Clean Technology Adoption-focussed program, the Fisheries and Aquaculture Clean Technology Adoption Program will consider support for a limited number of aquaculture projects that fall into levels 7 (pilot-demonstration), 8 (pre-commercial) and 9 (early commercial), and commercially available technologies on the TRL scale.

**TRL – 7:** Prototype system ready (form, fit and function) demonstrated in an appropriate operational environment. A full scale prototype is being demonstrated in an operational environment but under limited conditions (i.e., field tests). At this stage, the final design is very close to completion.

* Full scale prototype with ready form, fit and function developed
* Full scale prototype demonstrated in an operational environment but under limited conditions

**TRL – 8:** Actual technology completed and qualified through tests and demonstrations. Technology is being proven to work in its final form and under expected conditions. This stage commonly represents the end of technology development. At this stage, operations are well understood, operational procedures are being developed, and final adjustments are being made.

* Final configuration of the technology developed
* Final configuration successfully tested in an operational environment
* Technology’s ability to meet its operational requirements has been assessed and problems documented; plans, options, or actions to resolve problems have been determined

**TRL – 9:** Actual technology proven through successful deployment in an operational environment. Actual application of the technology in its final form is being conducted under a full range of operational conditions. Sometimes referred to as “system operations”, this stage is where technology is further refined and adopted.

* The technology has been successfully deployed and proven under a full range of operational conditions
* Operational, test and evaluation reports have been completed

**Commercially Available Technology:** Development is complete. Technology is openly available in the marketplace and/or has been sold directly to a buyer in the public or private sector, in its current state or service offering for non-testing or development purposes. The technology is commercial and competitive but may need further integration efforts for wide spread adoption.

* The technology is openly available in the marketplace and/or has been sold in its current state of service offering for non-testing or development purposes.

**11. Equipment and/or Facilities:** As applicable, provide a description of the main equipment and/or facilities required during the project. This information can be from the manufacturer’s website, operation manuals, etc. This space is available for any additional details the applicant wishes to share with FACTAP administrators to complete their information package.

**12. Regulatory and/or Other Approvals and/or Agreements:** As applicable, discuss any anticipated regulatory or other approvals required, as well as any required agreements (e.g., Memorandum of Understanding, etc.) for all phases of the proposed project.

Identify the approvals / agreements received to date or outline the strategy that has been developed to obtain all necessary approvals/agreements. List anticipated timelines to obtain the regulatory approvals and/or agreements.

\*Note: Any approved FACTAP funding WILL NOT be released until all necessary regulatory approvals are in place.

**13. Employment Benefits:** Where appropriate, identify the number of jobs that would be lost without the investment and/or created as a result of the investment in clean technology.

The number of Full-Time Equivalent jobs that the proponent estimates would have been lost without the investment (at the project announcement).

One FTE is defined as an employed person who works at least 30 hours per week of paid labour. Part-time employees must be included as fractions of 1 FTE based on average labour hours compared to typical hours for 1 FTE employee.

**14. Project Work Plan:** As a cross reference, once all project expenses that are to be proposed for FACTAP funding are identified in the Project Work Plan, the sum of the activities should be the same as the totals obtained in sections 19 and 20 respectively. Any further questions related to this section should be directed to the regional aquaculture co-ordinator responsible for the applicants’ region.

##### 15. Major Project Milestones: In chronological order, identify and describe the project’s major milestones, indicators of success, and the targeted completion dates.

##### Project milestones are defined as the achievement of specific activities necessary for the completion of the project (i.e. critical path to project success) and may span several of the project’s activities.

##### These milestones can be related to any aspect of the project (e.g., technical, financial, management, etc.).

##### 16. Environmental Performance Metrics: List specific details on environmental benefits (e.g. energy savings, improvements in waste water quality) to be achieved by your project.

* + - * + Specific metrics (e.g. types of environmental improvement, targets and timelines) should be provided for FACTAP funded elements of your project only.
        + Provide details on how these savings will be measured (e.g. through utility bills, metered data collection and the units of measure such as: kWh, liters of water, etc.).

**Note:** performance metrics identified within your proposal WILL be included as specific reporting requirements within the contribution agreements of successful proposals so ensure that the measures included are appropriate and reasonable in terms of their collection.

**17. Estimated Greenhouse Gas Reductions:** For assistance in calculating reductions in GHG emissions you may wish to consult Natural Resources Canada’s [Greenhouse Gas Equivalencies Calculator](https://oee.nrcan.gc.ca/corporate/statistics/neud/dpa/calculator/ghg-calculator.cfm).

Please note that the calculator does not include calculations for reductions in GHGs related to changes in diesel use. For assistance in calculating reductions in GHG emissions for diesel or other alternative fuels not included in the NRCan calculator above, contact the appropriate Regional FACTAP co-ordinator.

Alternative authoritative sources for calculating GHG savings will be accepted however, details of the calculation method and conversion factors must be provided as part of the application package.

##### 18. Project Risk Assessment: Describe in detail the potential risks to delivering the project (technical, operational, financial, etc.), and mitigation strategies to be taken to address each of the risks identified. Risks could include, but are not limited to, events such as sudden unavailability of equipment or key personnel, poor weather, import issues across the Canadian border, delays in funding approvals, impacts due to the Covid-19 pandemic and others.

##### Note: The extent to which higher risks are considered acceptable will depend on how well they are identified, defined, assessed, planned for, and managed if they are encountered.

##### 19. Budget: To enable the FACTAP to assess the reasonableness of the proposed project costs, the applicant must provide a detailed breakdown of all proposed project costs estimates to be covered by FACTAP funding ONLY (excluding taxes). As a cross reference, once all project expenses that are to be proposed for FACTAP funding are identified in the Budget section, the sum of the activities should be the same as the totals obtained in sections 14 and 20 respectively.

##### When providing the project expenses, please consider the following:

##### Only incremental (i.e. new or additional) costs deemed essential for the implementation of a project are eligible.

##### When entering *travel and related costs*, and *conference and meeting* costs, refer to the [Directive on Travel, Hospitality, Conference and Event Expenditures](http://www.tbs-sct.gc.ca/pol/doc-eng.aspx?id=27228#appB) for eligibility considerations.

##### Include supplier quotes to support specific cost items to the appendix, as applicable.

##### For each expense, indicate which fiscal year the expense will be incurred.

##### Applicants who receive FACTAP funding greater than $100,000 will be required to provide a third party audited statement of revenues and expenditures as part of project reporting. The cost of this audit can be included under the eligible project expenses as professional services.

##### Please enter expenses in chronological order for 2023-2024. Note that the Federal Government fiscal year runs from April 1st to March 31st each year.

##### 20. Financing: Applicants should seek to leverage financing for their projects from other (non-FACTAP) sources, and this leveraging will be a key consideration in the evaluation of proposals. Increased leveraging will affect proposal scoring and possibility of receiving FACTAP support. Possible sources of investment include other government programs, the private sector, universities, associations, and research foundations, etc.

##### To enable the FACTAP to assess the feasibility of the project financing, the applicant must provide a detailed breakdown of all sources of financial support. As a cross reference, once all project expenses that are to be proposed for FACTAP funding are identified in the Financing section, the sum of the activities should be the same as the totals obtained in sections 14 and 19 respectively.

Identify all sources of funding confirmed or expected including the FACTAP contribution being requested. For multi-year projects, provide funding requirements for each fiscal year.

* The FACTAP offers cash funding to cover up to **75%** of eligible project costs. If approved, lower percentages of financial support may be offered.
  + Generally, project volunteers are non-professionals (e.g., students) and not considered as financial contributions.
  + If funding contribution is confirmed, the applicant must provide proof (e.g., letter of confirmation, legal agreement) for each source as appendices to this project proposal.

**21. Additional Proposal Documents:** Any questions related to this section should be directed to the regional aquaculture co-ordinator responsible for the applicants region.

**22. Consent and Certification:** Any questions related to this section should be directed to the regional aquaculture co-ordinator responsible for the applicant’s region.