

## Are you ready to submit an application?

A checklist to help you determine if your project fits within the program guidelines and ensure you submit a complete application package.



### Is your project eligible?

#### Individual Business

- Have you read all SNAPP Program documents and guidelines?
- Are you a legal person/entity with the authority to enter into a legal agreement?
- Do you have a business or farm registration number or are you incorporated?
- Is your business located in northern Ontario?
- Will your project stimulate the development and expansion of the agriculture or food sector in northern Ontario?
- Does your project address a challenge specific to northern Ontario?
- Does your business have the resources to pay for the equipment in advance? SNAPP grants are paid on a reimbursement basis.
- Does your business have cash availability to pay for the remaining 25% of the project cost?
- Does your project fit under one of three project activity streams; season extension, new products, or productivity enhancement?

#### Collaborations

- Have you read all SNAPP Program documents and guidelines?
- Do all collaborators have a business or farm registration number or are you incorporated?
- Do all collaborators have at least one component of their business located in northern Ontario?
- At least two collaborators must be located in northern Ontario.
- Will your project stimulate the development and expansion of the agriculture or food sector in northern Ontario?
- Does your project address a challenge specific to northern Ontario?
- Do the participating businesses have the resources to pay for the equipment in advance? SNAPP grants are paid on a reimbursement basis.
- Does your business(s) have cash availability to pay for the remaining 25% of the project cost?
- Does your project fit under one of three project activity streams; season extension, new products, or productivity enhancement?

### Is your application complete?

- |   |   |
|---|---|
| <input type="checkbox"/> Are you submitting within an intake period?  | <input type="checkbox"/> Are you submitting within an intake period?                                      |
| <input type="checkbox"/> Is your application form completed?  | <input type="checkbox"/> Is your application form completed?  |
| <input type="checkbox"/> Is a copy of your business number (or equivalent) attached?  | <input type="checkbox"/> Is a copy of the business number (or equivalent) attached for each collaborator? |
| <input type="checkbox"/> Are you a startup business in the first three years of operations? If so, please include a copy of your business plan. | <input type="checkbox"/> Is the signed Collaboration Agreement attached?                                  |
| <input type="checkbox"/> All quotes (over \$500) must also be included.   | <input type="checkbox"/> All quotes (over \$500) must also be included.                                   |