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Sustainable New Agri-Food Products & Productivity (SNAPP) Program

Timeline for Intake 3

INTAKE 3	
Applications Accepted	December 01, 2017 to February 28, 2018
Decisions Made	Monthly during intake period
Approvals Sent Out	March 30, 2018
Deadline to Complete Project	December 31, 2018

**Additional 2018 Intakes will be confirmed at a later date.

The Application Process: Application forms can be obtained from www.rainalgoma.ca/SNAPP, RAIN, Northeast Community Network, reThink Green, Cloverbelt Local Food Co-Op or by contacting your regional representative. An application form must be submitted within the intake timeline identified above. Please ensure all supporting documentation is attached (i.e. quotes, business plan (if applicable) articles of incorporation (or equivalent), signed collaboration agreement, etc...). For assistance or questions regarding the application form or business plan, please contact your regional representative. Once an application is submitted, there are to be no revisions. For services in French, please contact Antoine Vezina.

- Melissa Watson (Algoma/Manitoulin) snapp@rainalgoma.ca or (705) 942-7927 ext. 3135
- Antoine Vezina (Cochrane/Temiskaming/Nipissing) antoine.vezina@timmins.ca or (705) 360-2600 ext. 7081
- Allison Muckle (Sudbury/Parry Sound/Muskoka) allison.muckle@rethinkgreen.ca
- Andrea Habinski (Northwest) andrea@cloverbeltlocalfoodcoop.com or (807) 221-3293 ext. 27

All completed applications are to be submitted to:

Melissa Watson, Program Coordinator
snapp@rainalgoma.ca

Fax (705) 942-6169 or Call (705) 942-7927 ext. 3135 to arrange hand delivery





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Approvals: Approvals will be sent via mail or electronic mail following the Committee meeting. If an approval notice is received, the recipient will be required to complete and return a Client Intake Form (will be provided), additional guidance documentation will be provided outlining how to submit a Claim and the reporting requirements. Unsuccessful applicants will be notified at the end of the intake period (not monthly) and be given feedback and an invitation to resubmit in subsequent intake periods.

Required Reporting and 10% Holdback: The **project completion deadline** is the date in which all work must be completed by. All invoices, proof of payment, intake form and contract must be submitted by this date to receive the approved grant. Once the purchase(s) is completed and all required documentation has been received, the recipient will be granted 90% of the approved funding. The remaining 10% of the total grant will be released when a **final results report** is submitted. Once the applicant receives 90% of the total grant, the Program Coordinator will give them a project completion deadline. The final results report must be submitted within six months from the project completion deadline, it can be submitted sooner. The final results report can be submitted once the eligible project costs (equipment, materials, etc...) have been put into use and the applicant(s) can verify results. For example, a greenhouse structure was purchased and planting was able to happen six weeks earlier than the previous year. The 10% holdback is to ensure that all equipment and materials purchased are put into use by the applicant(s).

