

CITC Program Application for Conditional Approval

Note: These forms are samples only and intend to show the type of information applicants will be required to provide as part of their application. Please note that the application forms are subject to change. Final forms will be accessible through the online application portal starting January 16, 2017.

Program Application Instructions

Capital Investment Tax Credit (CITC)

The CITC application package consists of three forms: Application Form; Proposed Investment Plan Form; and Economic Impact Assessment Form. These forms are completed by a corporation seeking conditional approval for a specific capital investment plan. As this is a competitive process, corporations seeking conditional approval should provide any available documentation that supports the Proposed Investment Plan and Economic Impact Assessment. Successful applicants will receive a Conditional Approval Letter along with an Approved Investment Plan from the Minister, permitting the corporation to acquire the qualified property, as per the *Investing in a Diversified Alberta Economy Act*.

NOTE: Only complete application packages will be considered.

Program Application

BUSINESS INFO

Legal Name of Business Corporation* ⓘ

12345678 Alberta Ltd.

Operating Name of Business Corporation

Jon's Pickled Beets

Corporate Access Number*

#####

Federal Business Number

#####

Date of Incorporation* ⓘ

12/9/2014



Fiscal Year End / Tax Year End* ⓘ

2/28/2017



NAICS Code ⓘ

311420

www.statcan.gc.ca

PERMANENT ESTABLISHMENT ADDRESS

Street 1*

1234 Smith Street NW

Street 2

City*

Edmonton

Province*

AB

Country*

Canada

Postal Code*

T## ###

Is this address your mailing address?

CONTACT INFO

Business Email*

jon@####.ca

Business Website*

http://www.####.ca

Business Phone*

555-555-5555

Business Fax

555-555-5555

Are you involved in tourism activities?* ⓘ

No Yes

Are you processing or manufacturing goods for sale or lease?* ⓘ

No Yes

Number of Full-time Employees* ⓘ

75

Number of Part-time Employees* ⓘ

20

Estimated number of Alberta employees the new investment will create* ⓘ

Number of Full-time Employees* ⓘ

25

Number of Part-time Employees* ⓘ

5

Total Investment / Project Value (\$) CAD* ⓘ

\$2,500,000.00

Proposed Investment Plan

PROJECT SCHEDULE

Proposed Investment Start Date*

2/1/2017



Proposed Investment End Date*

11/30/2017



QUALIFIED PROPERTY

Capital Cost Allowance (CCA) Class*

8

Description of Qualified Property*

Jon's Pickled Beets is looking to purchase a building close to our factory to store fresh vegetables prior to canning. We will need to renovate the building to control humidity and temperature. This additional building will allow us to increase the jars of beets we currently pickle and add pickled carrots and asparagus to our product line.

Estimated Capital Cost*

\$2,500,000.00

Will this be used and located in Alberta?*

No Yes

Will these properties be used as stated in the CITC application?*

No Yes

FINANCING INFORMATION

Please complete if you will receive any other government funding.

Source of Funds

Total Capital Anticipated

Type of Financial Support

Total Value of Qualified Property

Economic Impact Assessment

For each category, applicants will be required to make a selection from a drop down menu that will include the options outlined under the sub category below. Selections should reflect what has been outlined in the proposed Investment Plan.

Category	Sub Category
1. Dollar Value of Investment	Less than \$1 million.
	Less than \$2 million.
	Between \$2 million and \$25 million.
	Between \$25 million and \$50 million
	Greater than \$50 million.
2. Timeliness of Investment	More than 24 months after the date of conditional approval letter.
	The investment will be complete more than 18 months after the date of the conditional approval letter.
	The investment will be complete within 12 to 18 months after the date of the conditional approval letter.
	The investment will be complete within 6 to 12 months after the date of the conditional approval letter.
	The investment will be complete within 6 months after the date of the conditional approval letter.
3. Employment Impacts	No jobs created.
	Jobs created in Alberta only during investment installation/construction period.
	Net permanent jobs created in Alberta
	Jobs created during investment installation/construction period and net permanent jobs created upon completion in Alberta.
4. Inclusion of Under-represented people or groups (Underrepresented means those racial, gender, ability, ethnic or some other unique, identifiable populations that are underrepresented in some area relative to their numbers in the general population. Underrepresented groups may include, for example, Indigenous peoples, youth, women, immigrants, persons with disabilities, veterans, older workers, people on low incomes, and veterans.)	No corporate policies or practices for inclusion of under-represented people or groups.
	Existing internal corporate policies or practices for inclusion of under-represented people or groups (please upload policy to application).
	Public corporate policies or practices for inclusion of under-represented people or groups (please upload policy to application).

Category	Sub Category
5. Modernization or Productivity Improvements	No appreciable modernization or productivity improvements from investment are anticipated.
	Modernization or productivity improvements are anticipated.
	Demonstrable modernization or productivity improvements are anticipated.
6. New Product/ Service Development	The investment is for existing product/service lines
	The investment contributes to improvements (quality, features) of existing product/service lines.
	The investment contributes to the development of a substantially new product/service.
7. Diversified Customer Base	This investment will not create a new customer base or diversify within existing customer base.
	This investment will expand current customer base or develop a new customer base.
8. Supply Chain Impacts	This investment does not result in any contracts or purchases from Alberta suppliers.
	This investment results in one-time purchases from Alberta suppliers.
	This investment results in ongoing contracts with Alberta suppliers.
9. Environmental Performance	The investment will not reduce, on an annual level, environmental impacts through increased energy efficiency, reduced waste, lower GHG emissions, etc.
	The investment will reduce, on an annual level, environmental impacts through increased energy efficiency, reduced waste, lower GHG emissions, etc. but no measurable impacts can be provided.
	The investment will reduce, on an annual level, environmental impacts through increased energy efficiency, reduced waste, lower GHG emissions, etc. and measurable impacts are provided by the applicant.
10. Community Impact	Your corporation does not have a specific social or cultural impact in the community where the investment will be located.
	Your corporation will make social or cultural contributions in the community where the investment will be located.
	Your corporation will make a social or cultural contribution in the community where the investment will be located and has a demonstrable track record of social and cultural contributions in local communities.
11. Regional Impact ** (based on location of investment in a specific federal Census Subdivision) <i>Please refer to Statistics Canada Census Profile Information.</i>	Population in your federal Census Subdivision where the investment will be located has increased more than 5% since previous federal census.
	Population in your federal Census Subdivision where the investment will be located has increased less than 5% since previous federal census.
	Population in your federal Census Subdivision where the investment will be located has decreased since previous federal census.

**Please note that the 11th category will be completed on your behalf by CITC program staff.

Attachments

Only PDF, DOC and DOCX are allowed. Max 5MB per file.

Financial Statements 

Browse

Business Plan 

Browse

Certification

Browse

Note: A certification form will be accessible through the online application portal starting January 16, 2017. Once completed, applicants will be required to print, sign and upload the form as a PDF, DOC or DOCX.

Other 

Browse