



Advancing Northern Maple Program

The timelines for each SNAPP Intake are as follows:

INTAKE 1	
Applications Accepted	November 18 th , 2019 to February 28 th , 2020
Project Completion Deadline	June 30, 2021
Final Results Report Due	Dec 31, 2021

The Application Process: Application forms can be obtained from contacting RAIN Project Coordinator (below). 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), etc...). Once an application is submitted, there are to be no revisions.

The Coordinator will discuss the eligibility of your project and answer any questions you may have. They are also available to review your application prior to submission and to ensure application completeness.

Submitting your application without speaking to one of the following representatives is NOT recommended.

RAIN Project Coordinator

David Thompson dthompson@ssmic.com or (705)942-7927 ext. 3027

Approvals: Approvals will be sent following the Review Committee meeting. The approval notice will outline the total approved funding and eligible costs. If an approval notice is received, the recipient will be required to complete and return a Client Intake Form and 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 and given feedback.

Required Reporting and 5% Holdback: The **project completion deadline** is the date in which all work must be completed by. All invoices, proof of payment(s), intake form must be submitted by this date. Once invoices and proof of payments are received in full, a contract will be sent for review and signature. A signed contract is required in order receive the approved grant. Once the purchase(s) is completed and all required documentation has been received, the recipient will be granted 95% of the approved funding.

The remaining 5% of the total grant will be released when a **final results report** is submitted. The final results report must be submitted within six months from the project completion deadline. 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 remote monitoring system was purchased, and the purchaser



has verified that it is in working order. The 5% holdback is to ensure that all equipment and materials purchased are put into use by the applicant(s).

All completed applications and reporting documents are to be submitted to:

David Thompson, Project Coordinator
dthompson@ssmic.com
(705) 942-7927 ext. 3027, Fax (705) 942-6169