



## **Instructions for Completing NSSA/AFF Application Form**

The NSSA/AFF application form is designed to record all the required information from applicants. This will ensure an efficient process for review by DFO, NSDFA, and your Executive Committee to evaluate and ensure your project meets the criteria as set out in the AFF Agreement. This instruction sheet is a guide to completing each section.

The first page is the details about your company including, registration numbers, company name, and full names of applicant and contact person.

The second page is the detailed ownership information this must include full names of all legal owners, the Fisher Identification Number (if you are a holder of a fishing license), and funding sources for the balance of the project costs.

### **Brief Project Description:**

This is a very important section of the application, and can be provided by an attachment sent with this form. This information is used to evaluate your project, to make sure it meets AFF Criteria and that it sets out objectives that will benefit your operation.

### **Current Process:**

Describe your current business operation as it relates to your project.

Example: Unable to maintain correct water storage temperature 12 months per year. Describe the current process, steps, flow, and where the improvements are required.

### **Objectives and Benefits:**

Describe the Equipment requested for your project and what improvements you will gain.

Example: Lower mortality, increase capacity, improve yield and quality, new package, innovation for export, required by customer etc. Any information that verifies the project meets Criteria. Use actual numbers where possible.

### **Provide Quotes:**

AFF require actual quotes from suppliers that cover equipment, shipping, installation, and training costs (if part of the project cost).

The section "Brief Description" is very important and must be completed with the details that show this project will be successful.

The remainder of the application "Disclosures" and "Consent" are self explanatory.

### **Required Documentation Checklist:**

This checklist must be included when sending or scanning the application. All documents must be part of the application. Most documents are readily available to you at your office and some you can access online. The Financial letter will state that applicant is able to fund their portion of the Project Costs.

The Project Manager is available to help with all aspects of the Application.

An incomplete application will be rejected, and will delay your project approval. DFO and NSDFA must complete their due diligence and approve the Application before the Executive Committee meets to review and approve your project.