

### APPLICANT INFORMATION

Full Legal or Incorporated Name: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

City: \_\_\_\_\_ Province: \_\_\_\_\_ Postal Code: \_\_\_\_\_

Website: \_\_\_\_\_

Project Contact: \_\_\_\_\_ Title: \_\_\_\_\_

Email: \_\_\_\_\_ Phone: \_\_\_\_\_

### APPLICANT PROJECT SCOPE

- Undertaking an ESG baseline assessment
- Creating an ESG strategy or program
- ESG Program implementation and reporting
- Facilitation/Development of the branding and/or marketing story around the sustainability strategy and plan
- Other. Please explain:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**CURRENT ESG STATUS** – Please explain your company’s current ESG approach or initiatives.

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\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

### CONSULTANT INFORMATION

Service Provider: \_\_\_\_\_

Address: \_\_\_\_\_

Website: \_\_\_\_\_

Contact Name: \_\_\_\_\_ Email: \_\_\_\_\_

Phone: \_\_\_\_\_

### EXPERIENCE/BACKGROUND IN ESG:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_



Project Start Date: \_\_\_\_\_ Project End Date: \_\_\_\_\_  
Total Value of Contract: \_\_\_\_\_ Location of Services Provided: \_\_\_\_\_

### Scope of Work

Please describe expected outcomes as it relates to applicants' goals around ESG, project scope of work and how it directly connects to developing export markets:

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- A formal scope of work or quote from a consultant must accompany the application. Applicants are encouraged to submit supporting RFPs/documentation and other materials in support of demonstrating the scope of work and terms of engagement with proposed consultants

### APPLICATION AGREEMENT

Yes  No  Our company is in compliance with all required municipal, provincial and federal regulations, licenses and certifications. (i.e. business licenses, GST, CGC certification)

Have you applied or will you be applying for any other federal or provincial funding for contracting these services?

Yes  No  If yes, what program? \_\_\_\_\_

### Applicant Declaration and Consent

I hereby declare the following:

- The Information in this application is complete, true and accurate.
- The information contained in this application will be used to assess eligibility for the ESG Strategy Support Program
- I understand reimbursement of eligible costs will not be issued until the conclusion of the project and proof of payment has been provided.
- I understand I will be required to submit a project report, receipts and proof of payment and any other related documentation within 21 days of the project end date.
- I understand the maximum amount of reimbursement will not exceed 50% of costs to a maximum of \$5000 CAD.
- I understand that his application becomes a valid contract when signed by the applicant and approved by Saskatchewan Trade & Export Partnership.
  - Misrepresentation of any information as provided on this application or any supporting documentation may result in the return of funds to STEP as well as applicant company restricted from any future applications or use of funds.



- I understand STEP reserves the right to refuse applications, to determine products and services eligible and to determine the scope of assistance.
- The applicant indemnifies STEP from any liability whatsoever.

**CLAIMS FOR PAYMENT – Within twenty-one (21) days of project completion, the applicant company must submit to STEP the Evaluation form and the proof of payment for eligible expenses incurred in relation to the services provided.**

(Copies of invoices, receipts, cancelled cheques, bank statements are acceptable).

**a. Upon receipt of all required documentation, reimbursement will be issued by EFT within four weeks in Canadian dollars.**

**b. The EFT will be sent out to the company/legal entity, not the individual.**

**c. If the applicant is unable to meet the conditions and timelines noted above, then he/she will be considered in default of the program, his/her eligibility will be rescinded and he/she will not receive reimbursement.**

On behalf of my company, I hereby make application for financial assistance as described in the ESG Strategy Support Program application form, and agree that if the application is approved, I will comply with the terms and conditions of the contract.

Date: \_\_\_\_\_ Company: \_\_\_\_\_

Signed: \_\_\_\_\_ Title: \_\_\_\_\_

Submit Applications by email to [stepspp@sasktrade.sk.ca](mailto:stepspp@sasktrade.sk.ca)

FOR STEP USE ONLY:

**Application Approved**  50% Funding

\_\_\_\_\_  
Senior Vice President, Marketing & Membership Development \_\_\_\_\_ Date

\_\_\_\_\_  
Vice President, Trade Development \_\_\_\_\_ Date

**Application Declined**  D

\_\_\_\_\_  
Explanation of Denial

**CONFIDENTIALITY NOTICE:** *The information gathered from this form is intended only for internal office use only under the STEP Sustainability Promotion Funding. All information gathered will be kept confidential and for evaluation purposes only.*

