Sovereign Defence Investment Readiness Program

Application Package Requirements

Information and materials submitted as part of an application package will be used for the City's internal review, evaluation, and administration of the program and will remain confidential. Applicants acknowledge that Information supplied to the City may be subject to disclosure pursuant to the requirements of the Municipal Freedom of Information and Protection of Privacy Act, R.S.O. 1990 c. M.56.

To reduce duplication and streamline the application process, where an applicant is concurrently pursuing, or has recently pursued, funding from another government agency or program (e.g., Invest Ontario), the City may accept previously submitted application materials for those funding requests. Additional information may be requested where necessary to support program eligibility, scoring, due diligence, or funding review requirements.

Company Profile

- This section helps staff understand the applicant and/or end user's business, sector experience, defence-sector relevance, ownership structure, operating capacity, and ability to deliver the proposed project.
- Applicants should provide background information on the applicant and/or proposed end-user, including business activities, operating history, relevant sector experience, and alignment with sovereign defence, dual-use, advanced manufacturing, aerospace, autonomous systems, secure production, or related industrial activity.

Suggested information to include:

- Company history and year established.
- Description of business activities.
- Description of proposed operations in Barrie.
- Number of existing employees, if applicable
- Existing locations, if applicable.

- Applicant and end-user relationship, if applicable.
- Defence-sector or advanced industrial experience.
- Description of products, services, or production capabilities.
- Description of customers or markets served, where shareable.
- Explanation of how the business aligns with sovereign defence capability.
- Description of supply-chain role.

Suggested supporting documentation:

- Corporate profile.
- Capability statement.
- Business registration or incorporation documents.
- Ownership structure or organizational chart.
- Examples of relevant projects, contracts, customers, or production history, where shareable.
- Certifications, quality standards, security registrations, or controlled goods documentation, where applicable.
- Letters confirming supplier, customer, or partner relationships, where available.
- End-user business activity summary.
- Evidence of relevant defence, dual-use, advanced manufacturing, aerospace, autonomous systems, or secure production experience.

Project Summary

- This section describes what the applicant is proposing to do (expansion or establishment), what space will be activated, what improvements will be made, and how the project supports the objectives of the program.
- Applicants should provide a concise but complete project summary describing the proposed project, including the building or unit to be occupied, the proposed industrial defence use, required building improvements, planned retrofit or fit-out work, equipment installation, timing, and expected operational outcomes.

Suggested information to include:

- Project description.

- Proposed end use.
- Description of the proposed building/facility.
- Project start date.
- Anticipated completion date.
- Anticipated occupancy date.
- Anticipated start of operations.
- Key project milestones.

Suggested supporting documentation:

- Property location map.
- Site plan.
- Floor plan or unit plan.
- Project workplan.
- Project schedule.
- Scope of work.
- Site condition summary.
- Design drawings or conceptual plans, if available.
- Permit status or permitting plan.
- Construction/fit-out schedule.
- Lease commencement date or occupancy timeline.

Financials

- This section will allow staff to verify eligible costs, understand the total project investment, and assess overall project feasibility.
- Applicants must provide detailed financial information, including total project cost, eligible project costs, private investment, public investment, requested forgivable loan amount, project financing, and basic pro forma information. The applicant must include an explanation of why the requested funding

amount is reasonable and necessary. The program requires applicants to provide documentation to justify the incentive amount requested.

Suggested information to include:

- Total project cost.
- Total eligible costs.
- Requested forgivable loan amount.
- Requested amount as a percentage of eligible costs.
- Requested amount as a percentage of total project cost.
- Private investment amount.
- Other funding sources (inclusive of any other incentives).
- Financing status.
- Project cost categories.
- Declaration of other public funding or incentives.

Suggested supporting documentation:

- Basic project pro forma.
- Total project budget.
- Financing plan.
- Proof of financing or lender correspondence, where available.
- Applicant contribution confirmation.
- Other grant or public funding confirmation, if applicable.
- Funding gap or feasibility explanation.

Employment Plan

- This section will share information related to job creation and job quality.
- Applicants must provide employment projections associated with the project, including the number of jobs to be created or retained in Barrie, job types, timing of hiring, quality of employment, and the basis for the projections. The CIP submission requirements include anticipated employment numbers.

Suggested information to include:

- Current employment in Barrie, if applicable.
- Current employment elsewhere, if applicable.
- New jobs expected as a result of the project.
- Jobs retained, if relevant.
- Full-time equivalent positions.
- Job creation by year.
- Job categories or titles.
- Job functions.
- Timing of hiring.
- Whether jobs are permanent, temporary, full-time, part-time, or contract.
- Wage ranges or payroll assumptions, where appropriate.
- Whether roles are skilled trades, production, technical, engineering, R&D, management, defence-related, or advanced manufacturing roles.
- Basis for employment projections.

Suggested supporting documentation:

- Employment plan.
- Hiring schedule.
- Year-by-year FTE projection.
- Payroll assumptions.
- Job descriptions or job categories.
- Workforce plan.
- Production ramp-up plan.
- Operating plan.
- Corporate approval or internal hiring authorization, if available.
- Contracts, customer demand evidence, or production assumptions supporting job projections, where shareable.
- Agreement to provide payroll or employment reporting if requested.

Economic Impact

- This section allows applicants to explain the broader municipal and regional benefit of the project beyond the direct applicant benefit.

Suggested information to include:

- Description of how the project supports sovereign defence supply-chain capacity.
- Description of local or regional supplier opportunities or established relationships.
- Description of workforce impacts.
- Description of broader cluster, innovation, manufacturing, or industrial benefits.

Suggested supporting documentation:

- Economic impact narrative.
- Supply-chain narrative.
- Local supplier or partner information, where available.
- Evidence of customer demand, where shareable.
- Construction value estimate.
- Letters from partners, customers, suppliers, industry organizations, or government partners, where available.

Project Readiness, Permitting, Compliance and Risk

- Applicants must describe the project's implementation readiness, including approvals, permits, design status, procurement, construction/fit-out schedule, occupancy timing, operational readiness, and any known risks or dependencies. Applicants should also identify compliance, security, and regulatory considerations relevant to the proposed sovereign defence use.

Suggested information to include:

- Design status.
- Permitting status.
- Construction/fit-out readiness.
- Procurement status.

- Key dependencies.
- Known project risks.
- Mitigation plan.
- Required permits or approvals.
- Required regulatory approvals, where applicable.
- Security requirements.
- Controlled access requirements.
- Quality systems, where applicable.
- Controlled goods or secure handling considerations, where applicable.

Suggested supporting documentation:

- Implementation plan.
- Risk register or risk summary.
- Permit status summary.
- Design or engineering documentation.
- Construction schedule.
- Procurement plan.
- Security/access plan.
- Compliance plan.
- Health and safety plan, where applicable.
- Quality management documentation, where applicable.
- Controlled goods or regulatory documentation, where applicable.
- Letters or confirmations from consultants, contractors, or regulatory advisors, where available.

Letters of Support or Partner Evidence

- This section allows applicants to strengthen the application with third-party evidence that supports the project's certainty, strategic value, market demand, supply-chain relevance, or partnership opportunities.

- Applicants may submit letters of support or partner evidence from customers, suppliers, industry partners, government partners, post-secondary partners, landlords, end users, financial institutions, or other relevant parties. These materials are optional but may help support scoring where they provide evidence of project readiness, end-user commitment, supply-chain relevance, business demand, financing, or strategic economic impact.

Suggested information to include:

- Type of supporting party.
- Relationship to applicant or project.
- Nature of support.
- Relevance to project.
- Whether the letter supports market demand, supply-chain relevance, tenancy/occupancy, financing, workforce development, or strategic economic impact.

Suggested supporting documentation:

- Letters of support.
- Customer letters or purchase interest, where shareable.
- Supplier letters.
- Partner letters.
- Landlord/property owner letters.
- Financial institution letters.
- Post-secondary or workforce partner letters.
- Government or industry organization letters.
- Letters confirming market demand, production need, or strategic relevance.
- Non-confidential summaries of contracts or customer relationships, where available.