



TEMPORARY FOREIGN WORKER (TFW) IN AGRICULTURE INDUSTRY HOUSING IMPROVEMENT PROGRAM

Date Received (Office Use Only):

Project/Client # (Office Use Only):

Step 1 – Application Requirements Checklist

- ☐ Complete and sign Application Form
- ☐ Complete summary of proposed work (**Step 6**)
- ☐ Provide proof of a satisfactory housing inspection for the location by Environmental Health or a third party within the last 12 months.
- ☐ Submit your completed application package (Application Form, summary of proposed work, **and** proof of satisfactory housing inspection) to AGTFW@gov.pe.ca (See **Step 8** for more information)

Step 2 – Applicant Contact Information

Applicant Name (including middle name)			
Organization/Business/Farm Name (if applicable)			
Email			
Phone Number		Alt. Phone Number	
Mailing Address			
City/Town/Village			
Province		Postal Code	

Step 3 – Type of Business or Organization (Choose one and complete the required Social Insurance, Business, or Registration Number)

Individual Proprietorship Social Insurance Number:	
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Incorporated Company Revenue Canada Business Number:	
Partnership Revenue Canada Business Number:	

Step 4 – Partnerships (If you indicated “Partnerships” as your type of business in Step 5, please list the partner’s name(s) and their ownership per cent in the table below).

Name all partners (for partnerships)	Percent of ownership
Total (must total 100%)	

Step 5 – Project Information

Project Start Date		Project End Date	
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Location of Housing	
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Primary type of Industry (i.e. dairy, potato, beef, hog, grains and oilseeds)	
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Step 6 – Summary of Proposed Work (1-2 pages)

Please attach a short summary of the proposed work, using the topics listed below as the subject headings of your summary.

Basic Information	Include the agricultural operation, expected start and end date of the work, and your contact information.
Work description	Provide a summary of the proposed work. This must include an itemized outline of the planned work (e.g., replace 4 mattresses, add one refrigerator, replace carpet in living room with laminate flooring).
Timeline	Identify timelines for the work. Include a description of the work, any person(s) or organizations associated with the work and the work’s start and end date.
Project outcome	Please describe how your project will positively contribute to the quality of life for the temporary foreign workers on your farm.
Budget	Identify estimated costs per expense/activity, the total costs for the project, and the funding requested from the program.

Step 7 – Declaration and Consent to Personal Information

By submitting this form for project funding, I/we:

- confirm that I/we own the property that is used to house the temporary foreign workers
- understand that personal information on this form is collected under Section 31c of the Freedom of Information and Protection of Privacy Act R.S.P.E.I. 1988 c. F-15.01 as it relates directly to and is necessary for the administration of this program. It will be used for determining eligibility for program assistance and will be shared with the Canada Revenue Agency regarding the taxable benefit;
- agree that information provided for purposes of this project may be shared with the Canada Revenue Agency as it pertains to any potential taxable benefits;
- agree to participate in an evaluation and/or audit of the program;
- understand that projects funded may be communicated through the Department's public and social media channels;
- understand that failing to comply with all application requirements may delay the processing of the application, or may render me/us ineligible for receiving assistance under the program;
- understand that the Social Insurance Number and/or Business Number is collected under the authority of the Income Tax Act for the purposes of reporting income;
- acknowledge that my/our completion of this application form and by receipt of advice from the PEI Department of Agriculture or other program delivery agent does not oblige the PEI Department of Agriculture to provide funding;
- understand that expenses incurred prior to the submission of an approved application are not eligible for assistance under this program; and
- agree that a completed claims form and copies of all paid invoices with verification of payment will be provided to the Department via email within 60 days of the completion of the project.

I certify that the information given on this application is to the best of my knowledge complete, true and accurate.

**Name of Applicant/Signing Officer
(Please print)**

**Signature of Applicant/Signing
Officer**

Date (yy/mm/dd)

Step 8 – Submitting the Application

Please complete the required summary of proposed work and submit together with the application form.

Completed applications may be submitted via regular mail or email

Email Applications:

Once you have completed the application, you may email a signed copy in PDF to

AGTFW@gov.pe.ca

Please include the program name in the subject line.

Regular Mail Applications:

Applications may be submitted via regular mail at:

Temporary Foreign Worker in Agriculture Industry Housing Improvement Program

PEI Department of Agriculture

11 Kent Street

PO Box 2000

Charlottetown PE C1A 7N8

(902) 368-4880 (telephone)

Questions?

Please email AGTFW@gov.pe.ca