



## Greening & ESG Program Guidelines

### Program Objective

The Atlantic Canada Aerospace & Defence Association (ACADA), with the support of the Atlantic Canada Opportunities Agency (ACOA), is introducing the Greening & ESG Initiative ("the Program") to support Small and Medium Enterprises (SMEs) within the Aerospace, Defence, and Security industries.

The Greening & ESG Initiative aims to assist SMEs in developing eco-responsible products, processes, and market entry strategies by providing expertise and tools to minimize environmental impact throughout the product life cycle.

### Eligible Companies

To qualify for the Program, companies must meet the following criteria:

1. **ACADA Membership:**

- The company must be an active, paid member of ACADA in good standing.
- All membership and event fees must be paid in full.
- Eligibility is limited to **Industry Membership, Category A** only.

2. **SME Definition:**

- The company must meet the definition of an SME, having fewer than **500 full-time employees**.
- All incorporated SMEs in one of the four Atlantic provinces (Nova Scotia, Newfoundland and Labrador, New Brunswick, Prince Edward Island) may apply. Additionally, the SME must have significant operations, such as facilities and/or offices, along with most of its workforce be located/situated in the Atlantic region.

3. **Project Cost:**

- The project must have a **minimum cost of \$5,000** to qualify for consideration.

### Program Criteria

The Program aims to assist SMEs in developing eco-responsible products, processes, and market entry strategies by providing expertise and tools to minimize environmental impact throughout the product and service life cycle. By participating, companies will enhance their sustainability practices, increase competitiveness, attract and retain top talent, and meet the



## Greening & ESG Program Guidelines

evolving expectations of OEMs, customers, and partners by aligning with climate change commitments.

Applicants may use any service provider they choose for the project, as long as the service provider is arm's length from the applicant.

ACADA encourages applicants to use Atlantic Canadian-based service providers, but it is not a requirement of the Program.

### Projects Assisted

Projects eligible for financial support under the **Greening & ESG Program** will help SMEs create and execute custom eco-responsible plans, which may include:

- **Environmental Product Design:** Creating products with reduced environmental impacts throughout their life cycle.
- **Sustainable Process Development:** Streamlining manufacturing processes to lower emissions and resource consumption.
- **Green Data Management:** Tools for tracking and reporting on sustainability metrics and environmental impacts.
- **Employee Engagement through Climate Commitment:** Developing strategies that align environmental goals with employee engagement and attraction.
- **Market Entry with ESG Focus:** Adapting products and processes to meet the sustainability expectations of OEMs and global markets.
- **Emissions Reduction Plans:** Customized plans to help SMEs reduce their carbon footprint.
- Other project deliverables discussed with individual SME (to be approved by ACADA).

### Application Process

Interested SMES are invited to submit an application form to ACADA for consideration. All applicants must submit an application form. Approved applicants will be informed of their acceptance and may commence work with their selected service provider. **Applicants must include the following items:**

- Company outline
- Company history



### **Greening & ESG Program Guidelines**

- Need for project
- Project details
- Benefit to company
- Benefit to industry/economy
- Past, present and future ESG commitments
- Financial estimates
- Service provider information
- Service provider statement of work for the project (including project scope, timelines, and budget)

The main criteria for evaluation will be to **reduce environmental impacts, its alignment with ESG standards, the projected benefit to the company, and the compatibility of the service provider.**

Approved applicants will be advised of their acceptance to the Program and once accepted, may commence the project with the service provider.

#### **Program Timeline**

**1. Application Period:**

**October 22, 2024 – November 4, 2024**

Applications will be accepted during this period.

We encourage members to apply early to be considered.

**Apply for the Greening and ESG Program [HERE!](#)**

**2. Review Completion and Selection Date:**

**November 8, 2024**

The initial review and selection process will take place.

If funding remains available after this date, further applications will be accepted.

**3. Project Completion Deadline:**

**March 31, 2025**

All projects **must** be completed by this date.



## Greening & ESG Program Guidelines

### Terms of Incentive

- **Cost-Sharing:**

Approved projects will be cost-shared between ACADA and the SME. The maximum project cost eligible for support is \$15,000, with the SME responsible for 35% of the total cost.

*(Example: For a project with a total cost of \$10,000, the SME's portion would be \$3,500.)*

- **Eligible Costs:**

Only project costs specified in the approved application will be considered eligible for funding under this Program.

- **Payment Process:**

Upon project completion, ACADA will pay the Project Service Provider for the eligible costs outlined in the approved application. ACADA will then invoice the SME for their 35% share of the project cost, which will be due upon receipt.

- **Project Incompletion:**

If the project is not completed for any reason, the SME will be required to pay 50% of the total costs billed up to the point of project completion.

### Status Reports and Completion Survey

Applicants will be required to provide status reports over the course of the Program, to ensure progress and alignment with project objectives. Upon completion of the project, participants in the project must complete ACADA's Program survey.