

Instructions

Participant Information Template (PIT)

Purpose of the PIT

As a Contribution Recipient (CR) the PIT is provided to you by your assigned Grants and Contribution Practitioner (GCP) once your funding agreement is signed. The PIT can be used to collect the information needed to complete the Participant Information Form (PIF). You do not have to use this template. However, you must follow the conditions set out in Schedule C, Clause 7 of your Contribution Agreement.

Though you are not required to use the PIT, it is highly recommended that you do as it contains clear directions on how to provide all the required personal participant information listed in Schedule C

You must make sure you include notice to participants concerning their personal information according to the requirements of your relevant provincial/territorial jurisdiction regarding their:

- collection
- use
- disclosure

It is the Contribution Recipient's responsibility to ensure that the collection, use, disclosure, and disposal of participants' personal information complies with the requirements related to the collection, use, disclosure, and disposal of personal information applicable to them in their respective jurisdictions.

Participant Information Template (PIT) – Stream 2 Activities

Name of Business/Organization/Service Operation

Business/Organization/Service Operation's Canada Revenue Agency (CRA) Business Number

Business email address and website (if applicable)

Address of Business/Organization/Service Operation or Address of Main Headquarters (if applicable)

City

Province

Postal Code

Telephone Number

Size of the business

- Small (1-100 employees) Medium (101-499 employees) Large (500+ employees)

Industry Sector of Business/Organization/Service Operation (if applicable)

- Accommodation/Food services Agriculture Business Construction Education
- Finance/Insurance/Real estate Forestry/Mining/Oil/Gas/Fishing Health care Manufacturing Public administration
- Recreation Research Retail Trade Transportation Utilities Not applicable
- Other(s), specify here:

Type of Employer you are employed in or the Business operation (if applicable)

- Para-public organizations (i.e., hospitals and universities/colleges) Private for profit Private not-for-profit
- Public (including municipal, provincial, provincial crown) Other, specify here: