

Example of Cover Page (optional)

**Written Submission for the Pre-Budget
Consultations in Advance of the 2019 Budget**

By: _____

Instructions:

- Adding a cover page to a submission is optional.
- All text on the cover page counts towards the submission's 2,000 word limit.
- The cover page should include the name of the individual(s) and/or organization(s) submitting the document.
- The cover page should not include the list of recommendations. The list of recommendations should immediately follow the cover page.

Example of List of Recommendations (required)

- **Recommendation 1:** That the government implement _____ in relation to _____.
- **Recommendation 2:** That the government provide funding in the amount of \$ _____ for the _____ program.
- **Recommendation 3:** That the government amend the _____ Act in order to _____.
- **Recommendation 4:** etc.

Instructions:

- Page 2 of the document (or page 1, if you did not include a cover page) should contain **only** your recommendations.
- If you did not include a cover page, please ensure the name of the individual(s) and/or organization(s) submitting the document appears at the top of this page.
- Please provide a succinct list of **all** the recommendations in **point form**.
- **Do not include** any explanation or context for the recommendations. This should be included in the body of the document (see next page).
- Submitters may include as many recommendations as they like.
All text on the List of Recommendations page counts towards the submission's 2,000 word limit.

Example of Body of Submission

[Text of Body of Submission]

Instructions:

- Submitters may use the format of their choice for the body of the submission.
- The body of the submission should be used to provide any background, explanatory or contextual information for the recommendations listed on the previous page of the submission.
- Priority will be given to individuals and/or groups whose recommendations address the theme of “Ensuring Canada’s Competitiveness” or who link their recommendations to this theme in the body of their submission.
- All text contained in the body of the submission, including, but not limited to graphs, quotes, images and footnotes, counts towards the submission’s 2,000 word limit.
- The recommendations listed on the previous page of the submission may be reproduced in the body of the submission. For example, recommendations may be used as headings for their respective explanation or context.