



BUSINESS SUPPORT PROGRAMS APPLICATION

PROJECT No. _____

INSTRUCTIONS

- Answer questions completely and provide appropriate attachments.
- For the attachments requested, examples of formats/forms may be obtained from Prince Edward Island Business Development.
- Submit a completed original application to address on page 4.
- Retain a copy for your records.
- All information provided will be kept confidential.

IDENTIFY PROGRAM FOR WHICH YOU ARE APPLYING

- Infrastructure Rental Incentive Equity Investor's Incentive
 Capital Aquisition Marketing Support
 Other (please specify) _____

IDENTIFICATION OF THE APPLICANT

1. Legal name of applicant and operating name, if different. Address Mailing address, if different. Postal Code	2. Name and title of official to whom inquiries may be directed. Area Code and Telephone No. _____ Fax No. (if Applicable) _____ E-mail Address (if Applicable) _____
--	--

3. Form of Organization

<input type="checkbox"/> Incorporated	<input type="checkbox"/> Sole Proprietorship
<input type="checkbox"/> To be Incorporated	<input type="checkbox"/> Cooperative
<input type="checkbox"/> Partnership	<input type="checkbox"/> Other (specify) _____

4. Type of Operation

<input type="checkbox"/> Information Technology	<input type="checkbox"/> Life Sciences	<input type="checkbox"/> Craft/Giftware
<input type="checkbox"/> Food Development	<input type="checkbox"/> Aerospace	<input type="checkbox"/> Manufacturing
<input type="checkbox"/> Tourism	<input type="checkbox"/> Services	<input type="checkbox"/> General
<input type="checkbox"/> Other _____		

5. Ownership of Applicant

_____% Canadian _____% Other - specify country	Is any part of your business owned by a government? <input type="checkbox"/> No <input type="checkbox"/> Yes _____% Government
---	--

6. Name of parent company (if applicable)	7. Applicant's average number of employees in Canada over the last year
---	---

8. History and description of business including products manufactured or services rendered

**IDENTIFICATION
OF PROJECT OR
ACTIVITY**

9. Description of project or activity

10. State what products will be manufactured or services rendered.

11. Location of project or activity (address).

12. Describe in detail the new element of technological advancement of the product or process.

13. Describe the economic benefits to your organization and to Prince Edward Island.

14. Describe efforts to obtain other government (federal, provincial, municipal) funding for this project and specify any other government assistance expected or received for this project.

SOURCE	TYPE	AMOUNT
--------	------	--------

15. Has a financial or a legal commitment been made to this project before application date?
 No Yes - Provide details

16. Project or Activity Period _____
 Estimated start date _____
 Estimated completion date _____

17. Summary of estimated project or activity costs to be incurred

PROJECT COSTS

Land:	\$ _____
Land Improvements:	\$ _____
Building and Structures:	\$ _____
Machinery and Equipment:	\$ _____
Technology Cost:	\$ _____
Marketing Costs:	\$ _____
Other Costs:	\$ _____
TOTAL	\$ _____

18. Financing project or activity

Assistance requested under this application:	\$ _____
Other government assistance:	\$ _____
Existing working capital:	\$ _____
Long term loans:	\$ _____
Short term loans:	\$ _____
Additional equity:	\$ _____
Other (specify):	\$ _____

TOTAL (should equal total of item 17) \$ _____

19. Estimated number of new jobs to be created by this project or activity.

Permanent : Full-time ___ Part-time ___ (Duration- ___)
Seasonal : Full-time ___ Part-time ___ (Duration- ___)

20. Estimated number of permanent jobs maintained by this project or activity.

Permanent : Full-time ___ Part-time ___ (Duration- ___)
Seasonal : Full-time ___ Part-time ___ (Duration- ___)

PROJECT FINANCIAL INFORMATION

21. **Established businesses:** Normally financial statements for the past 2 years along with 2 year projections and cash flow for the first 12 months are required.

New businesses: Attach opening business balance sheet and 2 year projected financial statements (Balance Sheet, Income and Expense Statements and Cash Flow Statements).

Project Cost: Provide detailed information on the estimated costs of the project. (Cost estimates should be supported by written quotations).

22. Applicant's financial institution

Name	Branch Address	Tel. No.
Contact	Postal Code	

23. Identification of lender (if different than above)

Name	Branch Address	Tel. No.
Contact	Postal Code	

24. **Management and Ownership**

Attach a short history of shareholders and key management personnel.

25. **Market**

Explain your current market position and identify your projected market (i.e. size, location) outlining any increases in market share. (Attach additional sheets if necessary.)

26. **Operation Facilities**

Describe the size and capacity of your existing facility in relation to the proposed activity.

27. The following attachments may be required for projects:

- (a) Business Plan
- (b) Detailed Costs of Project or Activity
- (c) Project Feasibility or Market Study

28. If application concerns a study, provide the Consultant(s) Proposal(s) and the Study's Terms of Reference. (Cost should be supported by no less than two written quotations.)

OTHER

29. Use this space to provide any supplementary information you feel is relevant to your application. (Attach additional sheets and/or literature and quotes relative to project.)

**DECLARATION
OF APPLICANT**

TO PRINCE EDWARD ISLAND BUSINESS DEVELOPMENT

- (a) The information given in this application is, to the best of my knowledge and ability, complete, true and correct.
- (b) I will provide all information required by Prince Edward Island Business Development to complete the assessment of this project/activity.
- (c) I will consent to have Prince Edward Island Business Development make any inquiries of such persons, firms or corporations as it deems necessary in order to reach a decision on this application.
- (d) I will instruct the lender as indicated above to provide Prince Edward Island Business Development with full information concerning my (the applicant's) operations and financial position. I further authorize Prince Edward Island Business Development to discuss fully my (the applicant's) affairs with the lender.
- (e) Where relevant, I agree to allow erection of a sign(s) or plaque(s) to announce the completion of this project/activity and to support other public information activities related to this project/activity.

Name and Title of Authorized Official: _____

Signature of Authorized Official: _____

Signed at _____ this _____ day of _____ 20 _____

Send completed application for projects to:

PRINCE EDWARD ISLAND BUSINESS DEVELOPMENT
94 Euston Street
PO Box 910
Charlottetown, PE C1A 7L9
Tel: Toll Free: 1-800-563-3734 or (902) 368-6300
Fax: (902) 368-6301
Email: business@gov.pe.ca Website: www.peibusinessdevelopment.com

or

Prince Edward Island Business Development Officer at your local Access PEI Center.

Date Received: