

Note: The typed, completed version of this form cannot be saved. Once completed, print the document, ensure that it is signed and dated. Mail or fax it to the address/numbers indicated.



Manitoba Trade and Investment

Manitoba Intergovernmental Affairs and Trade

1100 - 259 Portage Avenue, Winnipeg, Manitoba R3B 3P4

Telephone: (204) 945-2466 / Fax: (204) 957-1793 / NA Toll Free: 1-800-529-9981

**TRADE ASSISTANCE PROGRAM (TAP)
APPLICATION FORM for DESIGN OF WEBSITE**

COMPANY:
CONTACT:

ADDRESS:
WEBSITE:

TELEPHONE: FAX: EMAIL:

CONSULTANT/FIRM NAME:
CONTACT:

ADDRESS:
WEBSITE:

TELEPHONE: FAX: EMAIL:

PURPOSE AND SCOPE OF PROJECT (Attach full details):

Starting Date of Project: Total Cost of Project:
Completion Date: TAP Reimbursement:

- Important Note:**
1. It is understood that the firm completing this application fully intends to implement the recommendations of the consultant.
 2. A copy of samples of the newly designed website, graphics or photos, must be provided to Manitoba Trade and Investment prior to reimbursement.

IMPORTANT REMINDER:

A detailed consultant's proposal must accompany this application form.

Contract Conditions:

1. This application becomes a valid contract when signed by the applicant and an official of Manitoba Trade and Investment, of Manitoba Intergovernmental Affairs and Trade.
2. The Department of Intergovernmental Affairs and Trade reserves the right to refuse applications, to determine products and services eligible, and to determine the scope of assistance. Only products or services in which there is a substantial content of Manitoba labour and material are eligible.
3. The applicant indemnifies the Department of Intergovernmental Affairs and Trade from any liability whatsoever.
4. **Claims for Payment: Within fifteen (15) days of project completion, the applicant company will submit to the Department of Intergovernmental Affairs and Trade the claim for the grant, supported by proof of payment made for eligible expenses incurred in relation to the project. Copies of cancelled cheques, or receipted invoices, are required to process a claim for payment.**
5. Within six (6) months after the grant is made and thereafter, at such times as the Minister of Intergovernmental Affairs and Trade may require, the applicant may be required to produce evidence satisfactory to the Minister of the manner in which the grant was used or is being used.

On behalf of my company, I hereby make application for assistance as described in the Trade Assistance Program Application for Design of Website, and agree that if the application is approved, I will comply with the terms and conditions of the contract.

Date: _____ **Signed:** _____

Title: _____

Company: _____

FOR DEPARTMENTAL USE:

Recommended: _____ **Date** _____
 Director/Senior Manager

Approved: _____ **Date** _____
 Executive Director, Manitoba Trade & Investment

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| Maximum Dept. Share \$ _____ . |
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