

Who We Are

The Cape Breton Growth Fund (CBGF) is responsible for the delivery of the economic adjustment fund established by the Government of Canada in the wake of the federal government's decision to downsize and privatize the Cape Breton Development Corporation (Devco). The CBGF is comprised of a \$86 million contribution from the Government of Canada and a \$12 million contribution from the Province of Nova Scotia.

For further information regarding the Arts and Culture "Professional Development Program" contact:

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This program is only available for businesses operating in Cape Breton.

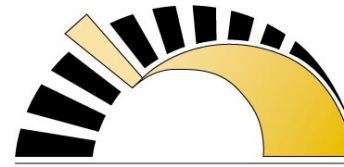
The CBGF is a partnership between the Government of Canada and the Province of Nova Scotia and has a mandate to assist in the transition of the Cape Breton economy.

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Professional Development Program



Cape Breton Growth Fund Corporation

Purpose

To strengthen the economic viability of Cape Breton Island's arts and culture community by providing access to an extensive network of professional services related to business and career development.

The types of consulting services could include:

- trade/export readiness
- market research
- e-commerce
- marketing strategies
- inventory control
- product development
- production methods & techniques
- financial management
- human resource development
- others as deemed appropriate

Funding

The Cape Breton Growth Fund's contribution will not exceed 75% of consultants costs and up to a maximum of \$7,500.

Support for applicants will be assessed on a case-by-case basis.

The client is required to provide proof of payment (25% of consultant fees) prior to disbursement of the CBGF contribution.

Please note: Receipt of financial assistance under this program does not indicate eligibility for financial assistance under other CBGF or Government of Canada programs.

Application Process

A copy of the application form can be obtained by contacting the CBGF office or by visiting www.cbgf.ca.

- Step 1** The applicant submits an application form to the CBGF office.
- Step 2** Application is reviewed by the CBGF to determine eligibility.
- Step 3** Successful applicants and a CBGF officer will meet to review scope of work. The applicant will choose a consultant from a list available from the CBGF.
- Step 4** The applicant, consultant and CBGF officer work together to finalize the terms of reference (TOR).
- Step 5** The CBGF will issue a contract between the applicant, the consultant and the CBGF.
- Step 6** Upon completion of services the Consultant is required to submit a written report to client and the CBGF.
- Step 7** Upon receipt of the written report, the client and the CBGF officer will evaluate the consultant's work prior to disbursement of final payment. Evaluation criteria will be provided by the CBGF.

An applicant may receive assistance under this program on no more than three (3) occasions. Each applicant will be assessed on its on merit.