



## Application for Assistance

Specify:

<input type="checkbox"/>	Small and Medium-sized Enterprise Fund
<input type="checkbox"/>	Business Market Development Program
<input type="checkbox"/>	Shellfish Aquaculture Working Capital Fund
<input type="checkbox"/>	Economic Diversification and Growth Enterprises Program

**Instructions:**

- Submit a signed, completed original application to the INTRD office in your area. Retain a copy for your records.
- If the information provided is not sufficient to complete an assessment, additional information may be requested by your INTRD representative.

<b>1. Applicant Identification</b>			
Legal Name of Applicant:		Business Phone:	
Operating Name, if different:		Fax #:	
Key Contact:		Email Address:	
Mailing Address:		Web Site:	
		Location of Project:	
		Business #	
<b>2. Form of Organization</b>	<b>3. Type of Operation</b>		<b>4. Use of Funds</b>
<input type="checkbox"/> Corporation <input type="checkbox"/> Cooperative <input type="checkbox"/> To be incorporated <input type="checkbox"/> Non-Profit Organization <input type="checkbox"/> Partnership <input type="checkbox"/> Sole Proprietorship	<input type="checkbox"/> Manufacturing or processing <input type="checkbox"/> Resource Sector (Specify) _____ <input type="checkbox"/> Tourism <input type="checkbox"/> Export Services <input type="checkbox"/> Information and Communications Technology <input type="checkbox"/> Other (Specify) _____		<input type="checkbox"/> Startup <input type="checkbox"/> Modernization <input type="checkbox"/> Expansion <input type="checkbox"/> Working Capital <input type="checkbox"/> Marketing <input type="checkbox"/> Other (Specify) _____
<b>5. Brief Description of Project or Activity</b>			
Have you considered all environmental requirements? <input type="checkbox"/> Yes <input type="checkbox"/> No			
<b>6. Principal Owners and Management of Business</b>			
<b>Name</b>	<b>Ownership %</b>	<b>Position/Management Function</b>	<b>Remuneration</b>
Name of Parent Company (If applicable)			

<b>7. Affiliated /Associated Companies</b>			

<b>8. Employment</b>			
<b>Job Categories</b>	<b>Total Employment Prior to Funding</b>	<b>New Jobs Created</b>	<b>Jobs Maintained</b>
Permanent Full Time			
Permanent Seasonal			
Permanent Part Time			

<b>9. Project Costs</b>		<b>10. Proposed Financing</b>	
Land and Improvements	\$	Applicant's Investment	\$
Building and Structures	\$	INTRD Term Loan	\$
Machinery and Equipment	\$	INTRD Equity	\$
Leasehold Improvements	\$	INTRD BMDP	\$
Other Capital Costs	\$	ACOA	\$
Marketing	\$	Bank	\$
Working Capital	\$	Other	\$
Other	\$		
<b>Total:</b>	<b>\$</b>	<b>Total:</b>	<b>\$</b>

<b>11. Applicant's Existing Financing</b> Include all outstanding amounts from Provincial Government sources including amounts outstanding by affiliated / associated companies. If additional space is required, please provide on a separate sheet.		
<b>Lender</b>	<b>Amount Outstanding</b>	<b>Secured by:</b>

<b>12. Applicant's Professional References</b>			
	<b>Name of Firm or Agency</b>	<b>Contact Person</b>	<b>Telephone #</b>
Financial Institution			
Accountant			
Lawyer			



A Business Plan is required to support your signed application form and should include the following information:

- A history and description of the business including products manufactured or services rendered.
- Supporting documentation on major items to be purchased/built, e.g. cost quotations, labour quotes, floor plans, etc.
- Market data - Explain your current market position and identify your projected market (i.e., size, location) outlining any increases in market share anticipated as a result of this project. Identify your competitors and where they are located.
- Copy of Articles of Incorporation.
- Management and Ownership: Outline management structure, a short history of shareholders, résumés of key personnel, relevant experience, and remuneration..
- Full disclosure of corporate shareholdings for all Companies owned, controlled or effectively controlled by the applicant or its shareholders.
- Personal Net Worth Statement for all key shareholders.
- Financial Information:
  - Existing Business:* Attach financial statements for the current and previous two years of operation and the most recent interim statements. If a proprietorship, please include recent and previous 2 years personal income tax returns. Provide two year projected financial statements including Balance Sheets, Profit and Loss and Cash Flow Statements with detailed assumptions supporting revenue forecasts.
  - New Business:* Attach copy of projected Opening Balance Sheet and 2 year projected Profit and Loss, Balance Sheet and Cash Flow Statements with detailed assumptions supporting revenue forecasts.
- Provide any supplementary information that may be relevant to your operation.
- Environmental - elaborate on any potential requirements. In addition, if an application requires the use or purchase of land and/or buildings, the applicant will be required to sign a "Contamination Warranty".

An assessment of your project will not commence until the business plan and all required documentation is received to the satisfaction of the Department. The written position of relevant government departments will be requested where applicable.

Note: A guideline for preparing a business plan can be obtained through your local INTRD office or on-line at [www.intrd.gov.nl.ca](http://www.intrd.gov.nl.ca). The extent of information required will be dependent on the complexity and size of the business, project or activity. For larger, more complex projects a more detailed Business Plan, a Feasibility Study and/or Marketing Study may be required. Your INTRD representative will advise you in this regard.