

# **Business Development Application Form**

## Instructions:

- Answer questions completely and provide appropriate attachments.
- If a section of Application Form does not apply to your program of choice, simply indicate "Not Applicable."
- Applicants are encouraged to consult with a business development officer prior to completing the form.
- For requested attachments, sample forms/formats may be obtained from Innovation PEI.
- Submit a completed original application to Innovation PEI and retain a copy for your records.

Section I				
Office Use:				
Application Received (Date)		Program Officer		
Company Name				
Legal Name (if different)				
Mailing Address			Civic Address	
Contact Person				
Name				
Title				
Phone	Fax	Email	Website	
Business Information				
Business Number (BN)		Business Sector	Type of Organization	
In business since		Aerospace Bioscience Information Technology Renewable Energy Advanced Manufacturing Craft & Giftware Food Development Services Other:	Incorporated To Be Incorporated Federally Incorporated Partnership Sole Proprietorship Cooperative Other: (Specify)	
Total Annual Sales				
Total Annual Exports outside PEI				
# of PEI Employees	full-time			
	part-time			

## Section II

Location (or proposed location) of project or activity

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

Full-time

Part-time

Estimated number of permanent jobs maintained by project activity

Full-time

Part-time

Project activity period

Estimated start date

Estimated completion date

Application must be submitted before any legal commitment has been made.

## Section III

Applicants are required to submit supporting documentation in the form of an attachment.

Outline the history and description of your business.

Existing businesses are required to provide detailed Financial Statements for the previous two years. New businesses and businesses planning expansions are required to submit complete business plans.

List all shareholders and key management personnel.

Describe the proposed project or activity in relation to the products and/or services delivered by your company.

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

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

Outline all financial sources and provide appropriate contact information. (For example, lending institutions, banks, government loans and/or grants).

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

Explain your current market position and identify your projected market outlining any increases in market share.

## Section IV

Applicants should also be prepared to provide the following:

Business Plan

Marketing Plan

Project Feasibility or Market Study

Competitive Analysis

Resume

If the application concerns a study, please provide the consultant's proposal(s) and the study's terms of reference. (Costs should be supported by written quotations.)

Project Costs

Financing for Project or Activity

Land:

Assistance requested under this application:

Land Improvements:

Other government assistance

Building and Structures:

Existing working capital:

Machinery and Equipment:

Long term loans

Technology Cost:

Short term loans:

Marketing Costs:

Additional equity:

Wages:

Other (specify):

Professional Services:

TOTAL:

Other Costs:

*(This number should equal total submitted under "project costs.")*

TOTAL:

Investment offered by Innovation PEI is based on the creation of new wealth. The amount of investment is determined by the level of wealth created.

## Section V

<p>Applying For:</p> <p><b>Business Improvement Programs</b></p> <p>Human Resources Implementation Information Technology Planning Information Technology Implementation Productivity Improvement Assistance Quality Improvement Assistance</p> <p><b>Business Start-Up &amp; Expansion</b></p> <p>Capital Acquisition Program Innovation &amp; Development Labour Rebate Rental Incentive Assistance</p>	<p><b>Tax Incentives</b></p> <p>Enriched Investment Tax Credit Share Purchase Tax Credit Specialized Labour Tax Credit</p> <p><b>Trade and Marketing Assistance</b></p> <p>Marketing Support Assistance</p>
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## Section VI

Applicant's Declaration, Consent and Disclosure Agreement

1. The information provided in this application is, to the best of my knowledge and ability, complete, true and correct.
2. The applicant consents to having Innovation PEI make any inquiries of such persons, firms or corporations as it deems necessary in order to reach a decision on this application.
3. The applicant will provide all information required by Innovation PEI to complete the assessment of this application.
4. Information on this form is collected for the purpose of determining your suitability or eligibility for programs delivered by Innovation PEI. Information included in this form is subject to the Freedom of Information and Protection of Privacy Act. The amount of funding may be disclosed at the discretion of Innovation PEI and in accordance with the Freedom of Information and Protection of Privacy Act R.S.P.E.I. 1988, Cap. F-15.01.

For additional information, visit [www.gov.pe.ca/foipp](http://www.gov.pe.ca/foipp).

Signature of Authorized Official	Date
Print Name of Authorized Official	Title

Please submit completed application and attachments to Innovation PEI.

Innovation PEI  
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PO Box 910  
Charlottetown, PE C1A 7L9  
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