

Business Development Application

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 an Innovation PEI Officer prior to completing the application.
- Submit a completed original application to Innovation PEI and retain a copy for your records.
- An application is complete and reviewed when all required information is submitted to Innovation PEI.

CONTACT INFORMATION

Business name: _____

Contact first name: _____ Contact last name: _____

Civic address: _____

Mailing address: _____

City, Town, Community: _____ Province: _____ Postal code: _____

Telephone: _____ Cell phone: _____

Email: _____ Website: _____

BUSINESS INFORMATION

Business number (BN): _____ In business since: _____

Total annual Sales: _____ Total annual exports (out of PEI): _____

Full-time employees: _____ Part-time employees: _____

Form of business: Sole proprietor Partnership To be incorporated
 Incorporated Cooperative Other

Are you registered to do business in PEI? YES NO

Business sector:

- Aerospace & Defence
- Manufacturing & Processing
- BioScience
- Creative & Cultural Industries
- Information & Communication Technology
- Renewable Energy and Clean Technology
- First-of-its-kind exportable goods or services in other sectors may be considered
- Other _____

PROGRAM APPLYING FOR

- Capital Acquisition Assistance
- Enriched Investment Tax Credit
- Equity Investors Incentive
- Export Trade Assistance
- Food Product Development Assistance
- Innovation Fund
- Marketing Assistance
- PEI Labour Rebate
- Quality Improvement Assistance
- Rental Incentive Assistance
- Strategic Improvement Assistance

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: _____

Estimated start date: _____ Estimated completion date: _____

PROJECT COSTS

FINANCING FOR PROJECT OR ACTIVITY

Land improvements:	\$ _____	Assistance requested:	\$ _____
Building and structures:	\$ _____	Other Government assistance:	\$ _____
Machinery and equipment:	\$ _____	Existing working capital:	\$ _____
Technology cost:	\$ _____	Long-term loans:	\$ _____
Marketing costs:	\$ _____	Additional equity:	\$ _____
Wages:	\$ _____	Other (specify):	\$ _____
Professional services:	\$ _____	TOTAL:	\$ _____
Other costs:	\$ _____	<i>(This number should equal total submitted under "Project costs")</i>	
TOTAL:	\$ _____		

The application must be submitted before any legal commitment is made on the project.

BUSINESS BACKGROUND INFORMATION

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

- Outline the history and provide a description of the business.
- Existing businesses will need detailed Financial Statements for the previous two years. New businesses and businesses planning expansions will need to submit a complete business plan.
- List all shareholders and key management personnel.
- Describe the size and capacity of the existing facility in relation to the proposed activity.
- Explain the business's current market position and the projected markets outlining any increases in market share.

PROJECT INFORMATION REQUIREMENTS

- 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 sources of funds for the project. (For example, lending institutions, banks, government loans and/or grants).

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 collect, use, and disclose personal or business information, make any inquiries of such persons, firms, or corporations, or review former program applications as it deems necessary 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 provided 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.

Signature of authorized official: _____ Date: _____

Print name of authorized official: _____ Title: _____

Please submit your completed application and attachments to Innovation PEI.

94 Euston Street, PO Box 910, Charlottetown, PE C1A 7L9

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