

# Business Development Application

## Instructions:

- Answer questions completely and provide appropriate attachments.
  - If a section of the Application Form does not apply to your program of choice, simply indicate "N/A."
  - Applicants are encouraged to consult with an Innovation PEI Officer prior to completing the application.
  - Number formatting will populate once you have input your numbers and continue to the next field
  - Submit a completed original application to Innovation PEI and retain a copy for your records.
  - An application is complete when all required information is submitted to Innovation PEI.
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## Identification

Business/Organization Name:

Contact First Name:

Contact Last Name:

Address 1 (Mailing):

Address 2 (Civic):

City, Town, or Community:

Province:

Postal Code:

Country: Canada

Telephone 1:

Telephone 2:

Fax Number:

Email Address:

Business Development Region (pick one):

Business's Legal Name (if different):

Website:

## Business Information

CRA Business Number (9-digit number):

Total annual sales:

Total annual exports (exports outside PEI):

Number of full-time PEI employees:

Number of part-time PEI employees:

## Business Information

Business Sector:

Aerospace and Defence

BioScience

Creative and Cultural Industries

First-of-its-kind exportable goods or services

Information and Communications Technology

Manufacturing and Processing

Renewable Energy and Clean Technology

Other:

Form of Organization:

Sole Proprietorship

Partnership

Incorporated

To Be Incorporated

Other:

Are you registered to do business in PEI?:

In the absence of a business plan, provide a detailed business description.

If you have a business plan, attach it on the last page under the "Supporting Documentation" section. Indicate in the field below that you are uploading the business plan.

List all shareholders and identify their per cent of ownership in the business.

Name

Per cent Ownership

List key management personnel and title (CEO, CFO/Controller, COO, GM, HR Manager)

Name	Title
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## Project Information

Select the program you are applying for:

Capital Acquisition Assistance

Marketing Assistance

Enriched Investment Tax Credit

Food Product Development Assistance

Equity Investors Incentive

Rental Incentive Assistance

PEI Labour Rebate

Strategic Improvement Assistance

Innovation Fund

Estimated number of new full time PEI jobs to be created by this project (if applicable):

Estimated number of new part time PEI jobs to be created by this project (if applicable):

Project Estimated Start Date:

Estimated Completion Date:

Describe the proposed project or activity in relation to the product or service:

Please include any quotes and/or a detailed cost estimate to support the project or activity identified above with your application

## Project Information

In detail, explain the current sales market and any expected changes resulting from this activity:

Identify the location or proposed location for the project:

eg. building or property address (if applicable), community, county, etc.

Discuss the size and capacity of the existing facility in relation to the proposed project or activity:

Explain the economic benefits of the project to the business and to Prince Edward Island:

## Project Costs

Land Improvements

Building and Structures

Machinery and Equipment Cost

Technology Cost

Marketing Costs

Wages

Professional Services

Other Costs

This number must equal total project financing below.

Total Project Costs

## Project Financing

Assistance being requested of Innovation PEI

Other Government Assistance

Existing Working Capital

Long-Term Loans

Additional Equity

Other

This number must equal total project costs above.

Total Project Financing

## Supporting Documentation

Identify the documents being included to support this application.

Financial Statements - detailed financial statements for the previous 2 years for existing businesses

Business Plan - for new businesses or businesses planning expansions

Other (i.e. marketing plan, competitive analysis, feasibility study, resume, etc)

## Acceptance

1. I declare the information provided to Innovation PEI is, to the best of my knowledge and ability, true, accurate, and complete in every respect and that this will apply to all information provided to Innovation PEI in the future for the assessment of the project. Furthermore, I will promptly notify Innovation PEI if any of the information changes.
2. I acknowledge that approval of this application does not constitute approval for financial support until the letter of offer stating the terms and conditions under which financial assistance has been approved is signed and returned to Innovation PEI. The signed letter of offer shall constitute a legally binding agreement with Innovation PEI.
3. I authorize Innovation PEI to make any inquiries necessary to reach a decision on this application, including contacting persons, corporations, and/or government departments or agencies to confirm or supplement provided information.
4. I have the authority to submit this application on behalf of the business or organization and evidence of this authority will be provided upon request.

Signature of the business's authorized official:

Date:

Print name of authorized official:

Title:

Personal information on this form is collected under Section 31(c) of the Freedom of Information and Protection of Privacy Act R.S.P.E.I. 1988, c f-15.01 as it relates directly to and is necessary for determining eligibility. If you have any questions about this collection of personal information, you may contact the Innovation PEI Office by telephone toll-free at 1-800-563-3734 or by email at [innovation@gov.pe.ca](mailto:innovation@gov.pe.ca).

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Please submit your completed application and attachments to Innovation PEI.

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

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