



**Prince Edward Island Broadband Fund
Program and Application Guide for Businesses**

innovationpei

SECTION I: PROGRAM GUIDELINES

Overview

The availability of stable, high-speed Internet infrastructure is critical for access to essential resources and public services, and to enable economic growth and diversification. The Prince Edward Island Broadband Fund provides financial assistance to local Prince Edward Island internet service providers (ISPs), communities and businesses for the installation of infrastructure for enhanced broadband services. Through this program, partnerships and collaborations are encouraged and support is provided for increased service levels, improved access and consumer choice for connectivity.

The Prince Edward Island Broadband Fund (PEIBF) provides a contribution of up to 50% of the eligible costs for a project approved for funding. Applications must be submitted prior to the start of a project; any expenses incurred before the submission of an application are ineligible.

Applicant Eligibility

You may be eligible to access the Prince Edward Island Broadband Fund (PEIBF) if you are:

- A local ISP that is installing broadband infrastructure that will improve internet access to a community, increase service levels and/or improve consumer choice; or
- A Prince Edward Island community that requires increased internet service levels and/or has un-serviced / underserved areas; or
- A Prince Edward Island for-profit business that is a sole proprietorship, partnership, cooperative or limited liability company that requires access to new or upgraded services to their business premises.

Project Eligibility

A project may be eligible for PEIBF support where costs will be incurred for a business to gain access to new or upgraded internet services to their business premises.

Projects related to operational costs, repairs or maintenance for existing infrastructure are not eligible for PEIBF support. More details are provided in the Eligible and Ineligible Costs section of this guide.

Contribution Limitations

The contribution from PEIBF is to a maximum of 50% of the eligible costs of the approved project. The maximum, total grant contribution from all Government of Prince Edward Island sources cannot exceed 50%. Where a project receives any other grant funding from the Government of Prince Edward Island, the contribution from PEIBF may be reduced.

All applicants will be required to inform PEIBF of financial assistance received or requested for the project prior to the approval of a contribution. Furthermore, the contribution agreements will contain a continuing disclosure obligation, for the duration of the agreement, concerning other government assistance.

Proposal Evaluation

All applications will be evaluated on provision of the information requested, including completeness and suitability of the information, and will be assessed on factors including:

- Eligibility of the applicant business;
- Incremental broadband improvement and quality of the proposed service to the business premises;
- Applicant's ability to complete the project, including evidence of funds for the balance of project costs; and
- Availability of PEIBF budget.

Innovation PEI reserves the right to offer partial awards and/or to negotiate project scope changes with applicants. Proposals will be evaluated based on compliancy with the information requested, suitability of the information, and quality of the proposed service.

Financing and Related Requirements

The applicant must **demonstrate that all remaining financing is in place**, contracted, and sufficient to see the project through to its completion.

Administration and Process

The PEIBF is administered by Innovation PEI on behalf of the Province of Prince Edward Island. There is no administration or application fee charged to applicants prior to any funding being approved through the PEI Broadband Fund.

If your project is approved, a letter of offer will be sent to you. This will create a contract between yourself and Innovation PEI, and will clearly stipulate the obligations of both parties. More detail regarding monitoring of your project and required reporting is included within the Claiming Payment section of this guide.

Claiming Payment from PEIBF

The applicant will submit the required financial and status reporting, including supporting documentation, to Innovation PEI at project completion, as detailed within the contract between the parties. Innovation PEI may also request and conduct an onsite inspection to further evidence the status of the project.

Once Innovation PEI has determined that all required documentation has been received, and validated the value of the payment available from the PEIBF, it will issue payment to the applicant via cheque or electronic funds transfer.

The financial reporting will include costs incurred and paid to date, and evidence of same, as more particularly detailed in the letter of offer.

Eligible Project Costs

Eligible costs are those direct costs that can be specifically identified and measured as having been required and incurred to implement and complete the project, including but not limited to the direct labour and materials costs for connection of the business premises.

Ineligible Project Costs

Ineligible costs include, but are not limited to, the following:

- Costs incurred before the project application date, or after the project completion date;
- Costs related to developing the application for funding;
- Taxes for which the applicant is eligible for a tax rebate and all other costs eligible for rebates;
- Cost of any good or service received through donations or in-kind.

Innovation PEI reserves the right to adjust eligible and/ or ineligible costs within the PEIBF. All eligible and ineligible costs specific to an approved application will be detailed within the letter or offer.

Proposal Inquiries and Questions

Proponents are encouraged to work with Innovation PEI staff in the preparation of their application and proposal. Inquiries regarding PEIBF can be addressed by contacting:

Preston Llewellyn, Senior Business Development Officer - Innovation PEI

Tel: 902-368-6300

Email: pkllewellyn@gov.pe.ca

Fax: 902-368-6301

Application Submissions

Each application to the PEIBF must include a completed and signed Prince Edward Island Broadband Fund application form (section III of this document), including the attachments identified on the application form. Applications may be submitted to:

Innovation PEI, Attention: PEIBF

Email: business@gov.pe.ca

94 Euston Street

PO Box 910, Charlottetown, PE C1A 7L9

SECTION II: APPLICATION GUIDE

Proposal Requirements

Each application to the PEIBF **must** include a completed and signed Prince Edward Island Broadband Fund application form (section III of this document), including the attachments identified on the application form.

These documents may be submitted in hard copy or electronically, via email to the address in the above "Application Submissions" section. If submitted electronically, the project proposal file **must** be provided in either a Microsoft Word (.doc, .docx) or an Adobe Acrobat (.pdf) format and must be print ready.

Information to be included in the attachments requested on the application form includes:

1. History and description of your business

- a. Background of business
- b. Employee levels
- c. Total annual sales
- d. Ownership/management team
- e. Products/services and target market: A brief overview of what you sell and to whom.
- f. Current broadband service status of project location, and proposed service status at project completion

2. Information on the estimated costs

- a. Itemized project cost estimate must be supported by written quotation(s)

3. Financial and business information

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

4. Financial Requirements

- a. Sources of project funds (total sources of funds must equal total project cost):
 - i. Amount requested through PEIBF
 - ii. All other sources of funds
 - iii. Provide appropriate contact information for confirmation of financing (for example, lending institutions, banks, government loans and/or grants)

Freedom of Information and Protection of Privacy

Personal information collected on the PEIBF application form is collected under Section 31(c) of the Freedom of Information and Protection of Privacy Act and is necessary to determine your suitability and/or eligibility for the program delivered by Innovation PEI. If you have any questions about this collection of personal information, you may contact Innovation PEI.

Additional information contained in and collected in relation to a successful application to the PEIBF is subject to, and will be treated in accordance with, the Prince Edward Island Freedom of Information and Protection of Privacy Act R.S.P.E.I. 1988, Cap. F-15.01. The amount of funding provided through the PEIBF, a description of the project and the name of the applicant may be disclosed at the discretion of Innovation PEI and in accordance with the Act.

PEI Broadband Fund (PEIBF) Application Form for Business



Instructions:

- Answer questions completely and provide appropriate attachments.
- Submit a completed application to Innovation PEI and retain a copy for your records.

Section I				
<i>Office Use:</i>				
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)		Type of Organization		
In business since		Incorporated To Be Incorporated Federally Incorporated Partnership Sole Proprietorship Cooperative Other: (Specify)		
Total Annual Sales				
# of PEI Employees	full-time			
	part-time			

Section II

Location (or proposed location) of project or activity	
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Estimated project activity period	start date		completion date	
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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.

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.)

Section IV

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) The applicant understands that submitting an application does not guarantee funding; not all applications meeting the minimum criteria will receive funding. Innovation PEI retains the right to approve a proposal in part, rather than in whole; approved funding amounts may be different from requested amounts. Organizations with approved projects will be required to sign a project contract with Innovation PEI.
- 5) I certify that financial assistance from the PEIBF is a significant factor in the decision to proceed with this project.
- 6) I certify that neither the applicant nor its officers are involved in any litigation, or in any proceedings before any government board, agency or tribunal having a material effect on the application or the project investment, which have not been disclosed in writing as an attachment to this application.
- 7) Personal information on this form is collected under Section 31(c) of the Freedom of Information and Protection of Privacy Act and is necessary to determine your suitability and/or eligibility for programs delivered by Innovation PEI. If you have any questions about this collection of personal information, you may contact Innovation PEI, Toll Free: 1-800-563-3734 or Email: business@gov.pe.ca

Signature of Authorized Official	Date
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Print Name of Authorized Official	Title
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Please submit completed application and proposal to Innovation PEI.

**Innovation PEI – Attention: Prince Edward Island
Broadband Fund**
94 Euston Street
PO Box 910
Charlottetown, PE C1A 7L9

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