



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

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 level and/or improve consumer choice;
- A Prince Edward Island community that requires increased 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 your business premises.

Project Eligibility

A project may be eligible for PEIBF support where costs will be incurred for broadband network construction and deployment, including “last mile” and/or backbone infrastructure.

Projects related to operational costs, repairs or maintenance for existing infrastructure or for New Customer-Premises connection 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%. Loans or other repayable contributions are not included within this calculation. 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

PEIBF encourages partnerships and collaboration for the most effective and innovative solutions. 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:

- Capacity and coverage of civic addresses;
- The economic impact in a region or community;
- Provision of consumer choice for connectivity and pricing;
- Deployment of innovative solutions for long-term sustainability;
- Incremental broadband improvement and quality of the proposed service;
- Ability of the internet service provider to complete and operate the proposed infrastructure;
- 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.

Financial and status reporting will be required at various milestones, specifically the Planning, Construction and Completion stages. 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 specified dates and/or milestones, as detailed within the contract between the parties. Innovation PEI may also request and conduct periodic onsite inspections and/or functionality demonstrations 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.

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:

- Direct Labour Costs, meaning the portion of gross wages or salaries incurred for work;
- Direct Material Costs, including passive supplies such as fibre optic cable, coaxial cable, copper wire, patch cords, last mile network towers/poles, fibre termination equipment, outdoor cabinets, and conduits;
- Direct Equipment Costs, including servers, switches, repeaters, radio equipment, backbone, back-up power supplies, shelters, and network broadband connectivity equipment including upgrades; and
- Other Direct Costs, meaning those applicable direct costs not falling within the prior categories, but that are necessary for the physical infrastructure.

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;
- Purchase, lease and other costs related to land acquisition/lease, buildings (except for equipment shelters not meant for human occupation) and other facilities, including permanent shelters for housing network-related equipment;
- Existing capital assets including land, buildings, vehicles and other indirect, fixed, and/or capital costs;
- Operational costs for infrastructure built as a result of the project, including repairs and ongoing maintenance;
- New Customer-Premises connection (CPE) costs including, but not limited to, drop, antenna/poles/towers, modem/router;
- Indirect and fixed costs, including general office space and office equipment;
- Insurance costs and legal fees;
- Financing or carrying costs, loan and interest payments;
- Contingency provisions;
- Taxes for which the applicant is eligible for a tax rebate and all other costs eligible for rebates;
- Cost of any goods or services that are received through donations or in-kind;
- Training to set up an Internet service provider or on-going training to implement the project;
- Advertising/promotion activities; and
- Radio and Spectrum licensing fees.

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 902-368-6300, toll free at 1-800-563-3734, or via email at myinternet@gov.pe.ca

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. Profile of the community

- a. Identify council members
- b. Current internet 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) and proposal from internet service provider(s)

3. Financial information

- a. Financial Statements for the previous two years

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 Communities



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

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.

Profile of the community - including council members.

Financial Statements for the previous two years.

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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Website: www.innovationpei.com