

Application for Assistance

For Office Use Only	
Business Investment Fund (BIF)	<input type="checkbox"/>
Economic Diversification and Growth Enterprises (EDGE)	<input type="checkbox"/>
Workplace Skills Enhancement Program (WSEP)	<input type="checkbox"/>

Instructions:

- Submit a signed, completed application with supporting documentation to the office of Business, Tourism, Culture and Rural Development (BTCRD) in your area. Retain a copy for your records.
- If the information provided is not sufficient to complete an assessment, additional information may be requested by your BTCRD representative.
- The extent of information required will be dependent on the complexity and size of the business, project or activity. For larger, more complex projects a more detailed Business Plan, a Feasibility Study and/or Market Study may be required. Your BTCRD representative will advise you in this regard.
- An assessment of your project will not commence until the business plan and all supporting documentation is received to the satisfaction of BTCRD.

1. Applicant Identification			
Legal Name of Applicant			
Operating Name, if different			
Key Contact		Fax Number	
Key Contact Title		Email	
Business Phone		Website	
Mailing Address	Location of Project		
	CRA Business Number, If Applicable		

2. Form of Organization		3. Sector (Project Specific)	
Corporation	<input type="checkbox"/>	Advanced Technologies	<input type="checkbox"/>
Limited Liability	<input type="checkbox"/>	Aerospace	<input type="checkbox"/>
Partnership	<input type="checkbox"/>	Agri-foods, food and beverage	<input type="checkbox"/>
Sole Proprietorship	<input type="checkbox"/>	Aquaculture	<input type="checkbox"/>
General Partnership	<input type="checkbox"/>	Biotechnology and Life Sciences	<input type="checkbox"/>
Cooperative	<input type="checkbox"/>	Craft, Gift and Apparel	<input type="checkbox"/>
To be incorporated	<input type="checkbox"/>	Energy	<input type="checkbox"/>
Business Network	<input type="checkbox"/>	Environmental Industries	<input type="checkbox"/>
		Fishery (excludes fish harvesting and primary processing)	<input type="checkbox"/>
		Forest Products	<input type="checkbox"/>
		Information and Communications	<input type="checkbox"/>
		Technology	<input type="checkbox"/>
		Manufacturing	<input type="checkbox"/>
		Ocean Technology	<input type="checkbox"/>
		Mineral Resources, Natural Stone	<input type="checkbox"/>
		Tourism and Cultural Industries	<input type="checkbox"/>

4. Purpose of Funding			
Startup	<input type="checkbox"/>	Knowledge/Skills Development	<input type="checkbox"/>
Modernization/Expansion	<input type="checkbox"/>	Market Development	<input type="checkbox"/>
Working Capital	<input type="checkbox"/>	Travel Stipend (BTCRD led activities)	<input type="checkbox"/>
EDGE Status	<input type="checkbox"/>	Professional/Technical Assistance	<input type="checkbox"/>
Productivity Improvements	<input type="checkbox"/>		

5. Project Name (Identifier Name)

6. List Affiliated /Associated Companies

7. Employment			
Job Categories	Total Employment Prior to Funding	New Jobs Created	Jobs Maintained
Permanent Full Time			
Permanent Part Time			
Seasonal			

8. Project Costs (\$)		9. Proposed Financing (\$)	
Land and Improvements		Applicant's Investment	
Building and Structures		BTCRD Loans/Equity	
Machinery and Equipment		BTCRD Non-repayable Contribution	
Leasehold Improvements		BTCRD Workplace Skills Enhancement Program	
Other Capital Costs		ACOA	
Marketing		National Research Council	
Working Capital		Bank	
Wages and MERC		Other	
Training			
Travel			
Professional/Technical Assistance			
Other			
Total		Total	

10. Existing Debt with Government			
Include all outstanding amounts due to Provincial Government departments and/or agencies by the applicant, its shareholders and its affiliated/associated companies. If additional space is required, please provide on a separate sheet.			
Company/Shareholder	Financier - Department/Agency/Entity	Key Financier Contact	Amount Outstanding

11. Debt Settled or Written Off by Government				
Include all debt settled or written off in the last six years by Provincial Government departments and/or agencies on behalf of the applicant, its shareholders and its affiliated/associated companies. If additional space is required, please provide on a separate sheet.				
Company/Shareholder	Financier - Department/Agency/Entity	Key Financier Contact	Amount Settled and Year	Amount Written Off and Year

12. Applicant's Professional References			
	Name of Firm or Agency	Contact Person	Telephone Number
Financial Institution			
Accountant			
Lawyer			

13. Privacy and Confidentiality Notice
We will only use the personal information collected or provided as part of this application process for purposes directly related to the operation of the relevant programs and for statistical reports.
Information you provide us in confidence, both personal and business-related, will be kept confidential unless: <ul style="list-style-type: none">• you approve its release, or• we are required or authorized by laws such as the <i>Access to Information and Protection of Privacy (ATIPP) Act</i> to release it.
If you have questions regarding privacy and confidentiality, contact the Access and Privacy Coordinator, Department of Business, Tourism, Culture and Rural Development, phone (709) 729-7000 or email BTCRD@gov.nl.ca

14. Applicant's Declaration / Consent and Disclosure

To the Department of Business, Tourism, Culture and Rural Development (BTCRD):

- a) I confirm that the information given in this application is, to the best of my knowledge and ability, complete, true and correct. I acknowledge that failure not to disclose relevant information may result in cancellation of this application by BTCRD.
- b) I certify that financial assistance from BTCRD is a significant factor in the decision to proceed with this project.
- c) I certify that neither the applicant, affiliated/associated companies nor its officers are involved in any litigation, or in any proceedings before any government board, agency or tribunal which have not been disclosed in writing as an attachment to this application.
- d) I consent to BTCRD sharing the information contained in this application and supporting documentation with other Federal and Provincial Government departments and its entities for purposes of the assessment of this application.
- e) I will provide all information required by BTCRD to complete the assessment of this project. I authorize BTCRD to make any inquiries of such persons, firms, corporations and shareholders or other government agencies as it deems necessary in order to reach a decision on this application. I agree that credit reports may be obtained from Dun and Bradstreet, Trans Union and other creditors in order to seek credit status.
- f) I certify that all debts owing to Provincial Government Departments and/or its agencies, by the applicant and its affiliated/associated companies and shareholders have been disclosed in this application, including any amounts settled or written off by the applicant, its affiliated/associated companies and its shareholders in the last six years.
- g) I will instruct the existing lenders as indicated above to provide BTCRD with full information concerning my (the applicant's) operating and financial position. I further authorize BTCRD to discuss fully my (the applicant's) affairs with the lenders.
- h) I authorize BTCRD to access, at any reasonable time, the site and premises of the facility described in this application.
- i) I confirm that, if this application is approved, legal documentation may be requested including but not limited to By-Laws, Certificate of Good Standing, Certificate of Secretary under seal for current shareholders/directors or unanimous shareholder consent, Unanimous Shareholders' Agreement, Demand Note, General Security Agreement and/or property or other mortgage documentation.
- j) I give permission to officers of BTCRD to use information contained in this application for assessing my (the applicant's) eligibility; coordinating and providing follow-up services, and for program evaluation and research to improve the quality of programs and services offered.

The Applicant hereby agrees that should an "Letter of Financing" result from this application, that offer shall include an agreement to make public the financing amount and name of the recipient together with the purpose and other information pertaining to employment created.

Signature of Authorized Signing Officer

Title

Print name of authorized signing officer

Date: ____/____/____
DD MM YY

15. Information to be Provided in Support of Your Application

A **Business Plan** and **Project Summary & Benefits**, incorporating the listed information, are required to support your signed application form. Otherwise, the following information is required:

Business Description

- Provide a brief history of the company.
- Describe the type of product(s) or service(s) your business offers.
- Identify changes planned for the business in the next year.

Project Summary & Benefits

Project Description

- Provide a description of the project.
- Describe how the project may affect your current environment i.e. manufacturing facility, process (if applicable).
- Describe the opportunity and benefits of the project to your business.
- If funding is requested for knowledge development, identify any existing knowledge gaps and how these limit productivity, global competitiveness and/or business expansion. Identify how existing human resources will be impacted as a result of this project. A Needs assessment and training plan (for WSEP only). Guidelines available from BTCRD.
- If funding is requested for travel related to market development, provide a 12 month travel plan and outline how the proposed activity is in addition to already planned business activity.
- Identify any environmental, municipal or other government permits and approvals that may be required and when a decision is expected on each.
- If an application requires the use or purchase of land and/or buildings, the applicant will be required to sign a “Contamination Warranty.” (if applicable)

Project Budget

- Outline the project budget including costs and sources of funding.
- Provide the status of funding from other sources, amounts, terms of financing and documentation of confirmed funding sources.
- Provide quotations and supporting documentation for project costs.

Ownership / Management / Affiliated Companies

- Identify the owners and key management personnel in your business with the percentage of ownership, and what, if any, management role. Include a brief history of the shareholders.
- Briefly outline the experience and expertise of your management team and key staff integral to the project with special emphasis on managerial and/or operational experience. Include resumes and remuneration for the principal owners and key management personnel.
- Provide full disclosure of corporate shareholdings for all companies owned, controlled or effectively controlled by the applicant or its shareholders.

Competition

- Briefly describe the competition and indicate if your product or service differs from the competitors.
- Identify how this project may impact your competitors and whether this project will give the company a competitive advantage.
- Identify any anticipated changes in market share as a result of this project.

Marketing

- Outline any changes in the product or service as a result of this project.
- Identify the main customers.
- Describe any anticipated changes in your target market as a result of this project, i.e. type of customer, geographical area.
- Outline any increases in market share as a result of this project.
- Outline your distribution channels and processes. Identify any impacts this project will have on your current distribution channels and processes.

Financial

Existing Business

- Provide financial statements for the current and previous two to five years of operation including notes to the financial statements and the most recent interim statements. If a proprietorship, include recent and previous two to five years personal income tax returns including CRA T2125 form and Notice of Assessment.

15. Information to be Provided in Support of Your Application

- Provide a Cash Flow Statement.
- Provide pro forma statements for the next two to five years including Balance Sheet and Income Statement with detailed assumptions supporting revenue forecasts.

New Business

- Provide Income Statement and Opening Balance Sheet.
- Provide a Cash Flow Statement.
- Provide pro forma statements for the next two years including Balance Sheet and Income Statement with detailed assumptions supporting revenue forecasts.

Other Required Documentation

- Copy of Articles of Incorporation.
- Personal Net Worth Statement for all shareholders and key management personnel (loans/equity investments only).
- Include any supplementary information that may be relevant to your operation.

16. Contact Information

Region	Details	Phone Number	Fax Number
Corporate Office	Email BTCRD@gov.nl.ca Departmental Website www.gov.nl.ca/ibrd	(709) 729-7000 1 800 563-2299	(709) 729-5124
Avalon	28 Pippy Place, St. John's, NL A1B 3X4	(709) 729-7017	(709) 729-7135
Central	Second Floor, Fraser Mall, 230 Airport Boulevard, P.O. Box 2222 Gander, NL A1V 2N9	(709) 256-1480	(709) 256-1490
Eastern	221B Memorial Drive Clareville, NL A5A 1R3	(709) 466-4170	(709) 466-1306
Labrador	2 Hillcrest Road P.O. Box 3014, Station B Happy Valley-Goose Bay, NL AOP 1EO	(709) 896-2400	(709) 896-0234
Western	2 Herald Avenue, P. O. Box 2006 Corner Brook, NL A2H 6J8	(709) 637-2976	(709) 639-7713