



# Business Development Application Form

## 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 a business development officer prior to completing the form.
- For requested attachments, sample forms/formats may be obtained from Innovation PEI.
- Submit a completed original application to Innovation PEI and retain a copy for your records.

<b>Section I</b>			
<b>Programs applied for</b>			
<b>Application Received (Date)</b>		<b>Program Officer</b>	
Company Name			
Legal Name (if different)			
Mailing Address		Civic Address	
<b>Contact Person</b>			
Name			
Title			
Phone	Fax	Email	Web site
<b>Business Information</b>			
<b>Business Number (BN)</b>			<b>Business Sector</b>
<b>In business since</b>			<input type="checkbox"/> Aerospace <input type="checkbox"/> Bioscience <input type="checkbox"/> Information Technology <input type="checkbox"/> Renewable Energy <input type="checkbox"/> Advanced Manufacturing <input type="checkbox"/> Craft & Giftware <input type="checkbox"/> Food Development <input type="checkbox"/> Services <input type="checkbox"/> Other: _____
<b>Total Annual Sales</b>			
<b>Total Annual Exports</b>			
<b># of PEI Employees</b>	full-time		
	part-time		
			<input type="checkbox"/> Incorporated <input type="checkbox"/> To Be Incorporated <input type="checkbox"/> Federally Incorporated <input type="checkbox"/> Partnership <input type="checkbox"/> Sole Proprietorship <input type="checkbox"/> Cooperative <input type="checkbox"/> Other (Specify) _____ _____

## Section II

Location (or proposed location) of project or activity \_\_\_\_\_

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 \_\_\_\_\_

Project activity period

Estimated start time \_\_\_\_\_

Estimated completion date \_\_\_\_\_

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, applicants are required to submit \_\_\_\_\_ complete business plans.
- \_\_\_\_ List all shareholders and key management personnel.
- \_\_\_\_ 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 all financial sources and provide appropriate contact information. (For example, lending institutions, banks, government loans and/or grants).
- \_\_\_\_ Describe the size and capacity of your existing facility in relation to the proposed activity.
- \_\_\_\_ Explain your current market position and identify your projected market outlining any increases in market share.

## Section IV

Applicants should also be prepared to provide the following:

- \_\_\_\_ Business Plan
- \_\_\_\_ Marketing Plan
- \_\_\_\_ Project Feasibility or Market Study
- \_\_\_\_ Competitive Analysis
- \_\_\_\_ Resume

If the application concerns a study, please provide the consultant's proposal(s) and the study's terms of reference. (Costs should be supported by written quotations.)

**Project Costs**

**Financing for Project or Activity**

Land: \_\_\_\_\_

Land Improvements: \_\_\_\_\_

Building and Structures: \_\_\_\_\_

Machinery and Equipment: \_\_\_\_\_

Technology Cost: \_\_\_\_\_

Marketing Costs: \_\_\_\_\_

Wages: \_\_\_\_\_

Professional Services: \_\_\_\_\_

Other Costs: \_\_\_\_\_

TOTAL: \_\_\_\_\_

Assistance requested under this application: \_\_\_\_\_

Other government assistance \_\_\_\_\_

Existing working capital: \_\_\_\_\_

Long term loans \_\_\_\_\_

Short term loans: \_\_\_\_\_

Additional equity: \_\_\_\_\_

Other (specify): \_\_\_\_\_

**TOTAL:** \_\_\_\_\_

*(This number should equal total submitted under "project costs.")*

Investment offered by Innovation PEI is based on the creation of new wealth. The amount of investment is determined by the level of wealth created.

## Section V

### 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. Information on this form is collected for the purpose of determining your suitability or eligibility for programs delivered by Innovation PEI. Information included in this form 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](http://www.gov.pe.ca/foipp).

Signature of Authorized Official	Date
Print Name of Authorized Official	Title

**Please submit completed application and attachments to Innovation PEI.**

#### **Innovation PEI**

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