

Business Development Program Application – Stream 1

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For additional information, please refer to the Business Development Program Guide- lines and FAQ. **ALL QUESTIONS MUST BE ANSWERED.** If the response is not applicable, please write "n/a".

General Information

Business Name (legal registered name if incorporated):		
Business Name (Operating As):		
Business Identification Number (Nova Scotia Registry of Joint Stocks):		
Business Civic Address:		
Business Mailing Address (if different than Civic Address):		
County:		
Project Contact Person:		
Title:		
Telephone: (xxx) xxx-xxxx		
Mobile: (xxx) xxx-xxxx		
E-mail Address:		
Website:		
Industry Sector(s): Check all that apply.		
<input type="checkbox"/> Aerospace & Defence	<input type="checkbox"/> Engineering & Professional	<input type="checkbox"/> Mining & Mineral Products
<input type="checkbox"/> Agri-food	<input type="checkbox"/> Finance & Insurance	<input type="checkbox"/> Oceans Technology
<input type="checkbox"/> Advanced Manufacturing	<input type="checkbox"/> Forest Products	<input type="checkbox"/> Travel & Accommodation
<input type="checkbox"/> Business Services	<input type="checkbox"/> Fish & Seafood Processing	<input type="checkbox"/> Transportation Equipment
<input type="checkbox"/> Chemicals & Plastics	<input type="checkbox"/> Film Production	<input type="checkbox"/> Transportation & Logistics
<input type="checkbox"/> Clothing & Textiles	<input type="checkbox"/> ICT (Includes Digital Media)	<input type="checkbox"/> Other
<input type="checkbox"/> Energy	<input type="checkbox"/> Life Sciences	

Business Information

When was your business established (YYYY)?	
Do you operate as a Nova Scotia subsidiary of an international company? If yes, please explain below.	Yes No
What is your business' fiscal year end date (MM/DD)?	
Have you, or any related entity , applied to the Business Development Program this government fiscal year (since April 1)? If yes, please explain below. <i>Companies and their related entities may be limited to funding for one company only at NSBI's discretion.</i>	Yes No
As it relates to the project outlined in this application , have you applied for or received other funding (federal, provincial, and municipal)? If yes, please indicate \$ amount and sources.	Yes No

	Last fiscal year	Two years ago	Three years ago
Total revenue:			
Total revenue from outside Nova Scotia:			
Total Capital Investment:			
Total number of Nova Scotia Full Time Equivalents (FTEs)*:			
Total number of non-Nova Scotia Full Time Equivalents (FTEs)*:			
Total payroll:			/
Number of countries currently exporting to:			/

*For calculating FTEs, please refer to the Program FAQ's.

Section I – Understanding Your Business and Your Export Plan

This section is used to help us gain an understanding of your business and your business' export plan. Please provide a brief description of the information requested in the fields below.

1 - Your business and the products or services it offers.

2 – Your business' target market(s) and distribution channels. Please provide supporting research where applicable.

3 – Identify business' current challenges (such as competition, cultural differences, import controls, intellectual property status, certifications, etc.)

Section II – Understanding the Project

This section of the application is designed to provide us with a comprehensive understanding of the project and its benefits to the business.

4 - The ultimate goal of this program is to increase your business' export potential. In your own words, summarize the project to be undertaken and identify aspects of your business that are its primary focus.

5 - How will the proposed project enable your business to become a new exporter, increase export sales, and/or enter a new market? Provide specifics and quantify where possible.

6 – If the project is successful, what are the anticipated benefits to your business? (For example, how productivity, efficiency, and/or capacity be improved; will there be revenue growth or increased investment.) Provide specifics and quantify where possible.

7 - How will the proposed project have a positive economic impact for Nova Scotia? For example, revenue growth, job creation, supply chain impact, etc. Provide specifics and quantify where possible.

Section III – Consultant Information

Please provide the following information about the Consultant you propose to retain for the project.

Consultant Business Name:		
Is the Consultant Business arm's length from your business?	Yes	No
<i>If no, please provide details of the relationship.</i>		
Consultant Business Address:		
Contact Name:		
Title:		
Telephone: (xxx) xxx-xxxx		
Mobile: (xxx) xxx-xxxx		
E-mail Address:		
Website:		

8 - What is the total project cost, exclusive of GST/HST? (\$ CAD)	
9 – What is the expected start date for the project? (DD/MM/YYYY)	
10 - What is the expected completion date for the project? (DD/MM/YYYY)	

11 – Explain why the chosen consultant business was selected for your business' project. What was the selection process and how was the decision reached to select this consultant business (Please include any previous projects with the consultant business.)

Please attach the Consultant Business' profile and statement of work Please refer to Section 6 of the Guidelines for further information.

Application Checklist

Have all sections of this application been completed and are all questions answered?	Yes
Has the application been signed?	Yes
Is the statement of work from the consultant attached?	Yes
Is proof of the consultant's expertise included/attached?	Yes

Section IV – Business Standing and Authorization

Is your business duly registered and otherwise authorized to carry on its business in the Province of Nova Scotia, including all necessary licenses, permits and permissions, in good standing?	Yes	No
Are there any outstanding or pending claims/litigation against the business or its principals?	Yes	No
Are there, or is there any basis for, any claims, injunctions, judgements, orders, legal or administrative actions or similar proceedings against your business?	Yes	No
<i>If your business is not duly registered, there are any outstanding or pending claims, and/or there are any legal proceedings against your business, please provide additional documentation and submit with this application.</i>		

<p>On behalf of the business identified above, I hereby submit the application for the Business Development Program. I certify that I am an authorized officer of the business and that the information provided in this application and its attachments is true and correct to the best of my knowledge and belief. I agree to comply with the terms stated in the program guidelines, including reporting requirements.</p> <p>I acknowledge and agree to allow Nova Scotia Business Incorporated or a designate to make any enquiries of such persons, firms, corporations, and federal and provincial government agencies/departments required to collect and to share information with them, including personal information as defined in the Freedom of Information and Protection of Privacy Act, as Nova Scotia Business Incorporated deems necessary, in order to reach a decision on this application; to administer and monitor the implementation of the subject project; and to evaluate the results of the project and this program after project completion. <u>I hereby waive confidentiality of such information and agree that its collection and disclosure will not be the basis of any liability, claim or order against Nova Scotia Business Incorporated.</u></p> <p>Should the business be a successful applicant, on behalf of the business, I hereby give Nova Scotia Business Incorporated permission to release the name of the business and funding amount in any form and through any media for purposes of marketing this program.</p> <p>By signing below, you consent to Nova Scotia Business Incorporated releasing your contact information to any third party service providers retained for the purposes of evaluation of the program. This consent is valid whether your application is successful or not. You agree to being contacted by any such third party service providers and will cooperate with them in the collection of information for evaluation of the program. You further agree to release Nova Scotia Business Incorporated and its staff from any claims, causes of action, suits, actions and liabilities of every nature and kind whatsoever arising from, as a result of or in any way related to the aforementioned authorized release of contact information and subsequent collection and use of information. If you do not consent to the disclosure of your contact information, you cannot participate in this application.</p>	
I authorize, certify, and agree to all the terms above.	
Authorized Officer Name:	
Job Title:	
Signature: <small>You can use "View->Tools->Fill & Sign" to upload or generate your signature.</small>	
Date (MM/DD/YYYY):	

Return completed form by email to the respective regional Nova Scotia Business Inc. office as outlined in Section 9c of the Business Development Program Guidelines.

Applications will be deemed ineligible unless you receive a confirmation receipt from your Regional Business Development Advisor.