

## Export Development Program - Stream 1

---

To complete this form, DOWNLOAD and SAVE it to your computer, then type the requested information in the fields below. For additional information, refer to the Export Development Program Guidelines and FAQs.

**ALL QUESTIONS MUST BE ANSWERED.** *If the response is not applicable, please write "n/a".*

### General Information

Legal Business Name	
Operating Business Name:	
Nova Scotia Registry of Joint Stock Companies Number:	
Business Civic Address:	
Business Mailing Address (if different than Civic Address):	
County:	
Contact Person:	
Contact Person Title:	
Telephone: (xxx) xxx-xxxx	
Mobile: (xxx) xxx-xxxx	
E-mail Address:	
Website:	
Primary NAICS Code* (4 digit):	

\*For North American Industry Classification System (NAICS) Codes, visit [Statistics Canada](http://www150.statcan.gc.ca/n1/pub/92-629-x/2015001/article/00001-eng.htm).

## Business Information

When was your business established (YYYY)?	
What is your business' fiscal year end date (MM/DD)?	
As it relates to the <b>projects outlined in this application</b> , have you applied for or received other funding (federal, provincial, and municipal)? <i>If yes, please indicate dollar amount and sources.</i>	Yes      No
Has any entity of the applicant company applied to the Export Development Program this government fiscal year (since April 1 <sup>st</sup> )? <i>If yes, please explain below.</i>	Yes      No

	Last fiscal year	Two years ago
Total revenue:		
Total revenue from outside Canada		
Total revenue from outside NS (including outside Canada):		
Total number of Nova Scotia Full Time Equivalent employees (FTEs)*		
Total NS Payroll		
Total NS Capital Investment:		
Business Expense on Research & Development		

*\*For definitions & calculating FTEs, please refer to Question 22 of the Export Growth Program FAQs.*

## Section I – Understanding Your Business and Your Export Plan

This section is designed to help us gain an understanding of your business and your export plan.

1 - Provide a brief description of your business and the products and/or services it offers.

2 - Provide details about your plan to sell your products and/or services outside of Nova Scotia making it clear that you have considered all market challenges and have evaluated the capacity to execute on the strategy outlined.

## 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.

### PROJECT 1:

1 - Choose the most appropriate project type.		
Inbound Client Visit	Trade Show/Conference	Travel

<b>Name of trade show(s)/conferences:</b> (if applicable)	
<b>Is this trade show(s)/conferences(s) in person or virtual?</b>	
<b>Travel Destinations - Country/Regions/Cities:</b> (be as precise as possible)	
<b>Anticipated travel dates (start and end):</b>	
<b>Company Representatives (name and title):</b> (maximum 2)	

2 - Summarize the project to be undertaken.

3 - Describe how this project is aligned to your strategy to sell your products and/or services outside Nova Scotia and how it will help your company to overcome specific export challenges.

4 - If the project is successful, what are the anticipated benefits to your company? For companies with a presence outside of Nova Scotia, please specify the impact on Nova Scotia operations.

5 - Will this project help you:		
Increase sales outside of Nova Scotia?	Yes	No
Sell to a new market?	Yes	No
Sell outside of Nova Scotia for the first time?	Yes	No

6 - Does the project relate to specific geographic target markets? If so, please indicate your target market(s) for this project.

<b>BUDGET ESTIMATE</b>	Provide costs in <b>Canadian Dollars</b> . Use the base amount <u>without</u> GST, HST, PST and QST, which are not eligible.	
<b>BOOTH SPACE/FLOOR COSTS</b>		
<b>Name of tradeshow</b>	<b>Description</b>	<b>Total amount</b>
<b>Total booth/floor space cost</b>		
List the name of the tradeshow, the description, and the cost of tradeshow in the total amount column. Ineligible costs include other trade show costs such as sponsorships, memberships, lighting, electricity, shipping, Wi-Fi, refrigeration, booth construction, furnishings, separate meeting space, staffing, etc.		

CONFERENCE FEES			
Description		Total amount	
<b>Total conference fees</b>			
Note: applicable for entry-level conference fee only. Ineligible costs include networking events, pre-conference/extra conference events, etc.			
TRANSLATION/INTERPRETATION FEES			
Description		Total amount	
<b>Total translation fees</b>			
Note: applicable for translation/interpretation fees only. Ineligible costs include marketing materials, interpreter travel expenses, etc.			
TRAVEL - AIRFARE			
Description		Total amount	
<b>Total travel - airfare and fees</b>			
Please use an online airline company to assist with a budget amount. Base <b>economy</b> airfare only. Premium economy, latitude economy, business class airfares, fees associated with points redemption, etc., are not eligible. Additional ineligible costs include meals, entertainment, travel insurance, etc.			
PER DIEM: ACCOMMODATIONS & GROUND TRANSPORTATION IN-MARKET			
Description	# Days in-market (excluding trip return day)	# Days x \$400.00	
<b>Total Per Diem</b>			
The <b>per diem rate of \$200 CAD (\$400 x 50%) for each approved traveller</b> covers accommodations and ground transportation in-market (for up to two representatives of the business). Ground transportation in-market includes public transit, taxis and professional transportation services, standard car rental, gas (for rental), tolls and parking. <b>The trip day of return is <u>NOT</u> eligible for per diem expenses. Per diem expenses are capped at 7 days per trip.</b>			
MILEAGE			
Trip Description	# of kilometers	Mileage Rate	Total amount
		@ \$0.4585 per km	
		@ \$0.4585 per km	
		@ \$0.4585 per km	
<b>Total Mileage</b>			
Estimate the # of kilometers using an online map application and use the rate of \$0.4585 per km to calculate cost. Ineligible costs include local parking, gas, local taxi/shuttle and insurance.			
<b>TOTAL REQUEST</b>			
<b>TOTAL @ 50%</b>			

**PROJECT 2:**

1 - Choose the most appropriate project type.		
Inbound Client Visit	Trade Show/Conference	Travel

<b>Name of trade show(s)/conferences:</b> (if applicable)	
<b>Is this trade show(s)/conferences(s) in person or virtual?</b>	
<b>Travel Destinations - Country/Regions/Cities:</b> (be as precise as possible)	
<b>Anticipated travel dates (start and end):</b>	
<b>Company Representatives:</b> (maximum 2)	

2 - Summarize the project to be undertaken.

3 - Describe how this project is aligned to your strategy to sell your products and/or services outside Nova Scotia and how it will help your company to overcome specific export challenges.

4 - If the project is successful, what are the anticipated benefits to your company? For companies with a presence outside of Nova Scotia, please specify the impact on Nova Scotia operations.

5 - Will this project help you:		
Increase sales outside of Nova Scotia?	Yes	No
Sell to a new market?	Yes	No
Sell outside of Nova Scotia for the first time?	Yes	No

6 - Does the project relate to specific geographic target markets? If so, please indicate your target market(s) for this project.

<b>BUDGET ESTIMATE</b>	Provide costs in <b>Canadian Dollars</b> . Use the base amount <u>without</u> GST, HST, PST and QST, which are not eligible.	
<b>BOOTH SPACE/FLOOR COSTS</b>		
<b>Name of tradeshow</b>	<b>Description</b>	<b>Total amount</b>
<b>Total booth/floor space cost</b>		
List the name of the tradeshow, the description, and the cost of tradeshow in the total amount column. Ineligible costs include other trade show costs such as sponsorships, memberships, lighting, electricity, shipping, Wi-Fi, refrigeration, booth construction, furnishings, separate meeting space, staffing, etc.		

CONFERENCE FEES			
Description		Total amount	
<b>Total conference fees</b>			
Note: applicable for entry-level conference fee only. Ineligible costs include networking events, pre-conference/extra conference events, etc.			
TRANSLATION/INTERPRETATION FEES			
Description		Total amount	
<b>Total translation fees</b>			
Note: applicable for translation/interpretation fees only. Ineligible costs include marketing materials, interpreter travel expenses, etc.			
TRAVEL - AIRFARE			
Description		Total amount	
<b>Total travel - airfare and fees</b>			
Please use an online airline company to assist with a budget amount. Base <b>economy</b> airfare only. Premium economy, latitude economy, business class airfares, fees associated with points redemption, etc., are not eligible. Additional ineligible costs include meals, entertainment, travel insurance, etc.			
PER DIEM: ACCOMMODATIONS & GROUND TRANSPORTATION IN-MARKET			
Description	# Days in-market (excluding trip return day)	# Days x \$400.00	
<b>Total Per Diem</b>			
The <b>per diem rate of \$200 CAD (\$400 x 50%) for each approved traveller</b> covers accommodations and ground transportation in-market (for up to two representatives of the business). Ground transportation in-market includes public transit, taxis and professional transportation services, standard car rental, gas (for rental), tolls and parking. <b>The trip day of return is <u>NOT</u> eligible for per diem expenses. Per diem expenses are capped at 7 days per trip.</b>			
MILEAGE			
Trip Description	# of kilometers	Mileage Rate	Total amount
		@ \$0.4585 per km	
		@ \$0.4585 per km	
		@ \$0.4585 per km	
<b>Total Mileage</b>			
Estimate the # of kilometers using an online map application and use the rate of \$0.4585 per km to calculate cost. Ineligible costs include local parking, gas, local taxi/shuttle and insurance.			
<b>TOTAL REQUEST</b>			
<b>TOTAL @ 50%</b>			



4 - If the project is successful, what are the anticipated benefits to your company? For companies with a presence outside of Nova Scotia, please specify the impact on Nova Scotia operations.

5 - Will this project help you:		
Increase sales outside of Nova Scotia?	Yes	No
Sell to a new market?	Yes	No
Sell outside of Nova Scotia for the first time?	Yes	No

6 - Does the project relate to specific geographic target markets? If so, please indicate your target market(s) for this project.

<b>BUDGET ESTIMATE</b>	Provide costs in <b>Canadian Dollars</b> . Use the base amount <u>without</u> GST, HST, PST and QST, which are not eligible.	
<b>BOOTH SPACE/FLOOR COSTS</b>		
<b>Name of tradeshow</b>	<b>Description</b>	<b>Total amount</b>
<b>Total booth/floor space cost</b>		
List the name of the tradeshow, the description, and the cost of tradeshow in the total amount column. Ineligible costs include other trade show costs such as sponsorships, memberships, lighting, electricity, shipping, Wi-Fi, refrigeration, booth construction, furnishings, separate meeting space, staffing, etc.		

CONFERENCE FEES			
Description		Total amount	
<b>Total conference fees</b>			
Note: applicable for entry-level conference fee only. Ineligible costs include networking events, pre-conference/extra conference events, etc.			
TRANSLATION/INTERPRETATION FEES			
Description		Total amount	
<b>Total translation fees</b>			
Note: applicable for translation/interpretation fees only. Ineligible costs include marketing materials, interpreter travel expenses, etc.			
TRAVEL - AIRFARE			
Description		Total amount	
<b>Total travel - airfare and fees</b>			
Please use an online airline company to assist with a budget amount. Base <b>economy</b> airfare only. Premium economy, latitude economy, business class airfares, fees associated with points redemption, etc., are not eligible. Additional ineligible costs include meals, entertainment, travel insurance, etc.			
PER DIEM: ACCOMMODATIONS & GROUND TRANSPORTATION IN-MARKET			
Description	# Days in-market (excluding trip return day)	# Days x \$400.00	
<b>Total Per Diem</b>			
The <b>per diem rate of \$200 CAD (\$400 x 50%) for each approved traveller</b> covers accommodations and ground transportation in-market (for up to two representatives of the business). Ground transportation in-market includes public transit, taxis and professional transportation services, standard car rental, gas (for rental), tolls and parking. <b>The trip day of return is <u>NOT</u> eligible for per diem expenses. Per diem expenses are capped at 7 days per trip.</b>			
MILEAGE			
Trip Description	# of kilometers	Mileage Rate	Total amount
		@ \$0.4585 per km	
		@ \$0.4585 per km	
		@ \$0.4585 per km	
<b>Total Mileage</b>			
Estimate the # of kilometers using an online map application and use the rate of \$0.4585 per km to calculate cost. Ineligible costs include local parking, gas, local taxi/shuttle and insurance.			
<b>TOTAL REQUEST</b>			
<b>TOTAL @ 50%</b>			

**PROJECT 4:**

1 - Choose the most appropriate project type.		
Inbound Client Visit	Trade Show/Conference	Travel

<b>Name of trade show(s)/conferences:</b> (if applicable)	
<b>Is this trade show(s)/conferences(s) in person or virtual?</b>	
<b>Travel Destinations - Country/Regions/Cities:</b> (be as precise as possible)	
<b>Anticipated travel dates (start and end):</b>	
<b>Company Representatives:</b> (maximum 2)	

2 - Summarize the project to be undertaken.

3 - Describe how this project is aligned to your strategy to sell your products and/or services outside Nova Scotia and how it will help your company to overcome specific export challenges.

4 - If the project is successful, what are the anticipated benefits to your company? For companies with a presence outside of Nova Scotia, please specify the impact on Nova Scotia operations.

5 - Will this project help you:		
Increase sales outside of Nova Scotia?	Yes	No
Sell to a new market?	Yes	No
Sell outside of Nova Scotia for the first time?	Yes	No

6 - Does the project relate to specific geographic target markets? If so, please indicate your target market(s) for this project.

<b>BUDGET ESTIMATE</b>	Provide costs in <b>Canadian Dollars</b> . Use the base amount <u>without</u> GST, HST, PST and QST, which are not eligible.	
<b>BOOTH SPACE/FLOOR COSTS</b>		
<b>Name of tradeshow</b>	<b>Description</b>	<b>Total amount</b>
<b>Total booth/floor space cost</b>		
List the name of the tradeshow, the description, and the cost of tradeshow in the total amount column. Ineligible costs include other trade show costs such as sponsorships, memberships, lighting, electricity, shipping, Wi-Fi, refrigeration, booth construction, furnishings, separate meeting space, staffing, etc.		

CONFERENCE FEES			
Description		Total amount	
<b>Total conference fees</b>			
Note: applicable for entry-level conference fee only. Ineligible costs include networking events, pre-conference/extra conference events, etc.			
TRANSLATION/INTERPRETATION FEES			
Description		Total amount	
<b>Total translation fees</b>			
Note: applicable for translation/interpretation fees only. Ineligible costs include marketing materials, interpreter travel expenses, etc.			
TRAVEL - AIRFARE			
Description		Total amount	
<b>Total travel - airfare and fees</b>			
Please use an online airline company to assist with a budget amount. Base <b>economy</b> airfare only. Premium economy, latitude economy, business class airfares, fees associated with points redemption, etc., are not eligible. Additional ineligible costs include meals, entertainment, travel insurance, etc.			
PER DIEM: ACCOMMODATIONS & GROUND TRANSPORTATION IN-MARKET			
Description	# Days in-market (excluding trip return day)	# Days x \$400.00	
<b>Total Per Diem</b>			
The <b>per diem rate of \$200 CAD (\$400 x 50%) for each approved traveller</b> covers accommodations and ground transportation in-market (for up to two representatives of the business). Ground transportation in-market includes public transit, taxis and professional transportation services, standard car rental, gas (for rental), tolls and parking. <b>The trip day of return is NOT eligible for per diem expenses. Per diem expenses are capped at 7 days per trip.</b>			
MILEAGE			
Trip Description	# of kilometers	Mileage Rate	Total amount
		@ \$0.4585 per km	
		@ \$0.4585 per km	
		@ \$0.4585 per km	
<b>Total Mileage</b>			
Estimate the # of kilometers using an online map application and use the rate of \$0.4585 per km to calculate cost. Ineligible costs include local parking, gas, local taxi/shuttle and insurance.			
<b>TOTAL REQUEST</b>			
<b>TOTAL @ 50%</b>			



4 - If the project is successful, what are the anticipated benefits to your company? For companies with a presence outside of Nova Scotia, please specify the impact on Nova Scotia operations.

5 - Will this project help you:		
Increase sales outside of Nova Scotia?	Yes	No
Sell to a new market?	Yes	No
Sell outside of Nova Scotia for the first time?	Yes	No

6 - Does the project relate to specific geographic target markets? If so, please indicate your target market(s) for this project.

<b>BUDGET ESTIMATE</b>	Provide costs in <b>Canadian Dollars</b> . Use the base amount <u>without</u> GST, HST, PST and QST, which are not eligible.	
<b>BOOTH SPACE/FLOOR COSTS</b>		
<b>Name of tradeshow</b>	<b>Description</b>	<b>Total amount</b>
<b>Total booth/floor space cost</b>		
List the name of the tradeshow, the description, and the cost of tradeshow in the total amount column. Ineligible costs include other trade show costs such as sponsorships, memberships, lighting, electricity, shipping, Wi-Fi, refrigeration, booth construction, furnishings, separate meeting space, staffing, etc.		

CONFERENCE FEES			
Description		Total amount	
<b>Total conference fees</b>			
Note: applicable for entry-level conference fee only. Ineligible costs include networking events, pre-conference/extra conference events, etc.			
TRANSLATION/INTERPRETATION FEES			
Description		Total amount	
<b>Total translation fees</b>			
Note: applicable for translation/interpretation fees only. Ineligible costs include marketing materials, interpreter travel expenses, etc.			
TRAVEL - AIRFARE			
Description		Total amount	
<b>Total travel - airfare and fees</b>			
Please use an online airline company to assist with a budget amount. Base <b>economy</b> airfare only. Premium economy, latitude economy, business class airfares, fees associated with points redemption, etc., are not eligible. Additional ineligible costs include meals, entertainment, travel insurance, etc.			
PER DIEM: ACCOMMODATIONS & GROUND TRANSPORTATION IN-MARKET			
Description	# Days in-market (excluding trip return day)	# Days x \$400.00	
<b>Total Per Diem</b>			
The <b>per diem rate of \$200 CAD (\$400 x 50%) for each approved traveller</b> covers accommodations and ground transportation in-market (for up to two representatives of the business). Ground transportation in-market includes public transit, taxis and professional transportation services, standard car rental, gas (for rental), tolls and parking. <b>The trip day of return is <u>NOT</u> eligible for per diem expenses. Per diem expenses are capped at 7 days per trip.</b>			
MILEAGE			
Trip Description	# of kilometers	Mileage Rate	Total amount
		@ \$0.4585 per km	
		@ \$0.4585 per km	
		@ \$0.4585 per km	
<b>Total Mileage</b>			
Estimate the # of kilometers using an online map application and use the rate of \$0.4585 per km to calculate cost. Ineligible costs include local parking, gas, local taxi/shuttle and insurance.			
<b>TOTAL REQUEST</b>			
<b>TOTAL @ 50%</b>			



4 - If the project is successful, what are the anticipated benefits to your company? For companies with a presence outside of Nova Scotia, please specify the impact on Nova Scotia operations.

5 - Will this project help you:		
Increase sales outside of Nova Scotia?	Yes	No
Sell to a new market?	Yes	No
Sell outside of Nova Scotia for the first time?	Yes	No

6 - Does the project relate to specific geographic target markets? If so, please indicate your target market(s) for this project.

<b>BUDGET ESTIMATE</b>	Provide costs in <b>Canadian Dollars</b> . Use the base amount <u>without</u> GST, HST, PST and QST, which are not eligible.	
<b>BOOTH SPACE/FLOOR COSTS</b>		
<b>Name of tradeshow</b>	<b>Description</b>	<b>Total amount</b>
<b>Total booth/floor space cost</b>		
List the name of the tradeshow, the description, and the cost of tradeshow in the total amount column. Ineligible costs include other trade show costs such as sponsorships, memberships, lighting, electricity, shipping, Wi-Fi, refrigeration, booth construction, furnishings, separate meeting space, staffing, etc.		

CONFERENCE FEES			
Description		Total amount	
<b>Total conference fees</b>			
Note: applicable for entry-level conference fee only. Ineligible costs include networking events, pre-conference/extra conference events, etc.			
TRANSLATION/INTERPRETATION FEES			
Description		Total amount	
<b>Total translation fees</b>			
Note: applicable for translation/interpretation fees only. Ineligible costs include marketing materials, interpreter travel expenses, etc.			
TRAVEL - AIRFARE			
Description		Total amount	
<b>Total travel - airfare and fees</b>			
Please use an online airline company to assist with a budget amount. Base <b>economy</b> airfare only. Premium economy, latitude economy, business class airfares, fees associated with points redemption, etc., are not eligible. Additional ineligible costs include meals, entertainment, travel insurance, etc.			
PER DIEM: ACCOMMODATIONS & GROUND TRANSPORTATION IN-MARKET			
Description	# Days in-market (excluding trip return day)	# Days x \$400.00	
<b>Total Per Diem</b>			
The <b>per diem rate of \$200 CAD (\$400 x 50%) for each approved traveller</b> covers accommodations and ground transportation in-market (for up to two representatives of the business). Ground transportation in-market includes public transit, taxis and professional transportation services, standard car rental, gas (for rental), tolls and parking. <b>The trip day of return is <u>NOT</u> eligible for per diem expenses. Per diem expenses are capped at 7 days per trip.</b>			
MILEAGE			
Trip Description	# of kilometers	Mileage Rate	Total amount
		@ \$0.4585 per km	
		@ \$0.4585 per km	
		@ \$0.4585 per km	
<b>Total Mileage</b>			
Estimate the # of kilometers using an online map application and use the rate of \$0.4585 per km to calculate cost. Ineligible costs include local parking, gas, local taxi/shuttle and insurance.			
<b>TOTAL REQUEST</b>			
<b>TOTAL @ 50%</b>			

### Section III – 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
<b><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></b>		

<p>On behalf of the business identified above, I hereby submit the application for the Export Growth Program. I <b>certify</b> 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 <b>agree</b> to comply with the terms stated in the program guidelines, including reporting requirements.</p> <p>I <b>acknowledge</b> and <b>agree</b> 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 <a href="#">Freedom of Information and Protection of Privacy Act</a>, 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 <b>give</b> 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:	
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.	
Date (MM/DD/YYYY):	

**Applications will be deemed ineligible unless you receive a confirmation receipt from [edp@nsbi.ca](mailto:edp@nsbi.ca).**