

Export Growth Program Application

To complete the form, DOWNLOAD and SAVE it to your computer, then type in the requested information in the fields below. For additional information, please refer to the Export Growth Program Guidelines 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 Sectors: Check all that apply

Aerospace & Defence	Engineering & Professional	Mining & Mineral Products
Agri-food	Finance & Insurance	Oceans Technology
Advanced Manufacturing	Forest Products	Travel & Accommodation
Business Services	Fish & Seafood Processing	Transportation Equipment
Chemicals & Plastics	Film Production	Transportation & Logistics
Clothing & Textiles	ICT (Includes Digital Media)	Other
Energy	Life Sciences	

Business Information

When was your business established (YYYY)?	
Do you operate as a Nova Scotia subsidiary of an international company? <i>If yes, please explain below.</i>	Yes No
Have you, or any related entity, applied to the Export Growth Program this government fiscal year (since April 1)? <i>If yes, please explain below.</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)? <i>If yes, please indicate \$ amount and sources.</i>	Yes No

	Last fiscal year	Two years ago	Three years ago
Total revenue:			
Total revenue from outside Nova Scotia:			
Total number of Nova Scotia Full Time Equivalent (FTEs)*			

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

If the business has achieved revenue growth of at least 15% over the business' prior complete fiscal year, the business may be eligible for additional funding. Please refer to Question 2 of the program Guidelines.

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.

1. Understanding your business:

Provide a brief description of your business, the products or services it offers and modifications, if any, that must be made to adapt them to the target market(s).

2. Your business' target market(s), target customers in each market and distribution channels. Please provide supporting research where applicable.

3. Challenges in the target market(s) (competition, cultural differences, import controls, intellectual property status, certifications, etc.) and how these will be overcome.

4. The strategy you intend to use to succeed in the market, including timelines.

5. Your projected growth plan including revenue and employees for the next three years.

6. Why and how funding through this program will enable your company to pursue opportunities that it could not have without the funding.

Section II – Understanding the Required Assistance

Project 1

Travel Destination(s)	
Name of trade show(s) / conference(s) <i>(if applicable)</i>	
Travel dates <i>(be specific as possible)</i>	
Target client(s)	
Names and titles of those incurring travel expenses and their role. <i>(Maximum of two representatives.)</i>	
In detail, please describe your business' planned activities as they relate to the project and how the project will support the overall objectives outlined in the export plan.	

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

CONFERENCE FEES		
	Description	Total amount
Representative 1		
Representative 2		
Total conference fees		
Note: applicable for entry level conference fee only. Ineligible costs include: networking events, extra conference events, etc.		
TRANSLATION/INTERPRETATION FEES		
	Description	Total amount
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TRAVEL - AIRFARE		
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Total travel - airfare and fees		
Please use an online airline company to assist with a budget amount. Base economy airfare only. Premium economy, latitude economy, business class, etc. airfares are not eligible. Additional ineligible costs include: meals, entertainment, travel insurance, etc.		
ACCOMMODATIONS		
	Description	Total amount
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Total accommodations		
Standard accommodation charge and items such as tourism taxes, marketing levies, city taxes (if outside of Canada), room/occupancy taxes, parking (not local) are eligible. Use additional lines for travel to more than 1 destination. List the type of accommodation (ex. hotel, house rental, etc.) in description.		
GROUND TRANSPORTATION IN-MARKET		
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Total ground transportation in-market		
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Project 2

Travel Destination(s)	
Name of trade show(s) / conference(s) <i>(if applicable)</i>	
Travel dates <i>(be specific as possible)</i>	
Target client(s)	
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Project 3

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Project 5

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PROJECT 1: SUB TOTAL OF ELIGIBLE COSTS (\$CAD)	
TOTAL BUDGETED	
50% OF ELIGIBLE COSTS	
PROJECT 2: SUB TOTAL OF ELIGIBLE COSTS (\$CAD)	
TOTAL BUDGETED	
50% OF ELIGIBLE COSTS	
PROJECT 3: SUB TOTAL OF ELIGIBLE COSTS (\$CAD)	
TOTAL BUDGETED	
50% OF ELIGIBLE COSTS	
PROJECT 4: SUB TOTAL OF ELIGIBLE COSTS (\$CAD)	
TOTAL BUDGETED	
50% OF ELIGIBLE COSTS	
PROJECT 5: SUB TOTAL OF ELIGIBLE COSTS (\$CAD)	
TOTAL BUDGETED	
50% OF ELIGIBLE COSTS	
PROJECT 6: SUB TOTAL OF ELIGIBLE COSTS (\$CAD)	
TOTAL BUDGETED	
50% OF ELIGIBLE COSTS	

GRAND TOTAL ELIGIBLE COSTS in \$CAD	
TOTAL BUDGETED	
50% of ELIGIBLE COSTS	

Section III – Intended Project Outcomes

Please check only those outcomes that apply to your project(s). This section of the application is designed to provide us with an understanding of the intended project outcomes and linkage to the program criteria.

The project will result in:

Entering a new market outside of Nova Scotia. <i>If yes, please explain.</i>	Yes	No
Introducing a new product or service to a market outside Nova Scotia. <i>If yes, please explain.</i>	Yes	No
Increased export sales in a market outside of Nova Scotia. <i>If yes, please explain.</i>	Yes	No
Identifying new suppliers outside Nova Scotia. <i>If yes, please explain.</i>	Yes	No
Participating in a global value and/or supply chain. <i>If yes, please explain.</i>	Yes	No
Identifying a possible broker/distributor/agent/shipper/freight forwarder. <i>If yes, please explain.</i>	Yes	No
Increased investment in the business. <i>If yes, please explain.</i>	Yes	No

Understanding the requirements needed (i.e. certifications) to enter a specific market outside of Nova Scotia. <i>If yes, please explain.</i>	Yes	No
A joint venture, technology transfer and/or an innovation partnership. <i>If yes, please explain.</i>	Yes	No

Application Checklist

Have the following sections been completed?

Section I – Understanding Your Business and Your Export Plan	Yes
Section II – Understanding the Required Assistance	Yes
Section III – Intended Project Outcomes	Yes
Submission of Financial Statements (if necessary)	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 licences, 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 Export Growth 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:	
Date (MM/DD/YYYY):	

Applications will be deemed ineligible unless you receive a confirmation receipt from egp@nsbi.ca.