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Adobe Reader is a free download available at: <http://www.adobe.com/products/acrobat/readstep2.html>

✦ Please ensure documents are downloaded and saved to your computer desktop prior to entering any information. If opened and completed within your internet browser, any information entered will not be saved.

1. Project Name**Project Number (office use only):** _____

Provide the name for this project:

2. Business Profile

Business name (legal name):	Business incorporation (date):
Business address (street, city, postal code):	Mailing address (if different):
Telephone:	Fax:
Email:	Website (URL):
Is this a First Nations or Aboriginal business?	Is the business registered on Supply Chain Connector?
Yes No	Yes No

3. Primary Business Contact Information

Primary contact (for this application):	Position/title:
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4. Industry Information

Industry (strategic sector):	Main products/services:
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5. Project Classification

Identify the project’s strategic focus:	
<ul style="list-style-type: none"> Business planning and management <ul style="list-style-type: none"> Financial planning/analysis Business feasibility Business plan development Business coaching Business transition Market development <ul style="list-style-type: none"> Marketing strategy Export planning Sales and distribution Human resource management <ul style="list-style-type: none"> Policies and procedures Human resource development Leadership training Strategy <ul style="list-style-type: none"> Corporate structure Board development/governance Strategy development 	<ul style="list-style-type: none"> Operations <ul style="list-style-type: none"> Manufacturing Logistics Inventory management Sales/distribution Operational efficiency <ul style="list-style-type: none"> Productivity improvement Operational efficiency implementation Health and safety/COR Quality management <ul style="list-style-type: none"> ISO quality management Environmental quality management Innovation <ul style="list-style-type: none"> Innovation planning/management New product development SR&ED tax credit preparation Other _____

6. Project Overview and Rationale

✦ *Northern Development project investments are expected to provide incremental benefit to the business and contribute to economic growth of the Northern Region. To ensure a positive contribution, please outline how this project will provide direct benefit to the business and identify which measurable key outcomes you anticipate improving.*

<p>Provide a concise description of the project:</p>
<p>Explain the rationale and key deliverables (i.e. business plan, system implementation, certification etc.) for the project:</p>

7. Economic Benefits

✦ *The following key outcomes will be reported on by the applicant organization for a three year (3) year period to demonstrate the direct economic benefits of the project. The current state of the business is a baseline for tracking the economic benefits of the project over the next three years.*

Employment

Nature of positions:	Number of existing positions:	Estimated number of new positions to be created:			
		Year 1	Year 2	Year 3	Total New
Direct permanent full-time jobs:					
Direct permanent part-time or seasonal jobs:					
How does the proposed funding help to sustain the existing positions (<i>if no new positions are to be created</i>)?					

Increased Revenue Generation

Current annual revenues:	Projected annual revenues			Describe how the revenue will be generated and the sources of revenue:
	Year 1	Year 2	Year 3	
\$	\$	\$	\$	
INCREASED REVENUE EXPECTED OVER THREE YEARS:			\$	
<p>✦ <i>Incremental revenue expected is the sum of the projected annual revenues for the three years after the project, minus the current annual revenues over the same three year period.</i></p>				

Operational cost savings

Current costs:	Projected costs			Describe how the operational cost savings will be generated:
	Year 1	Year 2	Year 3	
\$	\$	\$	\$	
COST SAVINGS EXPECTED OVER THREE YEARS:			\$	
<p>✦ <i>Cost savings expected is the sum of the projected costs for the three years after the project, minus the current costs over the same three year.</i></p>				

Other Benefits

Please identify other benefits or potential outcomes as a result of this project:

8. How Did You Hear About the Program?

How did you hear about the Competitiveness Consulting Rebate Program?		
Social media	Referral	Northern Development’s website
Radio	Other _____	

9. Previous Projects

Please identify any previously approved projects outcomes through the Competitiveness Consulting Rebate program:

10. Consultant Information

Proposed start date:	Proposed completion date:
Consultant name/consultant company name:	Telephone/email:

11. Proposed Budget and Approved Funding

✦ Please refer to the [Competitiveness Consulting Rebate Application Guide](#) for eligible and ineligible costs.

Proposed contract amount (per consultant proposal):	
✦ Taxes are an ineligible expense. Enter the amount before taxes below.	
Consulting	
Travel	
Other	✦ Please identify:
Total Project Budget	

12. Funding Partners (if applicable)

Funding partner:	Amount (\$):	Percentage of project:
	\$	%
	\$	%
TOTAL OTHER FUNDING:		\$
		%

13. Attachments

List and confirm all documents attached to this application:

Document name:
1) Required: Detailed Consultant Proposal (should include proposed scope of work, fees, and timeline)
2)
3)
4)

14. Application Confirmation

I have read and understand the [Competitiveness Consulting Rebate Application Guide](#) including the eligible and ineligible costs.

I confirm that the information in this application is accurate and complete, and that the project proposal, including plans and budgets, is fairly presented.

I understand that the information provided in this application may be accessible under the Freedom of Information (FOI) Act. Northern Development will only report project information to the Board and/or to the public in aggregate form and will not disclose any confidential client information without permission or unless required by law.

I agree that if funding is approved, **any change to the project proposal will require prior approval** of Northern Development Initiative Trust (Northern Development).

If approved, I agree to sign a funding agreement with Northern Development.

I also agree to provide copies of any project deliverables (studies, reports, action plans etc.) as required by Northern Development, and financial accounting for evaluation of the activity funded by Northern Development.

I also agree to submit reporting materials as required by Northern Development, and where required, financial accounting for evaluation of the activity funded by Northern Development.

I authorize Northern Development to make enquiries, collect and share information with such persons, firms, corporations, federal and provincial government agencies/departments and non-profit organizations, as Northern Development deems necessary for decision, administration, and monitoring purposes for this project.

Name (business owner): <i>★ Please type name.</i>	Position/title:
Email:	Date:

15. Submitting Your Application

Completed funding applications (with all required attachments) should be provided electronically to Northern Development by email. *★ Do not scan this form.*

Email: info@northerndevelopment.bc.ca