

BUSINESS GRANT SUPPORT PROGRAM

APPLICATION FORM

The intent of the Business Grant Support Program to assist businesses access funding programs and assist with the cost of hiring a grant writer. The program will offer 50% up to \$2,000 to be used to cover costs associated with writing a grant application.

Please complete the application form and return to Shelley Hirstwood, Kingston Economic Development Corporation, hirstwood@investkingston.ca.

Section 1: Business Information

Business Name: _____

Contact Name: _____ Phone: _____

Address: _____

Email: _____

Section 2: Funding Program Details

Funding Program: _____ Funding Deadline: _____

Total Estimated Project Cost: \$ _____ Funding Request: \$ _____

Project Outline:

Section 3: Grant Writing Support Request

Grant Writing Company/Consultant: _____

Grant Writing Cost: \$ _____ Support Request (50% up to \$2,000): \$ _____

Section 4: Signature

Name: _____ Date: _____

Signature: _____

Kingston Economic Development Corporation

Approved: _____ Not Approved: _____ Amount: \$ _____ Date: _____

Comments:

Name: _____ Signature: _____

GUIDELINES

Intent: To assist businesses access funding programs and assist with the cost of hiring a grant writer.

1. The Business Grant Support Program will be provided to businesses in the amount of 50% up to a total commitment of \$2,000 based on actual costs.
2. The Business Grant Support Program must go toward the fees associated with writing, preparing and/or reviewing a grant application by a third party consultant.
3. The program will be offered on a first come, first serve basis based on availability of funds.
4. Eligibility Includes:
 - a. Registered business located in the City of Kingston; and
 - b. Must be applying for a grant/funding program to support business retention and/or growth.
5. Requirements:
 - a. Businesses need to notify Kingston Economic Development Corporation regarding outcome of grant application; and
 - b. Costs in excess of the amount approved are the responsibility of the business.
6. Process:
 - a. The Business Grant Support Program application must be filled in and submitted to Kingston Economic Development Corporation by email to hirstwood@investkingston.ca for approval.
 - b. Kingston Economic Development Corporation will review the application and provide a written response confirming approval/not approval and the approved amount.
 - c. The business will be required to cover the costs of the grant writing service.
 - d. Kingston Economic Development will reimburse the business upon receipt of invoice and proof of payment.
7. Contact Information:

Shelley Hirstwood
Director of Business Development
613-544-2725 ext 7232
hirstwood@investkingston.ca