

Business Grant Writing Support Program Application Form

The intent of the Business Grant Writing Support Program is to assist businesses with the cost of hiring a grant writer for funding applications that lead to business growth and job creation.

Please complete the application form and return to

Shelley Hirstwood

Kingston Economic Development Corporation

hirstwood@investkingston.ca

① Business Information

Business Name

Contact Name *(first and last)*

Address

Phone

Email

② Government Funding Program Details

Funding Program

Total Estimated Project Cost

\$

Funding Deadline

Funding Request

\$

Project Outline

3 Grant Writing Support Request

Grant Writing Company/Consultant

Grant Writing Cost

\$

Support Request (50% up to \$2,000)

\$

4 Signature

Name

Date

Signature _____

Guidelines

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

1. The Business Grant Writing Support Program will be provided to businesses in the amount of 50% up to a total commitment of \$2,000 based on actual costs for the costs of grant writing services.
2. The Business Grant Writing Support Program must go toward the fees associated with writing, preparing and/or reviewing a grant application by a third party consultant.
3. The third party consultant must be a registered business.
4. The funding application request must be a minimum of \$50,000.
5. The program will be offered on a first come, first serve basis based on availability of funds.
6. Eligibility Includes:
 - a. Registered business located in the City of Kingston.
 - b. Must be applying for a grant/funding program to support business growth and job creation.
7. Requirements:
 - a. Businesses need to notify Kingston Economic Development Corporation regarding outcome of grant application.
 - b. Costs in excess of the amount approved are the responsibility of the business.
8. 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.
9. Contact Information:

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