



KINGSTON ECONOMIC
Development Corporation

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 \$2000 to be used to cover costs associated with writing a grant application.

Please complete the application form and return to Ian Murdoch, Kingston Economic Development Corporation, murdoch@kingstoncanada.com.

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 \$2000): \$ _____

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 \$2000 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 murdoch@kingstoncanada.com 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:

Ian Murdoch
Business Development Officer
613-544-2725 ext 7248
murdoch@kingstoncanada.com