



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, [hirstwood@kingstoncanada.com](mailto:hirstwood@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 [hirstwood@kingstoncanada.com](mailto:hirstwood@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  
[hirstwood@kingstoncanada.com](mailto:hirstwood@kingstoncanada.com)