



YUKON ENTERPRISE TRADE FUND APPLICATION SMALL BUSINESS

Please complete the application as thoroughly as possible. You are encouraged to contact the Business and Trade Branch of the Department of Economic Development with any questions or concerns.

Company Name: _____

Address: _____ Postal Code: _____

Telephone: _____ Fax: _____ Email: _____

Contact: _____

Amount Requested for Funding: \$ _____

Project Name _____

Project Start Date: _____ Project End Date: _____

We are submitting this application for the purpose of obtaining financial assistance from the Yukon Government. The statements herein, including all further submissions in regard to this application are, to the best of our knowledge, true and correct.

We submit that, to the best of our knowledge, all aspects of this proposed project will be in compliance with existing municipal, territorial and federal codes, guidelines and laws and we declare that our business/organization is in good standing and that any debts owed the Yukon Government are in good standing.

We agree to allow representatives of the Yukon Government access to the site and premises of the project described in this application, to inspect the bookkeeping and records, to make inquiries and credit checks and to obtain all other pertinent information necessary to evaluate this application.

We understand that all of part of this application may be made available to the public in accordance with the **Access to Information and Protection of Privacy Act**.

Name(s) and title(s) of authorized official(s) (please print):

Signature(s): _____

Date: _____

PROJECT INFORMATION

Applicants should fully review the ETF guidelines for Small Business before completing their application package. Please provide complete and detailed information in your application package. Please attach your application details to this form.

Project Description:

- Describe your project, its goals, what you plan to do and how and when you plan to do it. Further specify how your project will achieve one or more of the ETF's stated objectives, as per the ETF guidelines.
- Describe the operations of your business or the objectives of your organization. Specify whether you are a Yukon Business or an Industry Association/Organization, and whether you are in good standing with Corporate Affairs.
- Indicate other Yukon businesses, if applicable, that may directly benefit from your project.
- Identify the intended results of your project, how the results can be measured and how the project will be evaluated.
- Include your marketing plan or describe in detail your plans for marketing.
- Describe how this project will enhance your business, organization or industry.

Total Project Costs:

- Provide a breakdown of project costs by item. Identify business costs that are new and incremental to the business. For funding maximums and a list of eligible and ineligible costs please see the ETF guidelines.
- Indicate the exact amount you are requesting from the ETF.

Partnerships and Endorsements:

- Indicate if there are any partners in your project or if any endorsements support it. Please include any letters of support, if applicable.

You may submit your complete application package:

To the Business and Trade office -

By mail:

Yukon Economic Development
Business and Trade
P.O. Box 2703 (F-2)
Whitehorse, Yukon Y1A 2C6

In person:

Suite 200 YEC Building
1100 First Avenue
Whitehorse, Yukon

By fax:

(867) 393-6944