



ENTERPRISE TRADE FUND APPLICATION FOR FILM AND SOUND INDUSTRIES

Complete all information requested as thoroughly as possible. You are encouraged to contact Yukon Media Development with any questions or concerns.

Company name		
Address		Postal code
Email	Phone	Fax
Contact		
Project name		
Amount requested \$	Project start date YYYY/MM/DD	Project end date YYYY/MM/DD

We are submitting this application for the purpose of obtaining financial assistance from the Government of Yukon. 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 to the Government of Yukon are in good standing.

We agree to allow representatives of the Government of Yukon 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 or part of this application may be made available to the public in accordance with the *Access to Information and Protection of Privacy Act*.

_____	_____	YYYY/MM/DD
Name and title of authorized official (print)	Signature	Date

_____	_____	YYYY/MM/DD
Name and title of authorized official (print)	Signature	Date

Note that if your project changes (including, but not limited to, changes in travel destination and/or dates) between submission of application and submission of reporting, you must obtain approval from Yukon Media Development prior to changes taking place. Failure to do so may result in expenses being denied.

Access to Information and Protection of Privacy Act: This information is collected for the purpose of administering an economic development program pursuant to s. 8 and 9 of the *Economic Development Act*, as amended. Personal information on this form is collected under the authority of *Section 29(c)* of the *Access to Information & Protection of Privacy (ATIPP) Act* for the purpose of carrying out a program and/or providing financial assistance to the applicant. The collection, use, and disclosure of your personal information are managed in accordance with the *ATIPP Act* and all or part of this information may be made available to the public. For further information about the collection of this information, contact Manager, Yukon Media Development in writing at 303 Alexander Street, or by phone at 667-5400 or toll free at 1-800-661-0408 ext. 5400.

PROJECT INFORMATION

Applicants should fully review the Enterprise Trade Fund (ETF) guidelines for small business before completing their application package. Provide complete and detailed information in your application package. 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. Note that GST is not an eligible expense.
- 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. Include any letters of support, if applicable.

Submit your completed application package:

In person:

Yukon Media Development
303 Alexander Street, 2nd Floor
Whitehorse, Yukon
Phone: 867-667-5400

By mail:

Department of Economic Development
Yukon Media Development
Government of Yukon
P.O. Box 2703 (F-1)
Whitehorse, Yukon Y1A 2C6

By fax:

867-393-7199