

CRAFT INDUSTRY DEVELOPMENT PROGRAM APPLICATION FORM

All applications are to be submitted to the Economic Development Officer in the Applicant's zone a minimum of four weeks prior to project commencement.

Please read criteria carefully as this is what the CIDP Management Committee will use to determine if a project will be supported. If necessary, attach additional pages detailing required information.

SECTION 1: APPLICANT PROFILE		
Business Name:	Contact Person:	
Complete Address:		
Telephone:	Fax:	Email:
Website:		
Form of Business: <input type="checkbox"/> Partnership <input type="checkbox"/> Sole Proprietorship <input type="checkbox"/> Cooperative <div style="text-align: center; margin-left: 100px;"><input type="checkbox"/> Incorporated <input type="checkbox"/> Other (specify)</div>		
Type of Operation: <input type="checkbox"/> Profit <input type="checkbox"/> Non-Profit	Number of years in operation:	
Number of Employees: (including owner)		
Full-time salaried _____	Part-time _____	
Contractual _____	Piece-work _____	
Will you be hiring any new employees as a result of this project? If yes, how many _____		
Briefly describe the types of products you make.		
Location of Production:		
<input type="checkbox"/> Home-based <input type="checkbox"/> Cottage Industry (ie. Piecework)		
<input type="checkbox"/> Separate production facility (<input type="checkbox"/> Own <input type="checkbox"/> Rent)		
Current Scope of market:		
<input type="checkbox"/> Local <input type="checkbox"/> Provincial <input type="checkbox"/> National <input type="checkbox"/> International		
Sales Distribution: Wholesale _____% Retail _____%		
What are your gross sales for the last fiscal/calendar year? _____		
What are your projected sales next year? _____		
Have your products been reviewed by the Department of Innovation, Business and Rural Development's Product Review Committee?		
<input type="checkbox"/> Yes <input type="checkbox"/> No <i>(If yes, please include a copy of the assessment)</i>		
<input type="checkbox"/> Don't Know <i>(please see Criteria or consult your EDO)</i>		
Have your products been juried by the Standards Committee of the Craft Council of Newfoundland and Labrador? <input type="checkbox"/> Yes <input type="checkbox"/> No <i>(If yes, please include a copy of the assessment)</i>		

SECTION 2: PROJECT INFORMATION (complete a separate Section 2 for each project)	
Business Name:	
Project Title:	
Estimated start date of project:	Estimated completion date:
CIDP Program Element:	
<p>PROJECT DESCRIPTION (Describe your project in detail using additional pages if necessary. Please refer to the checklist at the end of this application for additional information required)</p>	

If applying for a retail/wholesale show please complete the following:
What pre-show promotional activities are you planning for this show?
What post-show follow-up is planned?
What are your projected sales for this show?
If you have attended this show before, please complete the following additional questions.
What were your post-show sales, if any? (sales orders received after the event, including repeat sales)
What follow-up activities did you do, and what were the results?
Describe any professional development that has occurred through participation in this show (workshops, networking, research, etc.)

Describe your sales trends at this show over the past few years. (increasing, declining, adding new accounts, or mostly seeing existing accounts)

In the case of wholesale shows, what other ways do you plan to achieve sales in this region besides attending this show?

What specific plans do you have to increase your success at the upcoming show? Identify any new product development you have planned for this show?

BUDGET: Expense: (do not combine budgets for separate projects, use additional pages if necessary)	Projected Cost (excluding GST/HST)
Total	

Have you received or expect to receive other government financial assistance for this project?

No Yes, provide details _____

BENEFITS:

Describe how this project will benefit your business. How is this project going to increase the value of your business? (be specific)

IMPORTANT: A copy of your most recent financial statements as prepared by your accountant or your Statement of Business or Professional Activities (#T2125) including a copy of your Notice of Assessment from Canada Revenue Agency must be included with your application.

Declaration: I certify that the statements made in this application, are true and complete to the best of my knowledge. I also authorize CIDP to make any inquiries of such persons, firms, corporations, federal and provincial governments agencies/departments and non-profit economic development organizations, to collect and share information with them, as CIDP deems necessary in order to reach a decision on this application, to administer and monitor the implementation of the project, and to evaluate the results of the project and this program after project completion.

Signature _____ Title: _____ Date: _____

APPLICATION CHECKLIST

In addition to completing Section 2 of the application you must provide the following supporting documentation for specific program components.

Professional Skills Development

- Short term training:
 - resume of instructor/resource person
 - list of participants
 - course outline
- Mentorship Program:
 - joint application
 - formal agreement between mentor and student
 - bio for both

Design and Product Development

- Resume of designer
- Background information on event or show

Market Development

- Wholesale or Retail events
 - Background information on event including exhibitor kit if available
- Marketing Tools
 - Background information on creative agency/marketing consultant
 - Mockups and quotes are required for all projects under this element
- Retailers/Studio Storefronts
 - Mock-ups and quotes for all projects
 - Store lay-out showing where the new units fit
 - Describe where the on-site signage will be placed
 - Resume of merchandising consultant

Cooperative Projects:

- List of partners
- Background information on event including exhibitor kit if available
- Explanation of why a cooperative project is necessary.