

PROMOTER GUIDE
&
APPLICATION FORM FOR FINANCIAL ASSISTANCE
Signature Innovation (FRR 3)

For each of the items in the tables below, complete the spaces provided. As each question is very important for the analysis, we suggest that you give full details of your arguments. You must enclose all supporting documents relating to your application.

Your application will be analyzed once its complete.

DEADLINE FOR CALL FOR PROJECTS: APRIL 30, 2024 & SEPTEMBER 15, 2024

Your request must be sent to the following address:

By email at jackie.gallibois@mrcqsl.ca

Subject line: Signature Innovation Request, Name of project

*Please note that in the event of any discrepancy between this form and the current policy, the policy prevails.

SECTION 1: Information about the organization

Legal name of the organization as written in the Register of companies:	
Usual name:	
NEQ:	
Address:	
Town:	
Postal code:	
Telephone:	
Email:	
Website:	
Resource person:	
Title:	
Amount of assistance requested (max \$100 000):	
Number of actual employees:	

Type of organization:

<input type="checkbox"/>	Municipality	<input type="checkbox"/>	Private enterprise
<input type="checkbox"/>	Band Council	<input type="checkbox"/>	Cooperative
<input type="checkbox"/>	Non -profit organization	<input type="checkbox"/>	Education network organization
<input type="checkbox"/>	Social Economy enterprise	<input type="checkbox"/>	Legal entity

Territory served by the organization:

<input type="checkbox"/>	Kegaska	<input type="checkbox"/>	La Romaine
<input type="checkbox"/>	Chevery	<input type="checkbox"/>	Harrington Harbour
<input type="checkbox"/>	Tête-à-la-Baleine	<input type="checkbox"/>	Mutton Bay
<input type="checkbox"/>	La Tabatiere	<input type="checkbox"/>	Saint-Augustin
<input type="checkbox"/>	Old Fort Bay	<input type="checkbox"/>	St. Paul's River
<input type="checkbox"/>	Middle Bay	<input type="checkbox"/>	Bradore
<input type="checkbox"/>	Lourdes-de-Blanc-Sablon	<input type="checkbox"/>	Blanc-Sablon
<input type="checkbox"/>	Unamen-Shipu	<input type="checkbox"/>	Pakuashipi

SECTION 2: Project presentation

Project title:	
Geographic location of project:	
Main product or service targeted by the project:	

Project description – (if the allowed space is insufficient, please attach pages at the end of the document.)

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Objectives – Check all that apply to your project.

<input type="checkbox"/>	Strengthen the tourism offer: create high quality tourism projects to attract people to the region
<input type="checkbox"/>	Develop the maritime industry: support industry players by encouraging innovative choices
<input type="checkbox"/>	Creating a link between the maritime and tourism sectors, developing tourism products related to the maritime industry

Priorities for action – check all that apply.

<input type="checkbox"/>	Strengthen the tourism offer (including all seasons)
<input type="checkbox"/>	Create high quality products
<input type="checkbox"/>	Increase tourism related activity
<input type="checkbox"/>	Increase the attractiveness of the region as a tourist destination
<input type="checkbox"/>	Introduce visitors to each village
<input type="checkbox"/>	Support innovation in the maritime industry
<input type="checkbox"/>	Create links between the maritime and tourism sectors
<input type="checkbox"/>	Develop tourism products linked to the maritime industry

SECTION 3: The request

With as much precision as possible, describe the purpose of your request.

SECTION 4: The timeline

Start date: _____

End date: _____

Activity/step of the project	Start date	Duration

The expenses listed below are INELIGIBLE:

- The operating deficit of an eligible organization, the repayment of loans or the replenishment of its working capital
- Expenses incurred prior to the signing of the financial aid agreement
- Expenses already paid by the Quebec government for the same project
- Expenditures related to projects already carried out
- Any expenses not directly related to the project
- Any expense related to the relocation of a business or organization unless the local municipality where the business or organization is located agrees
- Any grant to the government administration, with the exception of organizations in the education community networks
- Any expenditure related to activities governed by budgetary rules approved by the Government of Quebec
- Any expense incurred with companies listed in the Register of companies not eligible for public contracts
- Any form of loan, loan guarantee or equity investment
- The refundable portion of taxes.

To maximize the impact of the fund in the region, The promoter must make the effort to purchase local first (within a 10% difference and a reasonable time frame). If that is not possible, the promoter should give preference to Quebec products or suppliers located in Quebec. If not, the promoter must justify the reasons for purchasing out of province.

SECTION 7: Promotion and Visibility

How will you promote your project? Which tools will you use to publicize your project?

How will you promote the MRC's participation in your project?

SECTION 8: Other required data

New jobs created thanks to this project	
Jobs maintained thanks to this project	
Sales (revenue) before project	
Sales (revenue) after project	

SECTION 9: Memory Aid

MRC website: www.mrcgsl.ca

Supporting documents to attach to this request:

	Ensure that all sections of this document are complete, (attach an EXCEL table if necessary for the funding portion) and signed by the promoter
	Letters of support from all organizations supporting, endorsing or participating in the project
	1-2 quotes or shopping baskets for each anticipated purchase
	Resolution delegating a contact person for the financial assistance application, authorizing a signatory and confirming the amount of promoter contribution required
	Certificates of compliance of municipal, provincial and federal regulations
	Copy of organizations charter
	5 year maintenance plan (municipal sector)
	Copy of last years financial statements
	Other documents to support application (promoters presentation sheet, organigram, marketing plan, etc)

SECTION 10: Complimentary information

Is there any other information deemed relevant to the analysis of your request?

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Promoter declaration:

I, the undersigned, _____ confirm that the information provided on this application form and related documents are complete and truthful in every respect, and I undertake to provide the representative of the MRC du Golfe-du-Saint-Laurent with all the information required to analyze the project.

I authorize the MRC du Golfe-du-Saint-Laurent to exchange all information contained in this application for financial assistance with any government department, agency, regional organization or financial institution for compliance and sectoral advice.

I authorize the MRC du Golfe-du-Saint-Laurent to communicate with the persons or organizations mentioned in the project and to obtain information on the promoting organization from various information agents.

I agree that the information contained in this application may be communicated for evaluation and study purposes, on condition that the persons who have access to it agree to respect its confidentiality.

Please note that the project must not be started before the MRC has authorized it. No costs must have been incurred.

Signature

Date