For Développement Vaudreuil-Soulanges (DEV) to process your request, ensure to provide all required documents according to your needs. These documents are necessary for a good understanding of your needs and ensuring that customers receive the best possible support.

Once the file is received, an advisor from DEV will contact you at the earliest opportunity.

DEV informs you that the information collected on this form and any information that could be added to your file in the future, will be treated confidentially and will only be shared with those assigned to the decision-making process of your file.

|  |
| --- |
| **section 1 – COMPANY INFORMATION** |
| **Quebec Business Number (NEQ)** |  |
| **Company Name** |       |
| **Address**  |       |
| City |       | **Postal Code** |       |
| **Phone** |           |  | **Website** |       |
| **Company general E-mail** |       |
| **Mailing address, if different** |       |
| City |       | Postal Code |       |
|  |  |  |  |
| **Principal manager and Project manager** |
| **Principal manager**  |       | **Title** |       |
| **Project manager** |       | **Title** |       |
| **Phone** |           | **Ext.** |       | E-mail |       |
|  |  |  |  |  |  |
| **Company profile** |
| **Business sector(s)** | [ ]  | Retail |       |
|  | [ ]  | Proximity services |       |
|  | [ ]  | Restaurant and food services  |       |
|  | [ ]  | Tourism |       |
| **Number of employees** | Production : |       | Administration : |       | Customer service : |       | Total : |       | Operations start date (YYYY-MM-DD): |       |
| Do you have personnel dedicated to export | [ ]  No | **[ ]** Yes How many |       |  |  |  |  |
| **Total revenues** |  | Fiscal year end date (YYYY-MM-DD) |       |
| **Interprovincial sales****(outside Quebec)**if applicable | Province (1) |  |  | % of Revenues (Province 1) |  |
|  | Province (2) |  |  | % of Revenues (Province 2) |  |
| **Ventes à l’étranger (outside Canada)**if applicable | Country (1) |       |  | % of Revenues (Country 1)  |  |
|  | Country (2) |       |  | % of Revenues (Country 2) |  |
|  |
|  |
| **section 2 − SUMMARY DESCRIPTION OF THE PROJECT** |
| The project realization relates to which type of investment project, check the item(s):

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| [ ]  | **Digital transition** : | [ ]  | **Business development :** |  | [ ]  | **Innovation and continuous improvement :** |  |
|  | [ ]  | Creating and improving an online sales platform |  |  | [ ]  | Loyalty program |  | [ ]  | Increase operating efficiency |
|  | [ ]  | Creating and improving an online reservation platform |  |  | [ ]  | Merchandising |  | [ ]  | Automation of inventory management |
|  | [ ]  | Introduce digital marketing solution |  |  | [ ]  | Development of product and service offering |  | [ ]  | Acquiring related skills |
|  | [ ]  | Improved marketing |  |  | [ ]  | Developing new markets |  | [ ]  | Access to consultation services and diagnostics |
|  | [ ]  | Improved organic search |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |
| [ ]  | Other (specify) :       |

 |
| **Project description**  |  |
|       |
|  |
| **section 3 – PROJECT COSTS** |
| Costs *(break down estimated costs)* | **Amount ($)** |
|       |        |
|       |       |
|       |       |
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|       |        |
|       |        |
| *Only eligible expenses will be accounted for to determine the amount of contribution pursuant to the Business Economic Recovery Support Program.* | Total amount |  |
| **section 4 – SUPPORTING DOCUMENTS** |
| **Mandatory documents for any financial assistance application** |
| Financial statements for the past three years and interim financial statements if financial statements have more than six months. | Any relevant document(s) supporting this request and that may lead to a better understanding of the project. |
| **section 5 – ACKNOWLEDGEMENT** |
| I certify that the information contained herein, and the attached documents are, to my knowledge, true and complete. The documents submitted by the applicant remain Développement Vaudreuil-Soulanges (DEV) property, who will ensure its confidentiality. However, the applicant authorizes DEV to exchange with those assigned and involved in the decision-making process of the file, including with the financial institution, all the information or documents necessary to assess this application. The applicant relieves members of the investment committee and advisors of any possible liability that may incur by their decision and recommendation. [ ]  I agree to be part of your contact network, to receive your customer satisfaction survey and your communications (including DEV newsletters). DD / MM / YYYY Applicant’s Signature Name (please print) |

**Please send your form duly completed to** **ngagnon@developpementvs.com** **and ensure all required documents are attached.**