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)** | [ ]  | Manufacturing |       |
|  | [ ]  | Distribution and logistics |       |
|  | [ ]  | Wholesale and storage  |       |
|  | [ ]  | Related services |       |
| **Number of employees** | Production : |       | Administration : |       | Sales : |       | 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** |
| [ ]  **Part 1 - Workshops / Training Digital shift** |
|  [ ]  **Part 2 – Consultations / micro-diagnostic** |
| The consultation relates to which type of investment project, check the item(s): |
|

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
|  [ ]  | Achieve digital shift |  | [ ]  | Increase operating efficiency |  |  |

 |
|  [ ]  **Part 3 – Feasibility study** |
| The feasibility study project intends to analyze or evaluate the technical or economic parameters towards the realization of a project to modernize or expand a business. The study relates to which type of investment project, check the required item(s): |
|

|  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
|  [ ]  |  Expansion project |  |  [ ]  | Add equipment |  [ ]  | Automation |  |  |  |  |  |

 |
|

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
|  [ ]  |  Add a production line |  [ ]  | Realization of a marketing plan | [ ]  Digitization 4.0 |  |  |  |  |
|  [ ]  |  Process evaluation and review | [ ]  | Other (specify) :       |  |  |  |  |  |

 |
|  [ ]  **Part 4 – Project execution** |
| The project realization relates to which type of investment project, check the item(s):

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| [ ]  | **Digital transition** : | [ ]  | **Markets development :** |  | [ ]  | **Increase operating efficiency :** |  |
|  | [ ]  | Automation through electronics and computing |  |  | [ ]  | Development of product and service offerings |  | [ ]  | Acquisition of equipment |
|  | [ ]  | Implementation of digital marketing solution |  |  | [ ]  | Developing new markets |  | [ ]  | Automation |
|  | [ ]  | Implementation of digital technologies |  |  |  |  |  | [ ]  | Increase production capacity |
|  |  |  |  |  |  |  |  |  |  |
| [ ]  | 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.**