

## BUSINESS GRANT WRITING SUPPORT PROGRAM

### APPLICATION FORM

The intent of the Business Grant Writing Support Program is to assist businesses with the cost of hiring a grant writer for funding applications that lead to business growth and job creation.

Please complete the application form and return to Shelley Hirstwood, Kingston Economic Development Corporation, [hirstwood@investkingston.ca](mailto:hirstwood@investkingston.ca).

#### Section 1: Business Information

Business Name: \_\_\_\_\_

Contact Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Address: \_\_\_\_\_

Email: \_\_\_\_\_

#### Section 2: Funding Program Details

Funding Program: \_\_\_\_\_ Funding Deadline: \_\_\_\_\_

Total Estimated Project Cost: \$ \_\_\_\_\_ Funding Request: \$ \_\_\_\_\_

Project Outline:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

#### Section 3: Grant Writing Support Request

Grant Writing Company/Consultant: \_\_\_\_\_

Grant Writing Cost: \$ \_\_\_\_\_ Support Request (50% up to \$2,000): \$ \_\_\_\_\_

#### Section 4: Signature

Name: \_\_\_\_\_ Date: \_\_\_\_\_

Signature: \_\_\_\_\_

**Kingston Economic Development Corporation**

Approved: \_\_\_\_\_ Not Approved: \_\_\_\_\_ Amount: \$ \_\_\_\_\_ Date: \_\_\_\_\_

Comments:

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Name: \_\_\_\_\_ Signature: \_\_\_\_\_

**GUIDELINES**

Intent: To assist businesses access funding programs and assist with the cost of hiring a grant writer.

1. The Business Grant Writing Support Program will be provided to businesses in the amount of 50% up to a total commitment of \$2,000 based on actual costs for the costs of grant writing services.
2. The Business Grant Writing Support Program must go toward the fees associated with writing, preparing and/or reviewing a grant application by a third party consultant.
3. The third party consultant must be a registered business.
4. The funding application request must be a minimum of \$50,000.
5. The program will be offered on a first come, first serve basis based on availability of funds.
6. Eligibility Includes:
  - a. Registered business located in the City of Kingston; and
  - b. Must be applying for a grant/funding program to support business growth and job creation.
7. Requirements:
  - a. Businesses need to notify Kingston Economic Development Corporation regarding outcome of grant application; and
  - b. Costs in excess of the amount approved are the responsibility of the business.
8. Process:
  - a. The Business Grant Support Program application must be filled in and submitted to Kingston Economic Development Corporation by email to [hirstwood@investkingston.ca](mailto:hirstwood@investkingston.ca) for approval.
  - b. Kingston Economic Development Corporation will review the application and provide a written response confirming approval/not approval and the approved amount.
  - c. The business will be required to cover the costs of the grant writing service.
  - d. Kingston Economic Development will reimburse the business upon receipt of invoice and proof of payment.

9. Contact Information:

Shelley Hirstwood  
Director of Business Development  
613-544-2725 ext 7232  
[hirstwood@investkingston.ca](mailto:hirstwood@investkingston.ca)