

For official use only by the City of Québec

Project submission date	Year	Month	Day	Main intervention area	Eligibility
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Please use **Adobe Acrobat Reader** to complete the financial aid application form.

1. Applicant information

Applicant name (company, organization, or person)					
Address (number, street, suite)					
City			Province		Postal code
Applicant status					
Business sector					
Québec business number <i>(if applicable)</i>			Date of registration with Registre des entreprises du Québec <i>(if applicable)</i>		Year
					Month
					Day
Contact person			Job title		
Area code	Phone number	Ext.	Email		

2. Description of applicant

Stage of development of business:	Date of first sale (actual or estimated)	Year	Month
<p><i>Describe the company's mission and vision. What products and services do you offer? Who are your clients? What market needs are you meeting?</i></p>			

3. Description of submitted project

Project title	
Project start date:	Project end date:
<p><i>Describe the submitted project and its main completion stages.</i></p>	
<p><i>Project objectives and expected results for the company.</i></p>	
<p><i>Markets and clients targeted by the project.</i></p>	

6. General analytical criteria (cont.)

6.5 Distinctive and innovative nature of the project

Describe the relevance of your product or service offering in the market and its positioning. What need do your products or services meet? What sets your products or services apart from the competition? What makes your project innovative and original?

6.6 Economic spin-offs and impact on employment in the greater Québec City area

Will the submitted project generate direct and measurable economic spin-offs (jobs, market development, or investments) in the greater Québec City area? Indicate the number of current full-time jobs in the company as well as those created and maintained by the project. Indicate the region where jobs will be created and maintained.

Current job(s):

Created job(s):

Maintained job(s):

6.7 Demonstration of the need for financial aid

Demonstrate your need for financial aid to complete your project. What value will Québec City's financial aid add to the submitted project? Please indicate if you have received other government financial aid in the last 12 months or expect to receive some in the short term that is not included in the financing plan. If so, please specify.

7. Analytical criteria specific to the Attract International Investment program

7.1 Relevance of the company's location within the region

Explain how this project fits into your company's development plan. Demonstrate its market potential.

7.2 Project's contribution to strengthening the sector of activity

Describe how establishing your company in our region will help strengthen your company's sector of activity. Which partners will you work with and what would you get involved in?

7.3 Support structure or strategic local partnership

Indicate whether the project benefits from a support structure (local organizations or partners) or from a strategic partnership with companies already established in the region or in the country.

7.4 Investments and jobs over the next 36 months

Indicate the nature and amount of the investments you will make over the next 36 months. How many jobs will you create over the next 36 months?

8. Documents to attach to the funding application form

- Resolution of the recipient's board of directors authorizing the project manager to submit the financial aid application to the City of Québec and to sign all related documents, including the agreement.
- Duly completed [business model](#) (refer to the following references in [French](#) or in [English](#) as needed).
- Structured strategic plan demonstrating how the project ties in to the company's growth and its contribution to the region's ecosystem.
- Three (3) year** projected financial statements including the following documents:
 - A three (3) year **monthly** cash budget;
 - An annual income statement over three (3) years;
 - An annual report over three (3) years.
- Financial statements for the last three (3) completed fiscal years, if applicable, including an income statement and balance sheet. The financial statements must comply with **accounting standards**.

The City of Québec undertakes to use the documents provided by promoters solely for report analysis purposes and to ensure the financial aid application process remains confidential.

9. Transmission of required documents

Complete all required documents and submit them in [PDF](#) format, with the subject line *Applicant name – VISION2023* to the following address: degp@ville.quebec.qc.ca.

An acknowledgement of receipt will be sent to the applicant.

Any application that is incomplete or does not comply with the document formats indicated in Section 8 will not be considered eligible. Québec City does not undertake to retain all projects or to grant all amounts requested. Final decisions will be confirmed only after approval by Québec City's decision-making authorities.

10. Declaration and consent

By signing this form, I agree that the Québec City Economic Development and Major Projects Department may obtain, at any time, any information regarding my credit situation or any personal or other information (including information contained in my personal file) from a credit bureau, a personal information agent, a credit grantor or insurer, my employer, or any other person in connection with our relationship or the relationship that the Québec City Economic Development and Major Projects Department or I would like to establish. I further agree that the Québec City Economic Development and Major Projects Department may disclose and exchange such information to the above parties and I acknowledge that this constitutes written notice of the foregoing.

I certify that the information contained in this document is true, accurate, and complete and I understand that the Québec City Economic Development and Major Projects Departments will use this information to determine my solvency and to assess or maintain my file.

Signed in:	Signature*	Date		
		Year	Month	Day

* Type your first and last name to sign.

For more information:

Economic Development and Major Projects Department
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