

Summerside GROW

Small Business Activation Application

Please [click here to review the application guidelines](#) before proceeding.

All applications are to be submitted to GROW@summerside.ca.

Primary Contact		Business Information	
First & Last Name	Operating Name		
Email Address	Business Registration Number		
Mailing Address	Business Address		
Phone Number	PID #		
Position or title within Business	<i>Please note the business address must be located in Downtown Summerside.</i>		
	Website		
	Social Media		
Which of the following best represents your business or property ownership status? Property Owner Business Owner; Tenant <i>Who is the Property/Landowner?</i> Business & Property Owner Purchaser under Agreement Other: _____ If you do not own the land, please attach written permission to carry out the project on behalf of the owner. Yes			
Which Small Business Activation program are you applying to? Please fill out separate applications if applying for more than one program.			
Professional Services Offers matching funds toward relevant professional services required to move a project from an idea to full concept to permit. <u>Requires:</u> -Current Building Conditions Assessment <u>Eligible Costs:</u> -Building Conditions Assessment -Architectural and/or engineering design -Planning and permitting consultations -Cost estimating - Other costs directly related to the project	Vacant Space Activation Targets actions, equipment, construction, and permit fees required for occupancy or attracting occupants. <u>Requires:</u> -Current Building Conditions Assessment <u>Eligible Costs:</u> -Leasehold improvements -Fit-up construction -Fixed equipment required for occupancy -Permit fees -Other costs directly related to occupancy or attracting occupants.	Second Floor Residential Activation Addresses systemic structural issues preventing residential occupancy on upper floors of storefronts. <u>Requires:</u> -Current Building Conditions Assessment <u>Eligible Costs:</u> -Construction -Life safety upgrades -Permitting fees or other costs directly related to converting upper floor space for residential occupancy.	

Summerside GROW

Small Business Activation Application

Project Information	
Project Location: Address <i>Leave blank if same as above</i>	Project Location: PID # <i>Leave blank if same as above</i>
Anticipated Start Date	Anticipated Completion Date
Date of last building condition assessment or Building Permit <i>If applicable</i>	Size of building (sq ft)
Project Summary: Provide a short (50-75 words max) summary of your project including what work you want to accomplish. This summary may be included as part of a funding announcement or press release.	
Project Description: In 200 words or less, please describe your project including what services, equipment, contractors, and/or upgrades you want to accomplish.	
Project Impact Describe the impact on your project and/or business if you do not receive this support.	

Summerside GROW

Small Business Activation Application

Anticipated Contractor(s) or Registered Professional(s) Information If working with multiple contractors or registered professionals, please fill out the following for each.			
First & Last Name:			
Business Name: <i>if applicable</i>			
Business Address:			
Professional Designation:			
I will attach the Registered Professional's letter of engagement and cost estimate in my submission.			
First & Last Name:			
Business Name: <i>if applicable</i>			
Business Address:			
Professional Designation:			
I will attach the Registered Professional's letter of engagement and cost estimate in my submission.			
Budget Information			
Revenue		Expenses	
Amount requested from GROW		Cost estimate, as identified by Registered Professional(s)	
		Other expenses- describe:	
Amount contributed by applicant (50%)			
total		total	
Application Checklist: Written Application including budget information Written permission from landowner <i>as relevant</i> Letter of Engagement and Cost Estimate Current Building Conditions Assessment <i>as relevant</i>			

Summerside GROW

Small Business Activation Application

Terms and Conditions

By submitting this application, I confirm that:

1. I am submitting with full knowledge and approval of the property owner and business owner.
2. I have the authority to submit this request and agree to the conditions described below
3. All information submitted is true and accurate to the best of my knowledge
4. My business has or will obtain all necessary insurance and safety as recommended.

Should the City of Summerside agree to provide support for the project proposed in this application, I agree:

1. To indemnify, defend, and hold harmless the City of Summerside, its employees, councillors, and volunteers from liability of any kind, including any and all claims and losses accruing or resulting to any person, firm, or corporation that may be injured or damaged through the Applicant's opportunity
2. To use any funds granted by the City of Summerside to support the project described in this application, and to proactively communicate any major changes to the scope or activities.
3. To notify the City of Summerside if I am unable to complete the opportunity within the time frame submitted.
4. To submit a final report detailing the project completion, including any requested information to the City of Summerside through the Department of Economic Development which shall be kept confidential.

I agree with the above Terms and Conditions

Date: _____

Printed name: _____

Signature: _____