



APPLICATION COVER SHEET

Name of Business: _____

Date Submitted: _____

Submitted by (applicant's name): _____

Please ensure you have included the following documents in your package:

CHECKLIST:

- Application cover sheet with completed checklist
- Black Business Pandemic Recovery Grants application form
 - Part A: Applicant Information
 - Part B: Project Costs
 - Part C: Project Description
 - Part D: Budget
 - Part E: Acknowledgement
- Any letters of reference (optional)

Please submit your completed application package either by email to info@bcspei.ca or, in person or by mail to:

Black Cultural Society of PEI
Atlantic Technology Centre
176 Great George St, Suite L-05
Charlottetown, PE, C1A 4K9

THE DEADLINE TO APPLY IS 5:00 PM ON FRIDAY SEPTEMBER 17, 2021

Applications must be received by the deadline - incomplete or late applications will NOT be accepted.



PART A: APPLICANT INFORMATION

NAME OF BUSINESS: _____ BUSINESS No. _____

DATE OF REGISTRATION: _____ PROVINCE OF REGISTRATION: _____

CURRENT BUSINESS ADDRESS: _____

BUSINESS EMAIL: _____ BUSINESS PHONE No. _____

ONLINE PRESENCE – Please list your website and social media pages: _____

Please provide a brief description of your business and/or services offered (max. 250 words):

CONTACT NAME: _____ TITLE/POSITION: _____

ADDRESS: address is same as above

CONTACT EMAIL: _____ CONTACT PHONE No. _____

email is same as above phone # is same as above

How many signatures does your business require to form a binding agreement? _____

Did you attend one of the grant preparation presentations hosted by BCSPEI? YES NO

PART B: PROJECT COSTS

1. TOTAL ESTIMATED PROJECT COSTS: \$ _____ TOTAL AMOUNT REQUESTED: \$ _____

2. Can your project be adapted in scope if you don't receive the full amount requested? YES NO



PART C: PROJECT DESCRIPTION

1. Describe the impact COVID-19 has had on your business. (max. 400 words)

2. How will you use the BBPI Grant funds? Please describe your project using as much detail as possible. (max. 800 words)

3. How will successful completion of this the activities described in question 2 help your business to recover from the impacts of COVID-19 as described in question 1? (max. 400 words)



PART D: BUDGET

EXPENSES		
ITEM	PROJECTED COST	DETAILS
Rent (office space)	\$	
Rent or lease (equipment/machinery)	\$	
Salaries and benefits	\$	
Property taxes	\$	
Utilities	\$	
Cleaning supplies and other safety measures	\$	
Office supplies	\$	
Regular, standard operating supplies	\$	
Business registration renewal fees	\$	
Vehicle operating expenses	\$	
Insurance	\$	
Other fixed overhead costs and one-time stabilization expenses	\$	
Other (please specify)	\$	
TOTAL ESTIMATED EXPENSES	\$	
REVENUES		
SOURCE	AMOUNT	CONFIRMED? (yes or no)
Personal contribution	\$	
Other: provincial	\$	
Other: federal	\$	
Black Cultural Society BBPR Grant (requested amount)	\$	no
Other (please specify)	\$	
TOTAL ANTICIPATED REVENUES	\$	
SURPLUS/DEFICIT (revenues minus expenses)	\$	



PART E: ACKNOWLEDGEMENT

By signing below and submitting this application, I acknowledge and accept that any funds received as a result of this application will be used solely for the activities outlined in this application. Any changes to the use of BBPR Grant funds is not permitted unless a written request is received and approved by BCSP EI in advance.

Furthermore, I certify that all the information included in this application is true and factual to the best of my knowledge at the time of submission. Any determined falsification will disqualify my application and may result in any approved funding being revoked.

Applicant's Signature

Date

Print Name

Title