



**ENTERPRISE CAPE BRETON CORPORATION  
SCHEDULE P-1**

**APPLICANT'S ADVANCE REQUEST AND COST FORECAST**

Applicant's Name: \_\_\_\_\_

Advance No.: \_\_\_\_\_ Project No.: \_\_\_\_\_

**PERIOD COVERED: (MAXIMUM 3 MONTHS)**

**FROM:** \_\_\_\_\_ **TO:** \_\_\_\_\_

For Additional Information see reverse				Estimated Forecast Amount
ELIGIBLE COSTS PER CONTRACT	MONTH 1 \$	MONTH 2 \$	MONTH 3 \$	\$ TOTAL

**TOTAL OF PLANNED ELIGIBLE COSTS** \$ \_\_\_\_\_

**CONTRIBUTION RATE (as per contract)** \_\_\_\_\_%

**SUB-TOTAL** \$ \_\_\_\_\_

I here by certify the following:

- (1) this advance request is an accurate estimate of eligible costs to be incurred under this project for the time period indicated above;
- (2) the forecast period claimed does not exceed the three months allowed for under the program; and
- (3) this advance payment is essential to successfully complete the project and, except where the Corporation has given specific permission to the contrary, will be accounted for by way of a detailed listing of invoices and certification of payment within six months.

\_\_\_\_\_  
Applicant's Signature

\_\_\_\_\_  
Date

**INSTRUCTIONS TO APPLICANTS**  
**Schedule P-1**

1. Claims must be submitted to ECBC for costs expected to be incurred in the near future (not to exceed 3 months).
2. When claiming an advance, please use the **“Applicant’s Advance Request and Cost Forecast”** on reverse
3. Should equity, financing or other pre-disbursements apply, documentation to support these requirements must be submitted with the advance form. For example, in order to confirm equity, a copy of your financial statement in the form as indicated in your contract (id. Notice to Reader) must be submitted with the advance request. In the case of financing, a confirmation letter from the lender or a copy of the signed loan will suffice.

Sample Disbursement

Eligible Costs	\$100,000	ECBC Funding (50%)	\$ 50,000
		Other sources of funding	<u>50,000</u>
TOTAL	<u>\$100,000</u>		<u>\$100,000</u>

**“Applicant’s Advance Request and Cost Forecast”** (Schedule P-1) submitted to ECBC indicates \$50,000 in eligible costs to be incurred in the next 3 months. Initial advance from ECBC is \$25,000 (\$50,000 x 50%). Before any further disbursements, **“Applicant’s Advance Request and Cost Forecast”** (Schedule P-1), **“Applicant’s Questionnaire and Certificate”** (Schedule P-2) and **“Applicant’s Claimed Costs/Request for Funds”** (Schedule P-3) must be submitted within six months of the initial advance. In addition, a **“Progress Report”** (Schedule P-4) must be completed. If ECBC is satisfied the project is proceeding as intended, the next advance will be issued.

Upon completion of the project and submission of completed “Applicant’s Questionnaire and Certificate” (Schedule P-2), “Applicant’s Claimed Costs/Request for Funds” (Schedule P-3), and “Progress Report” (Schedule P-4) the balance of the contribution will be issued.

Should you have any questions please contact Debbie Delaney toll free at 1-800-705-3926 or directly at (902) 564-3921.