

**CITY OF SASKATOON  
BUSINESS DEVELOPMENT INCENTIVES POLICY  
APPLICATION FORM**

**NAME OF COMPANY:** \_\_\_\_\_

**CONTACT PERSON:** \_\_\_\_\_ **TITLE:** \_\_\_\_\_

**MAILING ADDRESS:** \_\_\_\_\_

**POSTAL CODE:** \_\_\_\_\_ **PHONE:** \_\_\_\_\_ **FAX:** \_\_\_\_\_

**EMAIL:** \_\_\_\_\_ **Website:** \_\_\_\_\_

1. Is your company a legally incorporated corporation in the Province of Saskatchewan?  
     \_\_\_\_\_ yes, date of incorporation \_\_\_\_\_      \_\_\_\_\_ no
  
2. How many full-time, FTE, or contract employees does your company currently have?  
     \_\_\_\_\_ full-time \_\_\_\_\_ full-time equivalent \_\_\_\_\_ contract
  
3. Does your company derive a minimum of 40% of its revenue from sales outside of the City of Saskatoon? \_\_\_\_\_ yes      \_\_\_\_\_ no

**PROJECT DESCRIPTION**

1. Type of Project: \_\_\_\_\_ New Business      \_\_\_\_\_ Expansion of Existing Business
  
2. Principal Activity:  
     \_\_\_\_\_ Manufacturing  
     \_\_\_\_\_ Processing  
     \_\_\_\_\_ Telecommunications & Data Processing  
     \_\_\_\_\_ Technology
  
3. Location of Project (Civic Address): \_\_\_\_\_

## INVESTMENT

1. What is the total estimated capital investment of this project (land, building & equipment)?  
\_\_\_\_\_
2. How many new, long-term, skilled or semi-skilled jobs will this project create in the City of Saskatoon? \_\_\_\_\_ full-time \_\_\_\_\_ part-time

## DOCUMENTATION

The following must be submitted before your application can be processed:

- One copy of your Business Plan and/or Executive Summary that includes a history of the company, the type of business to be created or expanded, the product(s) to be manufactured or produced, the number of jobs to be created, the size of investment to be made for land, buildings and equipment, identified market analysis, financial forecasts for a minimum of three years, an evaluation of the applicant's competitive position, an indication of construction start and completion dates and verification that 40% of your company's revenue for this project will be from outside of Saskatoon.
- A copy of the blue prints for the new building, expansion, or renovations.
- Recent financial statements or a letter from a bank indicating that the applicant has the financial resources to complete the project in question ( financial statements are reviewed by the City's Manager of Corporate Services and returned directly to the applicant).
- A current payroll list (including names, positions and full-time equivalents).

**Please Note: The Saskatoon Regional Economic Development Authority (SREDA) Inc. must receive your incentive application before you apply for a building permit from the City of Saskatoon.**

### RETURN APPLICATION MARKED TO:

Jennifer Balon  
Saskatoon Regional Economic Development Authority Inc.  
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