



- operating costs of a central office or secretariat in Canada (i.e. salaries, rental, utilities, services (phone/fax/telex), etc.);
- office equipment;
- operating costs of a liaison office in the target market;
- a program of seminars.

There must be evidence of cost-sharing plus some financial or equivalent contribution from the partner organization in the target market. Contributions from the program will be conditional on a satisfactory accounting of expenditures and the submission of an annual (or project-specific) report of the Council's activities and future plans.

HOW TO APPLY

Applications must describe the activity, indicate time-frame, detail costs, explain follow-up, identify the local partner organization(s) and include sufficient financial information about the applicant. Applications must be submitted at least six weeks before the proposed activity.

All applications will be judged in accordance with program criteria. There will be a collective review by the Trade Development Division together with other interested Divisions, other Departments and the International Trade Centres. Proposal evaluation by Canadian trade commissioners in the target market will be required.

Applicants will be notified in writing that the application has been received and that it has been assigned to a particular project officer. They will further be notified in writing when the review is completed and a decision is reached. Each activity will be placed within a time-frame. Only expenses occurring within that time-frame will be considered for eligibility. All claims for payment must be submitted within 30 calendar days of the end of the project period. Settlement of the final claim is conditional on receipt of an activity summary that details planned follow-up work by the applicant. Only the specific costs outlined in Annex B of the

Contribution Agreement can be claimed. A formal invoice is required. Where outside legal or accounting or other consultant costs are claimed, the receipt must be certified by the applicant's chartered accountant or authorized executive. All expenditures claimed under Renaissance Eastern Europe are subject to audit at the discretion of the Department. The applicant must retain original receipts related to the funded project.

Companies interested in learning more about program eligibility and project possibilities should contact the following:

Central and Eastern Europe Trade Development Division
Department of External Affairs and International Trade Canada
Ottawa, Ontario
K1A 0G2
Phone: 613-996-2858
Fax: 613-995-8783

GUIDELINES FOR PREPARING A RENAISSANCE EASTERN EUROPE (REE) PROJECT PROPOSAL

Please take careful note of the "Review Criteria for Proposals for the Private Sector" that is attached, with particular reference to items 2 to 5. REE is a post - PEMD funding program as it relates to investment/long-term cooperation in the markets of Central and Eastern Europe and the former Soviet Union.

Check List of Eligibility Criteria

- basic financial and structural eligibility of the applicant as outlined under the section "Eligibility" (pp. 1-2);
- evidence of previous successful work in the proposed sector of activity;
- evidence of a visit to the country during the last twelve months;
- written confirmation that one or more companies or organizations in the target market is interested in a long-term cooperation, takeover or equity partnership;
- some preliminary ideas of where financing may be available to conclude a successful cooperation, takeover or equity partnership.

To enable us to proceed further in considering your proposed activity the project application must include:

1. Company background, including a statement of company ownership (your corporate brochure will suffice) and recent financial statements for the last two operating years for your company , or your most recent Annual Report.
2. Current international business activity, with specific reference to the target country.
3. Project Objectives (for example: to establish a joint venture with company X in (country) to provide (goods) and/or (services)).
4. Project Description and Scope (What will be done?).
5. Profile on Partner Company (in country X): sector(s) of activity, size of firm (financial, number of employees, branches, etc.), current markets, sources of funds, state enterprise or private sector or being privatized. *Include the partner company's full address and the name, title, and telephone number of the contact person most familiar with the project proposal.*
6. Total Potential Investment. (Show evidence that your company can arrange financing for your share of project; if a joint venture: state amount each partner is investing; if a contract; indicate the amount.)
7. Commercial Benefit to Canada of Project. (for example: Sales of Canadian goods and services; access to new markets, etc.)
8. Documented evidence of a commitment to a joint venture or other form of long-term business co-operation from your partner in the target country. This could be a contract, Memorandum of Understanding, protocol of cooperation, letter of intent or exchange of correspondence.
9. Potential Benefits to Target Country (transfer of technology, expertise, employment, model of successful private enterprise, etc.)
10. **Project Budget:** An estimate of total project costs over a specific period of time. Eligible costs that