



can be presented on the budget are as follows:

- Airfares, local travel (list people travelling and ticket price, provide quote from travel agent for excursion/economy fare)
- Per diems, \$150 dollars a day to cover meals and accommodation
- Staff costs: managerial, technical, support (indicate daily fees and tasks)
- Legal, accounting, and consultant fees
- Interpretation/translation, printing
- Communication

All costs must be accompanied by a description of the task

REVIEW CRITERIA FOR PROPOSALS FOR THE PRIVATE SECTOR

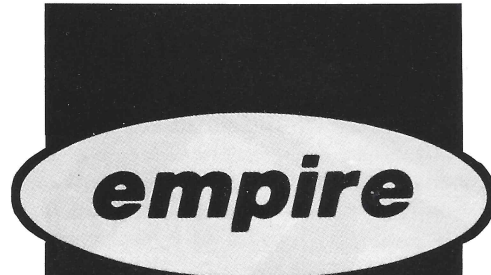
1. The activity must form a logical element of an applicant's business development plan.
2. The activity must involve a capable partner in the target market who recognizes the value of the activity and agrees to contribute to the costs of the activity.
3. The activity will position the Canadian applicant (and/or other Canadian companies) for consequent business.
4. The activity is considered essential to the conclusion of an equity joint venture or other structured cooperation arrangement.
5. There must be a reasonable probability of successful follow-up business from the sponsored activity. The follow-up opportunities must be described in the application as well as in the summary upon completion of the activity.
6. Applications must be submitted at least six weeks prior to the planned activity. Companies cannot presume support until a contribution agreement is signed. Under no circumstances will retroactive payments be made.
7. Companies are limited to a maximum of three activity proposals per Government fiscal year.

Financial assistance under the Renaissance Eastern Europe program is in the form of a non-repayable contribution. Applications must be submitted prior to

incurring any eligible costs for the activity. Payments are made in instalments and are reconciled against an invoice for eligible expenditures. **The Department reserves the right to request an audit of project expenses, and successful applicants must retain project-related receipts.**

Please include in the project submission, if possible, a computer disc which has the text of the project proposal in either Word Perfect 5.1 or Word Perfect 5.2 for Windows. Mail to:


Central and Eastern Europe Trade Development Division
Department of External Affairs and International Trade Canada
Ottawa, Ontario K1A 0G2



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