

The Next Steps

Application Procedures

1. An important first step in applying for *Renaissance Eastern Europe Program* assistance is to consult a Program Officer at a local International Trade Centre or the Central and Eastern Europe Trade Development Division of the Department of Foreign Affairs and International Trade. During this consultation, initial company and project eligibility is assessed. The potential for long-term success of the proposed project is also discussed at this time.
2. Based on approved initial eligibility and feedback from the Program Officer, the interested company will decide if they want to apply for the *Renaissance Eastern Europe Program*.
3. Following the guidelines presented in Annex A and B, an application should be prepared in the form of a written proposal.
4. Once the proposal is complete, applicants should then review their proposals with the Program Officer that provided the initial consultation. Based on this review, revisions to the proposal may be necessary.
5. Proposals should then be mailed to the *Renaissance Eastern Europe Program Office* of the Department of Foreign Affairs and International Trade. (See page 10 for addresses.) Please include in the application, if possible, a computer disk with a copy of the proposal in WordPerfect. Applicants are notified in writing when the proposal has been received.

Evaluation of Proposals

Completed proposals are reviewed against the eligibility criteria and availability of project funds. A collective review by the Department of Foreign Affairs and International Trade's Central and Eastern Europe Trade Development Division together with input from the local International Trade Centre, the Canadian embassy or consulate in the target country, Industry Canada and other interested government organizations is then conducted. Applicants are notified when the review is completed and a decision is reached. The approved amount of assistance is based on both eligible and reasonable expenses.

A Canadian oil and gas exploration company received assistance from the Renaissance Eastern Europe Program to train the employees of their Russian joint venture firm in Canadian oil extraction technologies and modern management practices.

