

SMALL BUSINESS EDUCATION GRANT

2018 Guidelines and Application



CITY OF
FORT SASKATCHEWAN

Small Business Education Grant

Purpose

The Small Business Education Grant aims to encourage resident small business owners to develop additional entrepreneurship skills and knowledge through educational programs, courses, seminars, conferences, or workshops.

Objectives

- To improve preparation and knowledge among prospective resident entrepreneurs.
- To increase business education among resident small business owners.
- To increase the long term viability of resident small businesses.

Funding

- Grant will cover up to 50% of the eligible costs, to a maximum of \$500, toward an entrepreneurship specific Educational Activity.

Eligibility

- Applicant must have a valid Resident Business Licence to operate within the City of Fort Saskatchewan.
- Applicant must have less than 10 employees.
- Applicants who are in arrears in municipal taxes or utilities for any owned property in Fort Saskatchewan, will not be eligible
- Applicants who have previously received a City of Fort Saskatchewan Small Business Education Grant within the past 3 years will not be eligible.

Eligible Costs

- Entrepreneurship or business specific Educational Activities offered by a Canadian organization within the current grant year. Examples of Educational Activities include, but are not limited to:
 - Programs
 - Courses
 - Seminars
 - Webinars
 - Conferences
 - Workshops

- Eligible subject matter includes, but is not limited to:
 - business planning
 - advertising & marketing
 - finance
 - corporate tax and payroll
 - copyright and intellectual property
- Course related textbooks and reading materials

Ineligible Costs

- Costs related to travel or accommodation required to attend programs, courses, seminars, conferences, or workshops.
- Operational costs and staff salaries
- Hosting and hospitality
- Food & beverage
- Printing fees
- Internet fees

Requirements

- Business must submit a completed application.

Procedure and Approval

- Applicants are required to submit a completed Application Form to Economic Development prior to making payment for of any Educational Activity specified in the application.
- Complete applications will be reviewed, and only those applications which meet the program's objectives will be considered.
- Applicants will be notified in writing if their proposed application has been accepted or rejected.
- If accepted, applicant will be required to sign a Funding Agreement, which will outline additional terms and conditions of the Small Business Education Grant and will serve as a legal commitment of both parties as to the scope and the amount of funds committed.
- Approval of an application and amount of grant shall be subject to the availability of funding and the projects alignment with grant objectives.
- Funding granted to an Educational Activity is not transferable to another Educational Activity.

- The final decision as to the amount of the funding, if any, will be made by Economic Development staff.
- The City of Fort Saskatchewan reserves the right to discontinue this program at any time.

Reimbursement & Reporting

- Upon completion of the eligible Educational Activity, the applicant must provide the City of Fort Saskatchewan with copies of professional invoices and proof of payment. City Staff will review the documents and verify the accuracy of all invoices.
- Once invoices and proof of payment have been verified to be accurate, the grant funds shall be issued within sixty (60) days of receipt.
- Recipients of the Small Business Education Grant will be required to complete a brief survey 12 months after receiving funding.

Application Deadline

- Applications must be received prior to November 1st in order to be eligible for the current year's funding.

Contacts

- Economic Development at ecdev@fortsask.ca or;
- Mike Erickson, Economic Development Officer at 780.992.6278 or merickson@fortsask.ca.

I understand my application submission does not constitute a guarantee for funding under the City of Fort Saskatchewan's Business Development Programs. I certify that all information is true and accurate to the best of my knowledge and if approved, work will be completed in accordance with the terms of the Program Agreement entered into with the City.

I have reviewed the program guidelines and requirements and have familiarity with the responsibilities of each party. I accept the qualifications and will abide by such conditions and through signature below, certify that I will abide by such conditions set forth in this application and all reasonable conditions which may be used by the City in the implementation of this Program.

Applicant Signature

Date

Please include the following items with your application:

- documents showing the price of the entrepreneurship or business specific Educational Activity
- document showing the Educational Activity is being offered by a Canadian organization
- documents showing the dates of the Educational Activity

Starting January 15, 2018, applications may be submitted to:

Business Development Programs
c/o Economic Development
City of Fort Saskatchewan
10005 – 102 Street
Fort Saskatchewan, AB T8L 2C5

** The personal information in this application is being collected under the authority of Section 33(c) of the Freedom of Information and Protection of Privacy Act and will be used for administering the Business Development Programs and to maintain communications as considered necessary. It will be treated in accordance with the privacy protection provisions of Part 2 of the Freedom of Information and Protection of Privacy Act. If you have any questions about the collection, contact the FOIP Coordinator for the City of Fort Saskatchewan at 780.992.6236.*