

# SMALL BUSINESS EDUCATION INCENTIVE

Guidelines and Application



CITY OF  
FORT SASKATCHEWAN

# Small Business Education Incentive

## PURPOSE

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

## ELIGIBILITY

- i. Applicant must meet the following minimum requirements to be eligible to apply for the Small Business Education Incentive:
  1. Must be a Resident Business within the City;
  2. Must possess a valid Business licence; and,
  3. Applicants must be the owner of a Small Business
- ii. Applicants, Property, or businesses that have received funds through the Small Business Education Incentive within the previous 3 years will not be eligible.

## ELIGIBLE ASSISTANCE

- i. Maximum funding allowed under the Small Business Education Incentive is 50% of eligible costs to a maximum allocation of \$500 per application.
- ii. Funds are allocated at the discretion of the Review Committee based on the maximum amount under the program, available funds, and the scope and nature of the project.
- iii. Eligible activities include, but are not limited to, participation in:
  - Programs
  - Courses
  - Seminars
  - Webinars

- Conferences
  - Workshops
- iv. Eligible costs include:
- Registration/tuition fees; and/or
  - Course related textbooks and/or manuals
- v. Ineligible costs include but are not limited to:
- Travel and accommodation
  - Salaries
  - Operational costs
  - Hosting and/or hospitality
  - Food and beverage
  - Printing fees
  - Personal equipment/materials

## **APPLICATIONS REQUIREMENTS**

- i. Applications submitted under the Small Business Education Incentive must include the following components:
1. A completed application form;
  2. Detailed description of the educational activity to be undertaken, including course syllabus (if applicable), educational topic, program duration, completion requirements, diplomas or certificates to be awarded upon completion etc.
  3. Detailed program costing; and
  4. Detailed description of how participation in the educational activity will support the Applicant and their business.

## **APPLICATION PROCESS**

- i. Applicants are encouraged to consult with the Program Review Officer, or the Economic Development Department, prior to submitting an application.
- ii. Completed applications will be submitted to the Program Review Officer who will acknowledge receipt of the application and the Application Date.
- iii. Costs related to an educational program that are incurred prior to the Application Date will not be eligible for the incentive.
- iv. Costs related to an educational program incurred after the Application Date, but before the Program Agreement is executed may be considered eligible at the discretion of the Review Committee.
- v. All completed applications are reviewed and evaluated by the Review Committee.
- vi. The Review Committee will determine the eligibility of costs/expenses, and the allocation of funds depending on the nature and scope of the project, relative to the Incentive Policy and Procedure.
- vii. The Review Committee may, at their discretion, allocate funding that is less than the requested amount, depending on the nature and scope of the project.
- viii. If accepted, applicant will be required to sign a Funding Agreement, which will outline additional terms and conditions of the Small Business Education Incentive and will serve as a legal commitment of both parties as to the scope and the amount of funds committed.

## **REMBURSEMENT AND REPORTING**

- i. City funds will only be provided once relevant documentation and reporting are received by the Project Review Officer and approved by the Review Committee.
- ii. City funds will only be provided for eligible costs/expenses as identified by the Program Agreement and shall not exceed the allocation approved by the Review

Committee, or 50% of the actual costs/expenses incurred, whichever is less.

- iii. City funds will only be provided for the educational activity identified in the Program Agreement, no other costs/expenses will be eligible.
- iv. Applicants will not be eligible for reimbursement if at any time of completion they are in arrears for taxes, utilities, fines or other fees owed to the City.
- v. The Applicant is responsible for payment of all invoices, and costs associated with the activity.
- vi. All incentive recipients may be asked to complete a brief survey 12 months after receiving funding.
- vii. Information on awarded Incentives will be published on the City's website and reported in the triannual financial report. This information will include details such as:
  - Amount of Incentive approved
  - Recipient of the Incentive
  - Total estimated project cost
  - Nature and scope of the project
  - Expected impact/benefits to the community
  - Actual amount of Incentive provided at project completion

## **APPLICATION DEADLINE**

- Applications must be received prior to November 1, 2020 in order to be eligible for the current year's funding.

## **PROGRAM REVIEW OFFICER CONTACT**

- Reade Beaudoin, Economic Development Officer at 780.912.2167 or [rbeaudoin@fortsask.ca](mailto:rbeaudoin@fortsask.ca).
- Additional details about the [Business Development Incentives can be found on the City's website](#)



**\* Note: Applicant must be the business owner**

**Applicant Information**

Owner Name: \_\_\_\_\_

Business Trade Name: \_\_\_\_\_ Business Legal Name: \_\_\_\_\_

Business Address: \_\_\_\_\_ City: \_\_\_\_\_ Postal Code: \_\_\_\_\_

Business Phone Number: \_\_\_\_\_ Business Email: \_\_\_\_\_

Do you have a Fort Saskatchewan Resident Business Licence?      Yes       No

Number of Employees \_\_\_\_\_

**Educational Activity Information**

Name or description of Educational Activity: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Provider of Education Activity: \_\_\_\_\_

Duration: \_\_\_\_\_

Presentation Format: \_\_\_\_\_

Describe how this Educational Activity will benefit you as a small business: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Date of Completion: \_\_\_\_\_

Amount of Funding Requested: \$\_\_\_\_\_ Total cost of Educational Activity: \$\_\_\_\_\_

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

**Submit Applications to:**

Email: [rbeaudoin@fortsask.ca](mailto:rbeaudoin@fortsask.ca)

or

Mail:

Business Incentive 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 780.992.6200.*