

EQUIPMENT & TECHNOLOGY INCENTIVE

Guidelines and Application



CITY OF
FORT SASKATCHEWAN

Equipment & Technology Incentive

PURPOSE

To encourage Resident Small Business owners to invest in equipment and technology that will significantly increase the efficiency, productivity, and competitiveness of their business.

OBJECTIVES

- To increase number of local businesses leveraging equipment and technology to increase efficiency, productivity, and competitiveness.
- To increase long term viability of local small businesses through investments in equipment and technology assets.

ELIGIBILITY

- i. Applicant must meet the following minimum requirements to be eligible to apply for the Equipment and Technology Incentive:
 1. Must be a Resident Business within the City;
 2. Must possess a valid Business licence;
 3. Applicant must be the owner of the business or their legal representative; and
 4. Applicant must be a Small Business.
- ii. Applicants, Property, and businesses that have received funds through the Program (excluding the Small Business Education and/or the Export Development Incentive) within the previous 3 years will not be eligible.

ELIGIBLE ASSISTANCE

- i. Maximum funding allowed under the Equipment and Technology Incentive is 50% of eligible costs to a maximum allocation of \$5,000 per application for a single Asset.

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 Assets that can be funded include, but are not limited to:

1. Automation software or equipment
2. Existing equipment replacement (where replacement creates efficiencies and/or improves productivity);
3. Computer hardware
4. Smart inventory control systems
5. Computer software
6. Electronic payment and Point-Of-Sale systems and/or
7. Global Positioning System

iv. Eligible costs include:

1. Cost to purchase eligible Assets;
2. Licence fees for eligible software (to a maximum of 12 months); and/or
3. Professional installation of Assets.

v. Ineligible Costs

1. Lease or rental costs;
2. vehicles
3. mobile devices
4. cameras, video cameras and related accessories
5. computers that are not exclusively dedicated to operating a business system
6. Assets that may be for personal use
7. Assets that were utilized prior to the Application Date

APPLICATION REQUIREMENTS

- i. Applications submitted under the Equipment and Technology Incentive must include the following components:
 - 1. a complete application form;
 - 2. detailed description of the Asset to be acquired;
 - 3. detailed costing including documentation verifying costs/expenses; and
 - 4. detailed description of how the Asset will improve efficiency, productivity, and/or competitiveness.

APPLICATION PROCESS

- i. Applicants are encouraged to consult with Economic Development regarding incentive eligibility, prior to formally submitting their 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 the purchase, licensing, or installation of the Asset incurred prior to the Application Date will not be eligible for the Incentive.
- iv. Costs related to the purchase, licensing or installation of the Asset 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 Equipment and Technology 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 asset 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 will 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.
- Additional details about the [Business Development Incentives can be found on the City's website](#)



**Small Business
Equipment & Technology Incentive
Application Form**

*** Note: Applicant should be the primary contact**

Applicant Name (Primary Contact): _____

Applicant Phone Number: _____ Applicant Email: _____

Business Owner Name: _____

Business Trade Name: _____ Business Legal Name: _____

Business Address: _____ City: _____ Postal Code: _____

Business Phone Number _____ Business Email: _____

Do you have a Fort Saskatchewan Business Licence? Yes No Number of Employees _____

Description of Business: _____

Name & description of the asset: _____

Describe how this asset will make your business more competitive and/or efficient: _____

Amount of funding requested: \$ _____ Total cost of asset: \$ _____

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:

- a comprehensive **report**, detailing:
 - Efficiency
 - How will this asset increase your efficiency?
 - By what % will this asset increase you efficiency?
 - Productivity
 - What is your current productivity level?
 - What will your productivity be with this asset?
 - Competitiveness
 - Who are your competitors?
 - Does this asset provide an advantage over your competition?
 - What is expected lifespan of the asset

- the **Payback Period** required to recoup the funds spent on this assets
 - Payback Period = $\frac{\text{Cost of Investment}}{\text{Annual net cash flow}}$

- Quotation(s)** for eligible costs

Submit Applications to:

Email: 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.*