

1. What is the Business Development Program?

The Business Development Program supports Nova Scotia businesses looking to increase their export capacity. The program provides financial incentives to engage with an external expert to address challenges or barriers within the business.

2. What is the application submission deadline?

Applications for the Business Development Program are accepted anytime between March 26, 2020 and January 15, 2021. Applications must be received no later than 5:00pm (Atlantic Standard Time) on January 15, 2021.

3. What is the project/activity completion date?

All projects must be completed and claims submitted before March 31, 2021.

4. Is there a minimum project size or cost?

Yes. The minimum project costs for Stream 1 must be at least \$5,000 and Stream 2 projects must be at least \$10,000.

5. How much of the total cost of the project does the funding cover?

The Business Development Program covers up to 50% of eligible project costs to a **maximum incentive of \$15,000** under Stream 1. Under Stream 2, companies are eligible for up to 75% of project costs to a **maximum incentive of \$30,000**.

6. What is the maximum funding allowance my company is eligible to apply for within the fiscal year?

The maximum funding allowance for each company within a fiscal year is \$15,000 CAD under Stream 1 and \$30,000 CAD under Stream 2. Companies are only eligible to apply for one Stream per fiscal year. Stream 2 applicants are limited to a single consultant and project per fiscal year.

7. If I am receiving funding through other provincial government programs for this project, will this affect the maximum funding allowance?

Yes. The total amount of all Canadian government funding (federal, provincial/territorial, municipal) is considered when calculating the eligible project costs. The company must pay 50% for Stream 1 or 25% for Stream 2 of the total eligible costs.

8. Can I apply for funding after I have started my project?

No. Only a project commencing **after** a completed application is submitted will be deemed eligible. Costs incurred prior to submitting a completed application are not eligible.

9. What information will be publicly released if the business is approved for funding?

The following information will be publicly released if you are approved for funding:

- Name of the business
- Sector of focus of the business
- Provincial region/county location of the business
- Amount of funding approved

10. How do I calculate revenue for the prior fiscal years?

Revenue should be the figure from your financial statements or tax return (line 101 from GST 34 or line 8299 from the General Index of Financial Information).

11. How are Full Time Equivalents (FTE's) calculated?

An FTE is the equivalent of one person working full time. Full time is considered to be 2,000 payroll hours for the year. To calculate the number of FTE's for your organization, calculate the total payroll hours worked per fiscal year by all employees, then divide by 2,000.

Note: FTE is not the total number of employees. Each employee is counted only once.

Examples: 1 staff working full time (2,000 hours) = 1 FTE
2 staff each working 4 hours per day, 5 days per week = 1 FTE
Total payroll hours for all staff of 13,200 = 6.6 FTE (13,200/2,000)

12. How will the private sector consultants be recruited for my project?

It is your business' responsibility and decision to engage with a private sector consultant. However, Nova Scotia Business Inc. encourages applicants to engage other Nova Scotia businesses for their project.

13. If my project activities are not eligible under the Business Development Program, what other options are available for Nova Scotia businesses?

For more information about additional funding options, please contact the [Regional Business Development Advisor](#) for your area.

14. How long does it take to process an application?

Applicants will be contacted within 15 business days of the application date and advised whether or not the application is approved.

15. What happens if my application is approved, but plans for eligible activities change?

If plans for approved eligible activities change after your application is approved, please contact your Regional Business Development Advisor immediately.

16. Who do I contact if I have questions about the Application form?

Please consult your respective [Regional Business Development Advisor](#) for any questions regarding your application.

17. How do I submit my Application form?

Applicants must submit a **completed** application to the Regional Business Development Advisor at Nova Scotia Business Inc. in electronic format. Please refer to the Business Development Program Guidelines for further information on what is required for an application to be considered complete.

18. How will the incentive be paid?

The incentive is only payable against eligible project costs as outlined in the Letter of Offer. Applicants are required to pay all invoices prior to receiving the incentive. Payment will be issued when all required deliverables are submitted and approved.

For additional information, please refer to the Business Development Program Guidelines, or contact the [Regional Business Development Advisor](#) in your region.