FAQ
Digital Adoption Program

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Nova Scotia Business Inc.

1. **What is the Digital Adoption Program?**
   The Digital Adoption Program supports Nova Scotia businesses to rapidly adopt digital tools and innovations to manage through impacts related to COVID-19.

2. **What is the application submission deadline?**
   Applications for the Digital Adoption Program are accepted anytime between June 15, 2020 and August 14, 2020. Applications must be received no later than 5:00pm (Atlantic Standard Time) on August 14, 2020.

3. **What is the project/activity completion date?**
   All projects must be completed by October 31, 2020 and claims submitted before November 30, 2020.

4. **Is there a minimum project size or cost?**
   Yes. The minimum project cost is$2,000.

5. **How much of the total cost of the project does the funding cover?**
   The Digital Adoption Program covers up to 50% of eligible project costs to a **maximum incentive of $10,000.**

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 $10,000 CAD.

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% 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 <u>not</u> 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 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)

11. **How will the private sector digital consultants/software/hardware providers be recruited for my project?**
It is your business' responsibility and decision to engage with a private sector consultant/software or hardware provider. However, Nova Scotia Business Inc. encourages applicants to engage other Nova Scotia businesses for their project.

12. **If my project activities are not eligible under the Digital Adoption 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 or email dap@nsbi.ca.

13. **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.

14. **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.

15. **Who do I contact if I have questions about the Application form?**
Please consult your respective Regional Business Development Advisor or email dap@nsbi.ca for any questions regarding your application.

16. **How do I submit my Application form?**
Applicants must submit a **completed** application to a Regional Business Development Advisor at Nova Scotia Business Inc. in electronic format. Please refer to the **Digital Adoption Program Guidelines** for further information on what is required for an application to be considered complete.

17. **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 Digital Adoption Program Guidelines, contact the Regional Business Development Advisor in your region, or email dap@nsbi.ca.