

FAQ

Export Development Program

1. What is the Export Development Program?

The Export Development Program (EDP) supports Nova Scotia businesses looking to increase their sales outside of Nova Scotia, improve their competitiveness, and positively impact the Nova Scotia economy. The program provides financial incentives for projects that assist a business' ability to overcome barriers to export growth.

2. What is the application submission deadline?

Applications are accepted anytime between March 24, 2021 and January 14, 2022.

3. What is the project/activity completion deadline?

All projects must be completed and claims submitted before March 31, 2022.

4. Is there a minimum project size or cost?

Yes. The minimum project costs for Stream 1 is \$1,000 CAD; Stream 2 projects is \$5,000 CAD; and Stream 3 projects must be at least \$2,000, with individual expense items having a minimum value of \$250 before HST/PST/GST/QST.

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

EDP covers up to 50% of eligible project costs to a maximum of \$30,000 CAD.

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 \$30,000 CAD total across all streams.

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 is deemed eligible. Costs incurred prior to submitting a completed application are not eligible.

9. What information is publicly released if my business is approved for funding?The following information is publicly released if you are approved for funding:

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

10. How are Full Time Equivalents (FTEs) 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 FTEs 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. What is considered to be Total Payroll?

Total payroll (\$CAD) for the operation in Nova Scotia for the fiscal year.

12. How is revenue defined?

A) **Total Revenue:** Total gross sales (\$CAD) of the Nova Scotia operation for the fiscal year.

B) **Export revenue outside of Nova Scotia:** Total gross sales (\$CAD) outside of Nova Scotia for the fiscal year. This represents your domestic (national) sales to other provinces, plus your international sales outside of Canada.

C) **Export revenue outside of Canada:** Total gross sales (\$CAD) outside of Canada (international sales only) for the fiscal year.

13. 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).

14. How are capital investments and business expenditures defined?

A) **Capital Investment:** Capital investment for the fiscal year.

B) **Business Expenditures on R&D:** Business expenditures on research and development for the fiscal year.

15. If my project activities are not eligible under EDP, 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.

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

Every effort is made to get back to applicants within 15 business days.

17. 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.

18. Who do I contact if I have questions about the application form?

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

19. How do I submit my application form?

Applicants must submit a completed application via the online form or, if required, via PDF to a [Regional Business Development Advisor](#) at Nova Scotia Business Inc. in electronic format. Please refer to the EDP Guidelines for further information on what is required for an application to be considered complete.

20. 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 is issued when all required deliverables are submitted and approved.

21. What is the per diem and how do I claim it? (Stream 1)

The per diem includes **all accommodation and ground transportation expenses** and details are to be entered into the online form, along with other eligible project expenses. For the per diem rate to be an eligible expense, you must provide proof of travel in the form of airline **boarding passes** or **hotel invoices** to validate the per diem calculation. The eligible rate of \$200 per night (\$400 x 50%) is calculated by the number of nights of your stay to a maximum of (7) nights. All accommodation and ground transportation invoices and proof of payment should be kept for (5) years, as the information may be required in the event of an audit.

22. How will the private sector consultants and/or digital consultants/software/hardware providers be recruited for my project? (Streams 2 and 3)

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. A list of consultants is available [on our website](#).