

- 1. What is the Small Medium Enterprise Innovation Rebate Program (SME IRP)?**  
The SME IRP is a financial incentive intended to increase innovation through the adoption of new tech with private sector capital. The rebate provides a 25% rebate on the company's capital investment.
- 2. What is the application submission deadline?**  
Applications for the SME IRP are accepted anytime between December 9, 2020 and September 15, 2021.
- 3. Is there a minimum project size or cost?**  
Yes. The minimum project cost is \$375,000.
- 4. Is there a maximum project size or cost?**  
Yes. The maximum project cost is \$2,000,000.
- 5. How much of the total cost of the project does the funding cover?**  
The SME IRP covers up to 25% of eligible project costs.
- 6. How many applications can be submitted by one company?**  
A company may submit multiple applications but the maximum amount of eligible funding is \$500,000 per company.
- 7. Can I apply for funding after I have started my project?**  
To be eligible for the program a project cannot have already substantially commenced prior to application approval by NSBI. Substantial commencement is at the discretion of NSBI but is generally assumed if equipment has already been ordered or purchased.
- 8. 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 a year. To calculate the number of FTE's for your organization, add together 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)
- 9. If my project activities are not eligible under the SME IRP, 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.
- 10. 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.

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

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

**12. How do I submit my Application form?**

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

**13. How will the incentive be paid?**

The incentive is only payable against eligible project costs as outlined in the agreement. 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 [SME IRP Guidelines](#) or contact the [Regional Business Development Advisor](#) in your region.**