

Corner Store Small Business Support Grant

Program Guide and Application

Edmonton

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Contact the Corner Store Program

Tel: 780-442-7148

Email: cornerstore@edmonton.ca

www.edmonton.ca/cornerstore

What is the Small Business Support Grant?

The City of Edmonton encourages business owners to invest in making improvements to their businesses by providing matching reimbursement grants to cover a portion of the eligible costs. To ensure long term sustainability, business owners should develop additional skills, streamline business operations, or improve marketing efforts regularly.

This grant is only available to businesses located in properties already participating in the Corner Store Program. If you are a tenant and unsure if your property is participating in the Corner Store Program, please contact your landlord.

Eligibility

The **Corner Store Small Business Support Grant** is available to any City of Edmonton Licenced or exempted business located within a property that is approved and participates in the Corner Store Exterior or Interior Grant Program. Additionally, eligible businesses must be:

- Located in a commercial property accessing the Corner Store Grant (within one year)
- The owner or an authorized designate of the business
- Have a valid City of Edmonton business licence
- Have less than 50 employees
- Not have previously received a Small Business Support Grant

Grants Offered

Eligible businesses located within a participating property are eligible for a reimbursement grant of up to 50% of eligible costs for initiatives that will improve the capacity, efficiency, productivity, and/or competitiveness of the business to a maximum amount of \$1,000 per business.

Eligible Costs

Below you will find a list of eligible and in-eligible expenses for the Small Business Support Grant. You are encouraged to source eligible projects or services locally wherever possible.

Eligible costs could include, but are not limited to:

Education

Seminars / Workshops

Conferences

Technology

Point of sale systems

Subscriptions

Marketing

Marketing plans

Window or floor displays

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Online or in-person courses	Computer hardware	Photography
Books or subscriptions	Electronic payment systems	Graphic or website design
		Signage

Ineligible costs include, but are not limited to:

Education

Travel related costs
Operational costs, salaries
Hospitality, catering
Internet fees

Technology

Vehicles
Mobile devices
Personal computers
Replacement equipment

Marketing

Advertising fees
Sponsorship fees
Website hosting fees
Staff salaries

The Application Process

Step 1: Apply to the Program

- Applicants are encouraged to consult with the Program Manager to discuss their project and confirm eligibility prior to submitting an application.
- Applicants must submit a complete application to the Program Manager.
- Any costs incurred prior to an approved application will not be eligible for reimbursement.

Step 2: Application Review

- The Program Manager will evaluate your application against the eligibility requirements and the objectives of the program.
- The Program Manager will either approve or not approve your application.
- All decisions to approve or refuse an application are final and cannot be appealed.

Step 3: Reimbursement

- Inform the Program Manager when you have completed the terms of your Reimbursement Agreement.
 - Please note that all work must be completed within one year of the Allocation Letter Date.
- Provide invoices for eligible expenses along with proof of payment.
- Submit proof that the terms of the grant application have been met.
 - Pictures, emails, copies of work completed, etc.
- Sign a statutory declaration form affirming that the contents of your application and reimbursement statements are true.**

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- ❑ The Program Manager will verify the expenses submitted against the terms of your grant application. If accurate, the grant reimbursement will be issued within three to six weeks.

Important to Know

The Program Manager will support you through the program process but here are some important things to understand about the program to ensure success.

- The project will not receive a grant if work starts before a Reimbursement Agreement is signed by all parties.
- It is your responsibility to obtain any required permits, such as electrical, mechanical, plumbing, gas and building.
- It is your responsibility to manage contractors and keep track of invoices.
- You must request approval for any design or project scope changes after the Agreement is signed.
- It is your responsibility to be aware of deadlines. If you miss a deadline to submit relevant documentation, the program file will be closed and the grant funding reallocated.
- Grant amounts will not be increased due to changes in project scope or cost overruns.

How to Apply / Contact Us

1. Review the program guidelines to ensure your project meets the eligibility requirements.
2. Complete and submit your application to the Program Manager

Projects that have started construction before an allocation letter is mailed to the applicant are not eligible to receive a grant.

Contact the Program Manager if you have any questions.

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Application

Application packages must be completed in full, including all of the following:

Part 1: Applicant and Project Information

Part 2: Project Summary

Part 3: Vendor Details

Part 4: Statutory Declaration - for the application

Part 5: Statutory Declaration - for Reimbursement

Your name, contact information, and project information is collected in accordance with 33(c) of the Freedom of Information and Protection of Privacy Act (FOIP). This information will be used to administer the Corner Store Program. If you have any questions about the collection and use of your personal information, contact the Corner Store Program Manager at (780) 442-7148, 9th Floor 10111 104 Ave, Edmonton Alberta, T5J 0J4. Please note the name and location of the buildings, building details, building designs, grant amounts, and total costs of projects may be released to various organizations, the media, and the public, in connection with the Corner Store Program

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Part 1: Applicant Information

***Please fill out all fields, incomplete applications will not be considered.** Date _____

Business owner name _____ Contact person _____

Business name _____ Business legal name _____

Business address _____ City _____ Postal code _____

Best contact number _____ Email _____

Do you have a current City of Edmonton Business Licence? x yes x no

Is the business located in a building accessing a Corner Store Program Grant? x yes x no

Number of employees _____ How long has the business been at this location? _____

Part 2: Project Summary

Please describe your business: _____

Please describe how you will use this grant to enhance your business and meet the objectives outlined in the program guide:

Amount of funding requested _____ Total cost of the project _____

Estimated start date _____ Estimated completion date _____

Vendor Details

Please provide information of the vendor that would supply the product or service you wish to receive the grant for:

Name of vendor _____ Is this vendor local? x yes x no

Location of Vendor (city and country) _____

If vendor is not local, please explain why you were not able to source this product or service from a local vendor:

Applicant Declaration - Application

I understand that submitting an application package does not guarantee funding under the Corner Store Program Small Business Support Grant. I further certify that:

- The application includes all relevant documentation
- All information in this application and supporting documents are true and complete to the best of my knowledge
- I understand that all decisions regarding applications are final and cannot be appealed.
- If funding is approved, work will be completed as outlined in the application and that any deviations will be communicated with the Program Manager
- I understand it is a criminal offense to make a false declaration

Applicant name (Print) _____

Applicant Signature _____

Date _____

Applicant Declaration - Reimbursement

Canada, Province of Alberta

In the matter of the Small Business Support Grant Program through the City of Edmonton.

To wit:

I, _____, of the City of Edmonton, in the Province of Alberta,
do solemnly declare:

1. The application for reimbursement contains all relevant documentation
2. All information in this application and supporting documents are true and complete to the best of my knowledge
3. I understand that it is a criminal offense to make a false declaration

Applicant name (Print) _____

Applicant Signature _____

Date _____

Submit completed Reimbursement Forms to the Program Manager

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- Email: cornerstore@edmonton.ca
- Website: edmonton.ca/cornerstoreprogram