Small and Medium Enterprise Relaunch Grant

Application Companion Guide
1. Before you Begin your Application

Do you have a MyAlberta Digital ID (MADI) account?

- If so, please continue on to section B (Application Checklist)
- If not, please complete the steps in section A to create your MADI

A. Create your MADI

Use Google Chrome to access the MyAlberta Digital ID (MADI) page → https://account.alberta.ca/

Click “Create Account”

Enter all the required information to create your account. Once complete, you will receive a confirmation email. Once you receive your confirmation email, use the link to confirm your account.
Your MADI Basic Account is now created. (Please note that you do NOT need a MADI Verified Account to apply for the Small and Medium Enterprise Relaunch Grant.)
B. Application Checklist

Program Guidelines:
Prior to program application please ensure you review the program guidelines for eligibility, review and audit requirements. The program guidelines can be found on the Small and Medium Enterprise Relaunch Grant webpage.

Required Documentation:
Please ensure you have the following documentation readily available to complete your application:

- Legal Business Name
- Corporate Access Number (CAN)
- Permanent Establishment Address
- Financial details of pre-COVID revenue and COVID-impacted revenue.
- Social Insurance Number (for Sole Proprietors only)
- Banking Information
  - Financial Information including Branch, Transit and Account Numbers
  - Financial Institution Address

C. Logging into the Portal and Registration

Once your MADI account has been created, applicants can use their new credentials to log in to the online application portal at https://edtgrants.edt.gov.ab.ca/. The portal hosts live application forms and templates available for submission.
Due to high application volume, you may be placed in a waiting queue before you can access the application portal. Please follow the instructions, and ensure you have the required documentation on hand in order to complete your application. Thank you for your understanding.

Logging into the Application Portal
Once the system is available, you will be to login to the portal with your MADI account. Please select the “My Alberta Digital ID” button to access the application portal for the Economic Development, Trade and Tourism (EDTT) programs.
Please provide your MADI username and password and click ‘Next’.

Registration
If this is your first time applying for a funding program for your organization, you will see a one-time registration page.

Complete the requested necessary fields in the “Information” and “Business Information” sections and click ‘Submit.’
D. New Application

Upon successful login, you will be directed to an application overview page, which lists the current Tax Credit and Grant programs administered by EDTT.

Click on “New Program Application” to begin your application.

Please note: the system will time out after approximately 20 minutes of inactivity. If there is inactivity on your application for over 20 minutes, your session will expire and you will have to re-enter the queue to return to it.

Please ensure you meet the eligibility requirements as detailed in the program guidelines prior to proceeding with an application.

Click ‘Next’ to continue.
2. Organization Information

If this is your first application within the EDTT Grants portal (for the Small and Medium Enterprise Relaunch Grant or another program), please select ‘Create New Organization’ and click ‘Next’.

If you have previously submitted an application through the EDTT Grants portal (for this program or another), please select your organization from the drop-down list and click ‘Next’.

Each grant payment requires a separate application. If you are submitting more than one application (e.g. your organization has multiple locations/branches/chapters that each meet the eligibility criteria, please indicate this by checking the box. This will help program staff ensure there are no duplicate applications in the system.

When you indicate your intention to submit multiple applications, the following instructions will appear:

When submitting an application for more than one organization or related organizations:
From the main application page, Click “New Program Application” to complete a new application for each location. Each application will then be displayed as a line in the “My Applications” section.
For further details, please see the program guidelines.
A. Organization Address

Please fill out some information about your organization.

If you selected an Existing Organization on the previous page, at least one of the Organization Name fields will pre-populate. However, the information is editable. Please see below.

Make sure the “Legal Name of Organization” is exactly how it appears in the information on file with the Government of Alberta through your Articles of Incorporation (or the most recent articles on file), or other documents as appropriate for your organization type. If the name information does not match exactly, your application may experience delays in payment.

If your organization operates under a name other than its legal name, please ensure you enter this name under “Operating Name of Organization” exactly how it appears with the documents on file. This is especially important for trade names in the case of a sole proprietorship.

As defined in the program guidelines, organizations must hold permanent establishment in Alberta. Please enter this address in the top section.

If your Mailing Address differs from your Permanent Establishment address, please enter it here.

If your organization’s “Mailing Address” is the same as the “Permanent Establishment Address”, please indicate this by checking the box at the top of the “Mailing Address” section.
**B. Organization Information Cont’d**

This section contains additional information regarding your organization.

Please provide the primary contact for the administration of this grant. Details of your application will **only** be discussed with this individual.

**PRIMARY CONTACT INFORMATION**

<table>
<thead>
<tr>
<th>Contact Name *</th>
<th>Contact Phone number *</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Contact Email *</th>
<th>Business Website</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**ORGANIZATION DETAILS**

- **What is the legal entity type of your organization?**
  - Select the legal entity that best describes your organization from the drop-down list.

- **What is your Alberta Corporate Access Number?**
  - All organizations are required to provide their Alberta Corporate Access Number (or Alberta Registration Number in the case of partnerships)*
  - If you know it, please enter your Federal Business Number as well

- **What is your Federal Business Number?**
  - Please provide the total number of Employees within your organization. This includes full-time, part-time and contract employees.

- **What is your fiscal year end date?**

- **Total Number of Employees (full-time + part-time) and Contractors**

- **Industry Sector**
  - Select the Industry Sector that best describes the primary function of your organization.
  - If an accurate sector is not listed, please select “Other” from the list, and enter a description in the field that appears.

---

*Please note that your business registration number (Corporate Access Number, Alberta Registration Number or Federal Business Number), must **exactly** match the number on file with the Government through such documents as the Articles of Incorporation or most recent corporate articles filed with the Alberta Corporate Registry. Any errors may increase payment processing time.*
C. Details of Public Health Order


Please click “Save and Next” to continue.

COVID-19 Small And Medium Enterprise Support

**PUBLIC HEALTH ORDER DETAILS**

Was your organization carrying on business/operations or eligible to carry on business/operations in Alberta on February 29, 2020? *

- [ ] Yes  
- [ ] No

Was your organization required to close under a public health order from Alberta’s Chief Medical Officer of Health. For more information go to [https://www.alberta.ca/covid-19-orders-and-legislation.aspx](https://www.alberta.ca/covid-19-orders-and-legislation.aspx) *

- [ ] Yes  
- [ ] No

What date did you close and comply with the order? *

[ ]

Was your organization required to partially close or alter or limit the services you provide to your clients under a public health order from Alberta’s Chief Medical Officer of Health. For more information go to [https://www.alberta.ca/covid-19-orders-and-legislation.aspx](https://www.alberta.ca/covid-19-orders-and-legislation.aspx)*

- [ ] Yes  
- [ ] No

What date did you partially close or limit the services you provide to your clients? *

[ ]

Select “Save and Continue” to continue with your application.
3. Eligibility

A. Revenue Reduction Calculation for organizations operating year round:

Enter your pre-COVID revenue and COVID-impacted revenue.

Please ensure the revenue amounts provided above are accurate and can be verified by monthly receipts and financial statements of your organization. These records may be requested for verification and/or audit.

B. Revenue Reduction Calculation for organizations operating seasonally:

Enter your pre-COVID revenue and COVID-impacted revenue.

Please ensure the revenue amounts provided above are accurate and can be verified by monthly receipts and financial statements of your organization. These records may be requested for verification and/or audit.

Non-profit organizations should provide the earned revenue in the revenue fields above and below. Please see the program guidelines for more information and a definition of Earned Revenue.

Organizations that operate seasonally may use their average monthly revenue for their operation period in 2019.
Select a primary planned use of grant funds from the drop-down list. If you select ‘Other”, please describe your planned use of these funds in the designated space.

Click “Save and Next” to continue.
D. Tax Information for Sole Proprietors

Sole proprietors with a trade name registered under the *Partnership Act* (Alberta) are eligible for this grant funding, but must provide their SIN for income tax purposes.
4. Financial Information
Please provide financial information for payment of your grant. The best place to find your financial information is from a cheque or direct deposit form from your financial institution. Please contact your financial institution directly should you have any difficulty obtaining this information.

- Please ensure the transit number you enter in your application is 5 digits, as it appears on a cheque.
- Please indicate the account type.
- Please provide the address of your financial institution for verification purposes.
5. Attestation

Please provide your attestation to the eligibility of your organization.

**COVID-19 Small And Medium Enterprise Support**

**ATTESTATION – AUTHORIZED OFFICIAL OF THE APPLICANT ORGANIZATION**

I attest that the following information is true and accurate: *

☐ Yes  ☐ No

1. I am an authorized signing officer of the applicant organization;
2. The applicant organization was carrying on business/operations, or was eligible to carry on business/operations, in Alberta on February 29, 2020;
3. The applicant organization maintains a permanent establishment (as defined in the Program Guidelines) in Alberta, and is established and in good standing under one of the following Acts:
   • Corporation registered under the Business Corporations Act (Alberta)
   • Cooperative registered under the Cooperatives Act (Alberta)
   • Partnership registered under the Partnership Act (Alberta)
   • Sole proprietor with a trade name registered under the Partnership Act (Alberta)
   • Non-profit registered under Part 9 of the Companies Act (Alberta)
   • Society registered under the Societies Act (Alberta)
   • Corporation incorporated under a special act or private act of the Alberta Legislature
4. The applicant organization has fewer than total 500 full-time and part-time employees (as defined in the Program Guidelines) and contractors;
5. The applicant organization ceased or curtailed operations due to a COVID 19 public health order which resulted in a decrease of at least 50% of revenue (or earned revenue for non-profits);
6. The applicant organization is open, or plans to re-open, following the cancellation of the COVID-19 public health order;
7. The applicant organization does not receive operational funding from the Government of Alberta; and
8. Have not received any payments, grants, or amounts directly from federal, provincial or municipal government sources or insurance to replace or compensate for the loss of revenue, except from these assistance programs:
   • Alberta Worker’s Compensation Board premium relief
   • Business Credit Availability Program (BCAP)
   • Canada Emergency Business Account (CEBA)
   • Western Economic Development Regional Relief and Recovery Fund
   • Canada Emergency Wage Subsidy (CEWS)
   • Canada Emergency Commercial Rent Assistance (CECRA)
   • Canada Emergency Response Benefit (CERB)
   • Government of Alberta grant relief funding for the child care sector
   • Relief funding from municipalities

Indicate whether you have legal signing authority for the organization, and provide the details requested regarding your role within the organization.

I have legal signing authority for the organization *

Name *

Title in Organization *

Phone Number *

E-Mail Address *

Save and Next
6. Information Consent

Please provide consent and confirmation of your authority within your organization to do so.
7. Declaration

Small Medium Enterprise Relaunch Grant

This declaration confirms your understanding of the eligibility, review and audit requirements of the program. Please agree to the declaration, check the box to indicate that you have legal signing authority for the organization and provide the applicable contact information.

8. Submit

Small Medium Enterprise Relaunch Grant

Please click ‘Submit’. Your application is now complete!
9. Application Status

Our objective is to process applications and issue payments within 10 business days following submission. If, after this time, you have not received a payment and want to check the status of your application please log into the application portal to see the status of your application.

You may check the status of your application on the EDTT Grants Application page.

Sign into the portal using your MADI to see your applications.

When the status of the application changes, this information will appear here.

Click here to view your application.
Please see below for the different statuses your application might have:

<table>
<thead>
<tr>
<th>Status</th>
<th>Explanation</th>
</tr>
</thead>
<tbody>
<tr>
<td>Draft</td>
<td>The applicant has created the form but has not submitted it.</td>
</tr>
<tr>
<td>Submitted</td>
<td>The applicant has submitted their application</td>
</tr>
<tr>
<td>Review</td>
<td>The application is being reviewed. A Program Officer may reach out to the applicant to request additional information.</td>
</tr>
<tr>
<td>Approved – Payment Pending</td>
<td>Application is approved and payment is being processed.</td>
</tr>
<tr>
<td>Approved – Payment Sent</td>
<td>Application is approved and payment has been sent.</td>
</tr>
<tr>
<td>Approved – Payment Error</td>
<td>Application is approved but there is an error in issuing payment. Program Officer will reach out to the applicant for further information.</td>
</tr>
<tr>
<td>Approved – Payment Reissued</td>
<td>Application is approved and payment error has been resolved. Payment is re-issued.</td>
</tr>
<tr>
<td>Ineligible</td>
<td>Application is deemed ineligible. Program Officer will reach out to the applicant to provide further information.</td>
</tr>
<tr>
<td>Compliance Review</td>
<td>The application has been selected for a compliance review to ensure the eligibility criteria were met.</td>
</tr>
<tr>
<td>Revoked</td>
<td>Application is revoked and repayment is required.</td>
</tr>
</tbody>
</table>

Applications with incomplete or incorrect information may experience delays in payment processing and applicants may be contacted by a Program Officer for more information.