Small and Medium Enterprise Relaunch Grant

Application Companion Guide
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1. Introduction

This Application Companion Guide provides step-by-step instructions for organizations wishing to apply for the Small and Medium Enterprise Relaunch Grant via the program’s online application portal. Before you begin your application, please read the Program Guidelines and ensure that your organization meets all of the eligibility criteria and that you are aware of the review and audit requirements of the program.

If you have questions during the application process, contact program staff by email at SMErelaunch.program@gov.ab.ca.

To ensure the best experience with the program’s online application portal, it is recommended that applicants use the following to create and submit their application:

- Computer with Microsoft Windows Operating System
- Google Chrome Browser

A. Required Documentation

Please ensure you have the following documentation readily available to complete your application. If your application does not exactly match the information on file for your registered organization or financial institution, your application may be subject to delays:

- 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

The program’s online application portal uses the MyAlberta Digital ID (MADI) to verify your identity online. Applicants who do not already have a MADI will be required to create one. Applicants can use their personal MADI or create a MADI for the organization. A basic MADI account is all that is required for application; please be aware that requesting a verified MADI for applying to this program will delay the application process while you await your verification code. If you already have a verified MADI, it may still be used to apply.

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

- If so, please continue on to Step 3 (Logging into the Portal and Registration)
- If not, please complete the steps in Step 2 to create your MADI

C. Have you previously applied to the SME Relaunch Grant and wish to apply for the second payment?

- Please continue on to Step 5 (Applying for a Second Payment – for existing applicants)
2. Creating a MyAlberta Digital ID

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.
Confirm password and click “Next.”

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.)

3. 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.
A. Virtual Waiting Room

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.

B. 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’.

C. 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.’

4. Creating a New Application

Upon successful login (see previous step if needed), you will be directed to an application overview page, which lists current Tax Credit and Grant programs administered by the Ministry of Jobs, Economy and Innovation. **If you would like to apply for a second payment for an existing application to the SME Relaunch grant, please proceed to Step 5.**

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 need 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.
A. Organization Information

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:

![Image of application form]

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 would like to apply for a second payment for your previously submitted application, please do not create an additional application, but proceed to Step 11 of this guide.*

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’.
i. Organization information

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 entered 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 due to manual review.

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.

Please include your mailing address if it differs from your permanent establishment address.
ii. 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**

- **Contact Name** *
- **Contact Phone number** *
- **Contact Email** *
- **Business Website**

**ORGANIZATION DETAILS**

- **What is the legal entity type of your organization?** *
- **What is your Alberta Corporate Access Number?** *
- **What is your Alberta Registration Number?** (in the case of partnerships)*
- **What is your Federal Business Number?**
- **What is your fiscal year end date?**
- **Total Number of Employees (full-time + part-time) and Contractors** *
- **Industry Sector** *
- **If Other industry sector, please specify**

Select the legal entity that best describes your organization from the drop-down list.

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.

Please provide the total number of Employees within your organization. This includes full-time, part-time and contract employees.

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.
B. Details of Public Health Order
Please provide information regarding the effect of the public health orders on your organization’s operations. Applicable public health orders are available at https://www.alberta.ca/covid-19-orders-and-legislation.aspx.

Please click “Save and Next” to continue.
C. Eligibility

i. 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.

ii. 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.
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.

Based on the revenue entered, your Revenue Reduction Percentage will be calculated.

*In order to be eligible, revenue must be reduced by a minimum of 30%.

When eligibility has been confirmed, the benefit amount will be calculated at 15% of your organization’s pre-COVID monthly or average seasonal revenue, to a maximum of $5,000.

Click “Save and Next” to continue.
E. Second Payment Information

Eligible organizations are entitled to a second payment if impacted by additional public health orders implemented on November 6, 2020 or thereafter.

Second payment amounts are calculated automatically, based on the original revenue reduction calculation and resulting benefit.

F. 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.
G. Financial Information
Please provide financial information for the payment of your grant. The best place to find your financial information is through your online banking account. A cheque may have your information but some financial institutions, such as the Alberta Treasury Branch (ATB) and TD Canada Trust, require different digits be used for the account and transit numbers.

Incorrect banking information contained in your application may result in delays of your payment. Please contact your financial institution directly if you require help in obtaining this information.

Please indicate the account type.

Please ensure the correct number of digits is entered for each section of your financial information.

Please provide the address of your financial institution for verification purposes.
H. Attestation
Please provide your attestation to the eligibility of your organization.

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

Click “Save and Next” to continue.
I. Information Consent

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

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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.

K. Submit

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Thank you for your application. Our objective is to process applications and issue payments within 10 business days following submission. Applications with incomplete or incorrect information may experience delays in payment processing and applicants may be contacted by a Program Officer for more information.

You can check the status of your application at any time by logging into the application portal. Any changes to your application status will be displayed there.

If you have any further questions regarding your application, please contact a Program Officer at SMERelaunch.program@gov.ab.ca.
Please click ‘Submit’. Your application is now complete!

L. 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.
5. Applying for a Second Payment – for existing applicants

A. Access your application.

Access your application using this link → https://edtgrants.edt.gov.ab.ca

Sign into the portal using your MADI to see your applications. More detailed instructions are provided in Step 3, section B, above.
B. Select the option to apply for a second payment

Select the ‘Second Payment’ button next to the applicable organization.

If you submitted an application for more than one organization or more than one location you will need to apply for the second payment for each.

If you wish to apply for the second payment but the ‘Second Payment’ button does not appear after you login to the online application portal please contact the program at smerelaunch.program@gov.ab.ca.
C. Apply for second payment

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Please indicate whether your organization was subject to public health orders issued on November 6, 2020 or thereafter.

If your organization is not located in a region affected by the public health orders or your organization was not required to curtail your operations by the November 6, 2020 and later orders your organization is not eligible for the second payment.
D. Financial Information for second payment

This section is pre-populated with the financial information provided in your initial application. If this information has changed, please check the box to provide new payment details. If you wish your second payment to be sent to the same bank account please click ‘Save and Next’ at the bottom of the page.

*Please ensure to verify the financial information provided. Incorrect information will result in payment delays.
E. Attestation for second payment

Attest to the accuracy of your application and indicate whether you have legal signing authority for the organization; providing the details requested regarding your role within the organization.

F. Declaration for second payment

Click ‘Save and Next’ to continue.
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.

**G. Submit Application for second payment**

![Application Form]

Please ensure that the information in your application is accurate, and matches the registration and financial documents for your organization. Application errors may cause delays in the processing of your application.

This is the amount that you can expect for your second payment. This amount is three times the amount of the approved first payment, up to a maximum of $15,000.

Congratulations, your application is now complete. If you have not received a payment within 10 business days, please check the status of your application by following the following.
H. Application Status for second payment

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.

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