



LNG Canada Business Strengthening Rebate Program Guide

The LNG Canada Business Strengthening Rebate Program will provide small and medium-sized local and Indigenous businesses engaged in the provision of goods and services with a rebate of up to 50% of **eligible** expenses to a maximum of \$25,000 CAD towards business improvement projects including consulting services, software/system upgrades and employee training.

Businesses that are eligible to participate:

- Local and Indigenous business defined by the LNG Canada operating footprint, entailing registered businesses with an established presence (office, workshop, employees) within the following areas:
 - Kitimat
 - Terrace
 - Haisla Nation
 - Kitselas First Nation
 - Kitsumkalum First Nation
 - Gitxaala Nation
 - Gitga'at First Nation
 - Lax K'walaams Band
- Businesses must have >50.1% ownership by residents or by an Indigenous Band from the above-defined geography.
- Small and medium business with less than 500 employees and revenues less than CAD100 million
- Other business eligibility criteria privately owned and/or sole proprietorship – must have been in business for a minimum of 2 years with revenues of 30K + to qualify, First Nations businesses, First Nations development corporations.

Funding Terms

The LNG Canada Business Rebate Program fund provides a rebate under this program to eligible businesses to a maximum of 50% of eligible costs to a maximum of up to \$25,000 CAD annually toward eligible costs.

- Projects must have a minimum budget of \$2,500.
- If an applicant is approved for a project which is less than the maximum of \$25,000 and a second project is being proposed, the first project must be completed, and reporting submitted prior to any subsequent project being approved.



- Prior to beginning any project, applicants must do the following:
 - Apply to the program.
 - Receive a funding approval notification letter and contract from the LNG Canada Business Rebate Program.
 - Sign and return the LNG Canada Business Rebate Program funding contract to lngcanadarebate@gmail.com
- Projects must be completed as approved to receive funding. Any change in the project scope must be immediately communicated to the LNG Canada Business Rebate Program. Incomplete or partially completed projects may not be eligible for funding.
- Project must be completed within 1 year of funding approval contract date.
- Projects that fail to meet the above criteria will not be eligible for funding.

Project Eligibility

Eligible projects must fall under the following categories:

- Consulting services
- Software/system upgrades
- Employee training (Must be 3rd party consultant)
- Other- if you choose this option, please discuss contact Laurel D'Andrea, Kitimat Chamber 250-632-6294 or Heidi Asgar, Terrace Chamber 250-635-2063 to discuss project eligibility.

Businesses may use a preferred consultant or obtain assistance to identify and select a qualified consultant(s). The recipient's due diligence should include the determination of consultant eligibility. Possible projects that may be funded include the following:

- Business planning, strategic planning, and management
- Business development feasibility studies
- Development of a marketing strategy and/or communications plan
- Export development, e-commerce platforms, and inventory processes
- Human resource management
- Operations/operational efficiency
- Quality and safety management including relevant accreditations
- Innovation
- Financial system improvements
- Consulting fees (*note these cannot include accounting, legal or engineering consulting):



- Consultant(s) must be in Canada.
- Consultant contract fee must be fixed (i.e., not on time and material, hourly or contingency).
- Consultant travel costs must be directly associated with the project. Only travel costs within Canada are eligible.
- Other costs directly associated with the project e.g., software or training costs (to be approved on an individual project basis).
- Consulting contracts cannot exceed 12 months in duration.

Ineligible Costs

- Operational costs and staff wages
- Management or staff travel costs
- Legal, accounting or engineering services
- Meeting costs (equipment rental, refreshments, etc.)
- Purchases of equipment or tools
- Project cost over-runs
- In-kind volunteer labour or donated services/materials
- GST
- Costs incurred prior to formal notification of funding approval from the LNGC Business Rebate Program

FAQ's:

How do I know if my business is eligible to apply for this rebate?

Your business must be able to check off the following criteria to be eligible:

- Does your business employ less than 500 people?
- Your business revenues equal less than CAD \$100 million a year?
- Your business is a privately owned and/or sole proprietorship?
- Has the business been operating for a minimum of 2+ years?
- Does the business have an annual revenue of 30K +?

What happens after I submit my application? Each application will be reviewed as they are received. Applications will be reviewed on a first come first served basis.

When will I hear back on my application? You can expect to hear back on your application within 30 business days.



What if I have questions about my project eligibility, who do I contact? Contact us at:

- Laurel D'Andrea, Kitimat Chamber 250-632-6294 or
- Heidi Asgar, Terrace Chamber 250-635-2063

If I have questions or need assistance with my application, what should I do? Submit your questions to lngcanadarebate@gmail.com and we will respond as soon as possible. It is the team's goal to assist all applicants in submitting an application that meets all criteria.

Do I need to submit anything with my application? Please refer to Part B of the application to see full list of requirements that will need to be included with the application.

Where should I submit my application? Completed applications should be emailed to: lngcanadarebate@gmail.com

Can I apply for more than one project? Yes, but the project you received funding for must be completed before submitting another project application.

When is the deadline to apply? The program will close once all funding has been allocated.

What are some examples of eligible projects under this program? Here are some project ideas that may be considered:

- Creating or recreating your business plan because you are maybe looking for funding to do upgrades, renos, etc.
- Upgrading your POS software system
- Creating a marketing plan for your business
- Updating your safety plan
- Creating a strategy for recruitment and retention
- Create an online marketing strategy for your business