

Guidelines

Export Growth Program

1. Program Objective

The Export Growth Program supports businesses looking to increase their export sales outside of Nova Scotia. The program provides financial incentives for projects that assist a business' ability to overcome barriers to export growth. This includes:

- Supporting **travel to market** associated with visiting a client, potential partner, or investor in another market, or inviting a foreign client and/or potential partner to visit the Nova Scotia operation; and
- Mitigating **trade show/conference costs** by funding floor space, conference fees, travel and accommodation costs.

The program outcomes focus on improved global competitiveness leading to increased export sales and on high-growth sectors* and businesses positively impacting the Nova Scotia economy.

*Refer to the [Nova Scotia Business Inc. 2017-18 Business Plan](#)

2. Eligible Applicants

All Nova Scotia registered businesses in good standing **except:**

- Franchises
- Games of chance operations, bingo halls, small scale gaming operations
- Real estate developers
- Licenced liquor establishments whose primary business is alcohol sales (except production breweries, brew pubs, wineries, and distilleries)
- Distributors, agents, or associations
- Creative industries companies including Music, Written and Published Work, Performing Arts (touring), Visual and Applied Arts (Contemporary Art, Production Craft, Photography, and Fashion Design).¹
- Publicly funded organizations

To be eligible for the program the business must:

- Be engaged or plan to engage in commercial activities outside of Nova Scotia;
- Have the ability to attract financing for growth and development;
- Have a fully-developed exportable product, service, technology, or intellectual property that can be sold into a target market outside of Nova Scotia;²
- Have an export plan outlining the following; and

¹ If your business is in the Creative Industries, please refer to the [Creative Industries Fund](#).

² If your business is not at this stage, please contact Innovacorp at www.innovacorp.ca

- The products or services you plan to market and any modifications, if any, that must be made to adapt them to the target market(s);
- Your business' target market(s) and supporting research;
- Customers for each market and what marketing and distribution channels will be used to reach them;
- Challenges in the target market(s) (competition, cultural differences, import controls, intellectual property status, certifications, etc.) and how these will be overcome;
- The strategy you intend to use to succeed in the market including timelines;
- Personnel and company resources dedicated to exporting; and
- Outline your planned expansion (if any) inclusive of projected increase in staff
- Expected outcomes in the target market(s).
- Demonstrate a clear link between the requested project funding and the plan and articulate how the funding for each project will increase export sales outside of Nova Scotia.

3. Projects Assisted

The Export Growth Program contributes up to 50% of eligible costs to a maximum of \$15,000 CAD for a business to:

- Travel to a market outside of Nova Scotia* to attend a trade show, conference or to visit clients, potential partners or investors;
- Have foreign clients, potential partners or investors visit the business' Nova Scotia facilities for the first time.

A business with revenue growth of at least 15% in its previous complete fiscal year will be eligible for up to 50% of eligible costs to a maximum of \$25,000 CAD. The business must validate that minimum revenue growth by providing NSBI with any one of the following:

- i. review engagement financial statements for its previous complete fiscal year;
- ii. copies of the GST 34 return showing revenue on line 101 for its previous complete fiscal year and the complete fiscal year prior; or
- iii. copies of the General Index of Financial Information form showing revenue on line 8299 for its previous complete fiscal year and complete fiscal year prior.

Eligible costs (excluding PST/GST/HST/QST) include:

- Floor space cost for a non-retail trade show;
- Conference registration fees (up to two representatives of the business);
- Return economy travel or equivalent transportation (up to two representatives of the business);
- Standard-class accommodations (up to two representatives of the business);
- In-market ground transportation or standard car rental (up to two representatives of the business);
- Fees for translators or interpreters related to the project.

Any costs not listed under the eligible costs above are deemed ineligible.

4. Program Criteria

The EGP supports businesses looking to increase their export sales. The applicant's historical performance, together with the tie between its export plan and future growth projections, will be used to assess a business' application. The application must demonstrate a growth plan for the business to continue to be eligible for the program.

Businesses must demonstrate how the project will help achieve the business' strategic goals in their export plan, leading to an increase in their global competitiveness. The project should result in one or more of the following outcomes:

- Entering a market(s) outside of Nova Scotia
- Introducing a new product or service to a market outside of Nova Scotia
- Increased export sales outside of Nova Scotia
- Access to a new supplier(s) outside of Nova Scotia
- Participation in a global value and/or supply chain
- Identifying a possible broker/distributor/agent/shipper/freight forwarder
- Increased investment in the business
- Understanding the requirements needed (*i.e. certifications*) to enter a specific market outside of Nova Scotia
- A joint venture, technology transfer, and/or innovation partnership (post commercialization phase)

Projects will be evaluated on the:

- Impact on the business' export competitiveness based on the above outcomes;
- Project rationale and the alignment with the business' export plan; and
- Potential for the project to impact the Nova Scotia economy.

Project applications are subject to a competitive process and not all applications that meet the criteria may be approved.

5. Application Process

- A completed Application Form must be submitted to Nova Scotia Business Inc. (contact information is available under Section 9c).
- Applications received outside of the timeframe as set out in the guidelines will not be considered. A completed Application Form **must be submitted** to Nova Scotia Business Inc. **prior to travel**. Any expenses incurred prior to application approval are at the company's own risk.
- Responses to any requests by NSBI for missing or follow up information required by NSBI for evaluation of the application must be received no later than 15 days following such request by NSBI. An application is not considered complete until all required or requested information has been received by NSBI.
- Written approval of applications will be provided.

- Once approved, the Export Growth Program Agreement (“Agreement”) must be signed within 15 days to be valid. Failure to return an Agreement within 15 days will result in NSBI cancelling the Agreement with no further notice.
- Nova Scotia Business Inc. will assign an Export Development Executive to follow up and provide advice on the application process for applications that were not approved.

6. Application Intake

- Businesses can submit up to three applications for the Export Growth Program anytime between **March 16, 2018 and February 1, 2019**.
- Applications will ONLY be considered for travel between **April 1, 2018 and March 31, 2019**.

7. Terms of Incentive

- Funding is provided in Canadian dollars.
- The total amount of all Canadian government funding (federal, provincial/territorial, or municipal) is set at 50% of the total eligible project cost in any single provincial government fiscal year (April 1 to March 31). The business must pay 50% of the total eligible project cost.
- Applicants are required to pay all invoices prior to receiving the incentive.
- The incentive is only payable against eligible project costs as outlined in the Agreement which will be sent to successful applicants.
- All approved projects must be completed in accordance with the timelines and other terms as outlined in the Agreement.
- An Agreement may be revoked on the basis of information discovered after the issuance of the Agreement.
- All travel must be completed and claims with supporting documentation submitted before March 31, 2018.
- Projects are to be completed and disbursed within the fiscal year (April 1 to March 31) for which they are approved.

8. Incentive Compliance and Payment

- 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. Reimbursement will occur upon receipt of the Project Activity Claim Form(s) and copies of paid invoices/receipts (including tax breakdown on all receipts). Proof of payment provided by client must show zero balance and gratuities and tips paid in-market cannot exceed 15%.
- Claims must be submitted within 45 days of completion of each project/activity. Failure to submit a claim within 45 days will result in NSBI cancelling funds for the project/activity, with no further notice.
- Claims for travel during the month of March must be submitted no later than March 31, 2019. Claims received after March 31, 2019 will not be processed.

- Deliverables for project completion with a date no later than March 31 and payment within the fiscal year (April 1 to March 31) include:
 - Project Activity Claim Form(s);
 - Copy of related project invoices and receipts or other forms of proof of payment; and
 - Project Final Summary Report (to accompany the final claim).

9. Other Pertinent information

a) Freedom of Information and Protection of Privacy Act

Information collected in connection with this program is subject to, and will be treated in accordance with, the [Nova Scotia Freedom of Information and Protection of Privacy Act](#).

b) Public Announcements and Disclosure of Information

Approved businesses must consent to:

- Participate in any public announcement or public ceremony relating to the awarding of the Export Growth Program funding to the business and related accomplishments, at a mutually agreeable time; and
- The release of project information (company name, sector, region, and total Export Growth Program funding amount approved) to the media and general public.

c) Contact Information

For more information, go to www.novascotiabusiness.com/egp or email egp@nsbi.ca

Submit your completed Application Form to: egp@nsbi.ca