



NEW BUSINESS GRANT APPLICATION FORM

Application Date:		Business Licence #:	
Business Name:			
Owner Name(s):			
Business Address:			
Mailing Address (if different):			
Contact Numbers:			
Email Address:			
Date Property was purchased (if applicable):			

By signing and initialing this form, I/We understand that this program is subject to the following terms:

Initials	Terms
	1. I/We confirm that the Business we are applying for did not operated in the Town of Ponoka prior to January 1, 2021.
	2. This Business resides and operates in the Town of Ponoka.
	3. I/We understand that we will receive a grant of \$_____ in the form of a cheque, within 45 days of this application being approved.
	4. This grant is a one-time-per-business grant.
	5. I confirm that I am an authorized signing officer for the business applying.

Signature:		Date:	
Signature:		Date:	

Where did you hear about this grant?

Social Media Mail Flyer Radio Ad Newspaper Other: _____

Office Use Only			
Received by:		Date:	
Approved by:		Date:	
Business Licence Type:		Grant Amount:	

FOIP Notification: The personal information you provide on this form is being collected under the authority of the Freedom of Information and Protection of Privacy Act and is used solely for the purposes relating to the administration of Assessment/Taxation services. Questions about the collection or use of this information can be directed to the Town of Ponoka at 403-783-0130.

New Business Grant Policy

Date of Approval by Council: December 8, 2020

Resolution No.: TP/20/374

Lead Role: Chief Administrative Officer

Replaces: New

Last Review Date: New

Next Review Date:

Purpose of Policy:

This New Business Grant Policy (this “Policy”) sets out the guidelines for Administration to implement the Grant.

New Business Grant:

1. Timeline

- (a) The application period of this grant program will be from January 1, 2021 to December 31, 2021.
- (b) Applications must be received by December 31, 2021.

2. Terms

- (a) The business has not previously operated in the Town of Ponoka.
- (b) The business resides and will operate in the Town of Ponoka.
- (c) An authorized signing officer must sign the application form.
- (d) Only the business owner(s) can apply for the grant.
- (e) This grant is a one-time-per-business grant.

3. Required Documents

- (a) Copy of the 2021 Business Licence (this will be collected by Administration internally), unless exempt.
- (b) Copy of the Title, if applicable (this will be collected by Administration internally).
- (c) If the property title ownership does not match the name on the business licence, proof of association will be required (subject to CAO approval).

4. Funding Allocation

(a) Allocation of the Grant funding will follow below:

Business Licence Type	Grant \$ Amount without purchase of Commercial Property	Grant \$ Amount with Purchase of Commercial Property
Commercial In Town	\$ 750	\$ 1,000
Automotive In Town	\$ 750	\$ 1,000
Home Office	\$ 100	n/a
Home Business	\$ 250	n/a
Trade In Town	\$ 750	n/a
Home Catalogue Sale	\$ 50	n/a

- (b) Business Licence Types as defined in the Town of Ponoka Business Licence Bylaw 282-10.
- (c) Grants Funds will be distributed based on the order in which the applications were received until the Grant total budget has been disbursed. If the Grant total budget has been fully disbursed, Administration may go back to Council to request approval to add additional funds to the Program.
- (d) Purchase of the commercial property to be eligible for the additional \$250 must be within the Grant application period.

5. Payment

- (a) Payment will be issued in the name listed on the Business Licence.
- (b) Payment will not be issued, prior to the 2021 Business Licence being paid.
- (c) Payment will be issued within 45 days of CAO Approval.
- (d) Payment will be in the form of a cheque.
- (e) Cheques not cashed within 6 months will be voided and will not be re-issued.