



**2024 NEW BUSINESS GRANT APPLICATION FORM**

<b>Application Date:</b>		<b>Business Licence #:</b>	
<b>Business Name:</b>			
<b>Owner Name(s):</b>			
<b>Business Address:</b>			
<b>Mailing Address (if different):</b>			
<b>Contact Number(s):</b>			
<b>Email Address:</b>			
<b>Date Property was purchased (if applicable):</b>			

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 operate in the Town of Ponoka prior to January 1, 2024.
	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.
	6. I/We acknowledge that if the cheque received for this grant is not cashed within 6 months of the issued date, the cheque will be voided and will not be re-issued.

<b>Signature:</b>		<b>Date:</b>	
<b>Signature:</b>		<b>Date:</b>	

Where did you hear about this grant?

Social Media  Mail Flyer  Radio Ad  Newspaper  Other: \_\_\_\_\_

Office Use Only			
<b>Received by:</b>		<b>Date:</b>	
<b>Approved by:</b>		<b>Date:</b>	
<b>Business Licence Type:</b>		<b>Grant Amount:</b>	

**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: November 14, 2023

Resolution No.: TP/23/322

Lead Role: General Manager Corporate Services

Replaces: TP/22/307

Last Review Date: November 2023

Next Review Date: November 2024

Expires: December 31, 2024

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### Purpose of Policy:

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

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### A. Definitions:

1. **Assessment Class** – a description of the parcel of land and any improvements, to identify the type and use of the property.
2. **Authorized Signing Officer** – the persons authorized to sign on behalf of the business.
3. **Business Licence** – means a licence issued pursuant to the Business Licence Bylaw for the purpose of carrying on a Business within the Town of Ponoka.
4. **CAO** – Chief Administrative Officer.
5. **Commercial** – property zoned for industry, commerce or another use that does not allow permanent living accommodations.
6. **Council** – the Ponoka Town Council and its delegates.
7. **Designate** – appoint (someone appointed) to a specified position.
8. **Residential** – property zoned for living or dwelling.
9. **Resident Business** – a business that is carried on by a person who:
  - a. Resides or has its registered office in the Town of Ponoka; and
  - b. Is the registered owner or legal tenant of the premises in the Town of Ponoka from which the Business is carried on.

**B. New Business Grant:**

**1. Timeline**

- (a) The qualifying period of this grant program will be from January 1, 2024 to December 31, 2024.
- (b) Applications must be received by December 31, 2024.

**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 2024 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, or Designate).

**4. Funding Allocation**

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

Business Licence Type	Grant \$ Amount without purchase of Commercial Property	Total Grant \$ Amount with Purchase of Commercial Property
Resident Business Licence- Commercial	\$750	\$1,000
Resident Business Licence- Residential	\$250	n/a

- (b) Residential Business Licence as defined in the Town of Ponoka Business Licence Bylaw.

- (c) Commercial or Residential identified by the property tax Assessment Class of the business address.
- (d) Grants Funds will be distributed based on the order in which the applications were received until the Grant total budget has been disbursed.
- (e) Purchase of the Commercial property to be eligible for the additional \$250 must have the property possession date within the Grant qualifying period.

**5. Payment**

- (a) Payment will be issued:
  - i. in the name listed on the Business Licence
  - ii. within 45 days of CAO approval, or Designate
  - iii. in the form of a cheque
- (b) Payment will not be issued, prior to the 2024 Business Licence being paid.
- (c) Cheques not cashed within 6 months will be voided and will not be re-issued.