

EAP ExportAbility Program

Helping small and medium-sized businesses become export savvy.

GUIDELINES

The ExportAbility Program is designed to provide funding to ensure that Nova Scotia SMEs are equipped with skills they need to become export savvy. The program supports continuing professional development in the practice of international trade.

Eligible programs should promote a practical understanding of the steps involved in international trade and focus on addressing the needs of working professionals.

Who qualifies

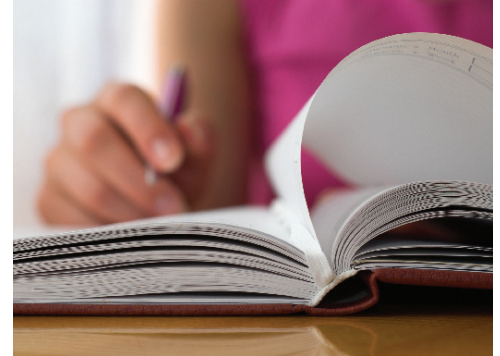
- Applicants must be employed within the Nova Scotia private sector by firms which are either currently exporting or seeking to become export ready.
- The applicant's employer must possess, manufacture or produce a bona-fide exportable product or service, technology or intellectual property.
- A written trade strategy may be required.
- No top-up of programs will be allowed.

Shared eligible costs include:

- Course or workshop registration fee
- Official course materials (if not included in registration fee)
- Exam fees

Applicants are responsible for 100 per cent of all other costs.

The eligibility of all costs will be determined on a case-by-case basis by the program administrator. ExportAbility cannot support any project costs that have received, or will receive, a financial contribution through another federal or provincial government program.



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ExportAbility administration

- Applicants are to submit a letter of request to the program administrator.
- Included in the letter should be: applicant contact information; a brief summary of the course or training program for which funding is being pursued; funding request; and a description of the course benefits and how it will support the exporting endeavors within your organization.
- A decision can normally be expected within 10 to 15 working days.

How is reimbursement made for costs incurred?

- All disbursements under the program are made on a reimbursement basis for direct costs incurred (advances are not provided). In addition to the claim form, the program administrator will require copies of a paid invoice and course certificate to process payment.
- Wherever possible, disbursements will be requisitioned within two weeks of receiving an acceptable claim.

How do I apply?

Contact Brenda Baker at **902.424.5054**,

or by fax: **902.424.6823**

or by email: bbaker@gov.ns.ca

www.gov.ns.ca/econ/trade

www.novascotiabusiness.com/trade

Fast Facts

Supported activities

- The maximum contribution is \$4,000 per applicant per fiscal year (April 1 – March 31).
- Non-repayable contributions will not exceed 75 per cent of eligible costs.
- The minimum project cost that can be considered in any single application is \$150.
- A decision can normally be expected within 10 to 15 working days.

Typical activities

Accredited trade training programs such as Forum for International Trade Training (FITTSkills). Additional trade training programs may be considered, such as those offered by registered societies in Nova Scotia that have a mandate to foster export growth within their membership.

See program administrator for details.

Non-eligible costs include:

- meals, accommodations or transportation expenses (including parking)
- PST, GST/HST and VAT