



2009-2010  
**INDUSTRY CANADA**  
**SMALL BUSINESS INTERNSHIP PROGRAM**  
**ULTIMATE RECIPIENT GUIDE (SME)**

**A GUIDE TO SUBMITTING A PROJECT APPLICATION**



**April 2009**

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## **Section I Introduction**

### **I.1 Background**

The Contributions Program for Small Business Internship Program (SBIP) was established by the Industry Canada's Small Business and Marketplace Services Sector in 2009 to support organizations (Initial Recipients) in providing small and medium-sized businesses (Ultimate Recipients) with assistance to help them increase their adoption of information and communications technologies (ICT) and hence increase their productivity and competitiveness.

SBIP is a Youth Employment Strategy (YES) initiative. SBIP contributes to the common goals of YES to assist the employability of youth and help them earn funds to continue their post-secondary education.

SBIP also supports IC's overall goal to help small and medium-sized Canadian businesses become more competitive in the knowledge-based economy. This program offers tangible support to small businesses.

### **I.2 Program Objectives**

Through targeted ICT project support, the SBIP will:

- ❖ support small and medium-sized businesses (SMEs) in their efforts to adopt e-commerce practices in their business process, become more productive and competitive and create a positive environment for the growth of small business, thereby making a positive impact on the global economy.
- ❖ develop opportunities for youth in internships with small and medium-sized enterprises that foster their long term employability and career development; and,
- ❖ help youth fund their post-secondary education.

### **I.3 Expected Goals**

The goals of the Small Business Internship Program are to:

- ❖ increase Canadian SMEs' productivity and competitiveness through the adoption of e-commerce practices and other technology improvements, enhanced marketing and market research, and/or improved customer service.
- ❖ enhance youth's marketability for employment through work experience in their related field of study, learning of essential skills in a small business environment, and attaining their educational goals with financial assistance.

SMEs are invited to demonstrate in their project application how their project proposal will contribute to the expected above-mentioned results. In addition, all winning project SMEs will be required to submit, at the end of internship, a short report on the results achieved. A template for reporting will be made available.

## **1.4 How to Use this Guide**

This guide explains how SMEs can apply as Ultimate Recipient to receive financial support to hire a student-intern to assist in the increasing of the adoption of information and communications technologies (ICT) and hence to help in increasing the recipient's productivity and competitiveness.

Reading this guide will help you prepare your application.

- ❖ Section 2 outlines the Contribution Program's eligibility criteria for ultimate recipients and explains its funding structure.
- ❖ Section 3 describes how to prepare an ultimate recipient application.
- ❖ Section 4 details the requirements under the Contribution Agreement for an ultimate recipient.
- ❖ Section 5 explains the reporting and invoicing process for ultimate recipients

## **1.5 Contacting initial recipients**

The program will be delivered by delivery agents (Initial Recipients) who represent the geographical location where the internship will be held. (see [www.ic.gc.ca/sbip](http://www.ic.gc.ca/sbip) for the list of initial recipients).

## **Section 2 Contributions Program Overview**

Please read this section of the guide carefully. It will help you decide whether to make an application to the Program as an Ultimate Recipient

### **2.1 Eligibility**

Who is eligible?

Eligible ultimate recipients will be established small and medium-sized enterprises with less than 500 employees; incorporated or sole proprietorships and for profit. Ideally, the company needs to have an appetite for marketing their products and services through the Internet. They may need to have an existing website up and experience in using it. For example, an internet-marketing audit project may require the ultimate recipient turn Google Analytics on and learn how to fully utilize them as part of this project.

Who is not eligible?

Individuals and for profit enterprises with more than 500 employees are not eligible for support under the Program.

## 2.2 Project eligibility

What projects are eligible?

A number of possible project objectives are listed below to assist the firm in identify the goals it is trying to accomplish by hiring a student studying, in an ICT-related field of study at the post-secondary level.

These are some but not all examples:

- ❖ Support E-business/ICT marketing and market research for the firm
- ❖ Improve client/customer support for the firm using E-business/ICT
- ❖ Enhance productivity of the firm using E-business/ICT
- ❖ Enhance visibility of the firm using E-business/ICT

What projects are ineligible?

Projects aimed at supporting educational activities, conferences, workshops, exhibitions and promotional materials, magazines, guides, folders, training programs and the like are not eligible.

## 2.3 The Student-Intern

In order to be eligible to participate in this Youth Employment Strategy Program, the student–intern you will hire must be a Canadian Citizen or permanent resident of Canada or person who was been granted refugee status in Canada; be between 15 and 30 years old at the project start date (inclusive); and are pursuing post-secondary education. Each student-intern will have to complete and sign an Industry Canada Participant Information Form (PIF) prior to the start of the internship.

## 2.4 Funding Available

The employer will hire and set the wage for the student intern. The Government of Canada suggests a guide on rates of pay for students (<http://www.tbs-sct.gc.ca/pol/doc-eng.aspx?section=text&id=12583>). Industry Canada will pay up to 75% of the approved salaries and mandatory benefits paid to interns up to a maximum contribution of \$10,000 per student-intern.

## 2.5 Eligible Expenses for Ultimate Recipient (SMEs)

Eligible costs that can be claimed by participating SMEs are the student interns' wages and statutory employee benefits.

## 2.6 Project Duration

Industry Canada will support each Ultimate recipient (SMEs) to hire a student- intern, working full time for a maximum period of 420 hours. SMEs (winning projects) may begin hiring no earlier than April 1 of any given year. An internship must be completed at the latest on March 31 of any given year. Industry Canada assumes no responsibility for costs prior to approval of the internship or beyond 420 hours.

## 2.7 Work Schedule

Student interns must work full-time (minimum 30 hours per week) for a continuous period in the SBIP program.

## Section 3 — Preparing an Application

Once you have decided that you meet the requirements described in Section 2 of this guide, you can move on to the next step: preparing your application.

### 3.1 Application Requirements

All applications must be complete to qualify for consideration. **Application consists of two components:**

- Part I - Application form
- Part II - Supporting documents

Once you have completed and reviewed all sections of the application, save it and email it along with the supporting documentation to proposal to the Initial Recipient representing the geographical area where the internship will take place.

### 3.2 Part I - Application Form

This form asks for information on the organization. Applications should indicate:

1. ICT project description which the Intern would undertake;
2. anticipated project costs;
3. description of employment and recruitment process

### 3.3 Part II - Supporting Documents

The following supporting documentation may be requested by the Initial Recipient:

- ❖ a copy of the organization's by-laws (proof of legal status) or proper documentation that the business is registered to operate under sole proprietorship status;
- ❖ current year budget forecast.

### **3.4 Application Deadline**

SME can submit an application for the 2009-2010 SBIP before December 21, 2009, to the initial recipient, representing the geographical area where the internship will take place.

For a complete list of initial recipients for 2009-2010, visit our website at [www.ic.gc.ca/sbip](http://www.ic.gc.ca/sbip)

Incomplete or late applications may not be assessed.

### **3.5 Acknowledgement of Receipt**

All applicants will receive confirmation from the initial recipient, to confirm that their proposal has been received and considered.

## **Section 4 — Project Assessment**

### **4.1 Project Assessment**

All applications for funding are reviewed in accordance with the general program objectives and eligibility criteria. Applicants will be notified of the status of their application when the assessment process is complete.

Your application will be assessed against the following criteria:

- ❖ likelihood to achieve SBIP objectives; and,
- ❖ administrative and project delivery capacity.

Once an application is accepted, the Initial Recipient will prepare a contract for the project with the business.

## **Section 5 — Reporting and Invoicing**

### **5.1 Reporting and Invoicing Requirements**

By signing a contract, a business agrees to submit a signed Activity Report and Financial Report when submitting claims, for the duration of the project. A final report on results, signed by the project leader should accompany the final request for payment.

The Initial Recipient will compare Activity Reports against the project's work plan, and must be satisfied that the terms of the contract are met, before payments are made.

Detailed instructions and claim forms will be provided to applicants after their projects are approved. In order to receive payment, applicants must file a claim. The claim must include a listing of all the eligible costs incurred for the project.

Applicants are required to maintain proper books and records of the costs of the project, including payroll records and cancelled cheques, and to provide Industry Canada auditors with access to these records when requested.

The salaries for intern and employee benefits are eligible costs while there is an "Employer-Employee Relationship." Such relationship exists when there is a verbal or written agreement in which an employee agrees to work on a full-time basis for an employer for a specified period, in return for salary or wages.

Any application not signed by proper authority of the company cannot be processed. The signature certifies that all information provided in support of this request for funding is true and complete, and undertakes to provide any further information that may be required to render a decision, in a timely manner. The undersigned also herewith provides consent to make sufficient credit and other enquiries that may be necessary in the evaluation of this request for funding.

**Confidentiality:** No commercially confidential information which you submit to us will be disclosed unless otherwise specified by the SME; required to be released by law; or required by the Minister of Industry to be released to an international or internal trade panel for the purposes of the conduct of a dispute in which Canada is a party or a third party intervener. Information on the federal government's *Access to Information Act* is available on the following Web site:

<http://www.canada.justice.gc.ca/en/ps/atip/index.html>

Any information that you wish to be considered as confidential should be annotated accordingly.

## Submitting Your Proposal

Mail your **signed original** proposal to the Initial Recipient representing the geographical area where the internship will take place:

Telephone:

Fax:

Email: