1. **Which documents are required when applying for the Economic Action Plan Grant program?**

The following documents are required when applying:

- Project Budget
- Two quotes to support each eligible cost included in the Budget
- Detailed project timeline
- Business Association Mandate Statement, and proof of active legal entity status, if the applicant is a Business Association.
- Letters of support from partners, if applicable
- Letters confirming in-kind contributions, if applicable
- A completed and signed Declaration Form and/or Construction Declaration Form
- A completed and signed Applicant Acknowledgement

For more information please see the [application form](#).

2. **Program guide states "letter of support, if applicable" as part of the application package. Does that mean a letter of support is optional?**

Yes, a letter of support is optional. While we prefer if you could provide a letter of support, it is not required and will not affect your application or chances at receiving the grant funding.

3. **Why do I require two quotes? Can I provide just one quote?**

Two quotes are required to ensure that the product you are expensing is a fair cost. If you can only get one quote a valid justification will be required. A valid justification could include that the product you are requiring for your project is very specialized and there are limited local providers. The reviewing grant manager will then determine if it is acceptable.

4. **How much detail is required in my budget template?**

When completing the budget template try to be as clear as possibly. Ensure that your product description is closely aligned with the description provided in your quotes and please try to itemize each item as much as possible. List out all quotes and clearly identify which is your preferred vendor.

5. **How do I know if my project aligns with a specific action?**

The program guide clearly outlines and provides examples of project alignment. We encourage you to read the program guide prior to applying.

6. Can I book a pre-application meeting to discuss my project?

Yes, if you require assistance with your application or have any questions prior to applying one of our grant managers would be happy to set up a meeting to discuss your project. Please send an email to businessinfo@edmonton.ca.

7. How long does it take to review my application?

Every application will vary in time depending on the completeness of the application and the complexity of the project. While we aim to have applications reviewed within two weeks of receiving your completed application, it may take longer. We ask for your patience.

8. How do I know what the status of my application is?

There is no way to view the status of your application. If you would like an update please email businessinfo@edmonton.ca and we will do our best to respond in 3-5 business days.

9. When can I expect my grant payments?

Grant payment processing time can take up to two weeks which includes mailing time. Assuming the final report has been reviewed and approved by the grant manager.

10. What are the new changes to the Economic Action Plan Grant?

Starting April 1, 2023, improvements were made to the Economic Action Plan Grant. Improvements included:

- You are now eligible to receive up to $50,000 in matching funding
- If needed, you will have the ability to request half the grant amount (up to $25,000) upfront and the remainder upon completion of your project
- You may apply more than once for new eligible projects that support the actions of the Economic Action Plan
- You may apply under the new action added to the program - Action 24: Utilize and coordinate the City's event strategy and Explore Edmonton Tourism Master Plan as tools to support investment by creating awareness about local opportunities for businesses and people.

Please visit the website for more information.

11. How many times can I apply to the grant program?

You may now approve more than once to the grant. Each application is required to be for a completely new project and must still align with the actions of the Economic Action Plan.

12. How detailed does my project timeline have to be?

We would like to see the key activity identified with a brief description along with the timeframe for that activity. List out every step in your project. To see a sample timeline click here.

13. What are considered ineligible costs?

The following are considered ineligible costs:

- Funding for wages or payroll.
- Support organizations with operational funding for rent, mortgages, bills, debt servicing, or fees for memberships or professional associations.
- Support ongoing initiatives or events.
- Provide funding for permit or licensing fees.
- Fund individual marketing plans and projects solely focused on marketing.

See the Economic Action Plan Grant Procedure for the full list of ineligible costs (Section 5.3).