KITIMAT
CHAMBER OF COMMERCE

LNG Canada Growth Fund Program Guide

The LNG Canada Growth Fund provides rebates to small and medium-sized local businesses in Kitimat and Haisla Nation, including home-based businesses, for eligible projects that strengthen business operations and growth. Rebates cover up to 50% of eligible expenses, to a maximum of $10,000 CAD ($5,000 for home-based businesses).

Who Can Apply

- Businesses must be located in the District of Kitimat or Haisla Nation and have an established local presence, such as an office, workshop, or employees.
- Eligible applicants must either hold a valid business licence issued by the District of Kitimat; or be a Haisla-owned business (greater than 50.1% ownership by a Haisla member) operating within the Northwest Corridor between Smithers, Prince Rupert, and Kitimat.
- Eligible applicants must be small or medium-sized businesses with fewer than 500 employees and annual revenues under CAD $100 million.
- Eligible businesses must be privately owned or sole proprietorships and must have been operating for at least 12 months with annual revenues of at least $30,000. First Nations businesses and First Nations development corporations are also eligible.

How to Make the Most of Your Rebate

Businesses often see the greatest impact by combining investments—such as upgrading equipment, refreshing their space, and strengthening their marketing all at once.

If you're unsure where to start, consider connecting with a business advisor to identify the best opportunities for your growth.

Program Eligibility

- The program is open to small and medium-sized local businesses, including home-based businesses, that meet all eligibility requirements in Section C of the application.
- Eligible applicants must either hold a valid business licence issued by the District of Kitimat; or be a Haisla-owned business operating within the Northwest Corridor (between Smithers, Prince Rupert, and Kitimat).

- Must demonstrate local economic or community impact.
- Businesses must have been operating for at least 12 months before applying.
- Rebates are subject to the following funding limits:
    - Minimum: $500
    - Maximum: $10,000 ($5,000 for home-based businesses)
    - *Note- home-based businesses are not eligible for interior or exterior renovation funding categories.
- Applicants must contribute 50% of total eligible project costs. If additional grant funding supports the project (for example, from NDIT or the District of Kitimat), the applicant's required contribution will be shared equally among funding partners.

Eligible Project Categories

- Marketing support
- Digital growth
- Revitalize your space
- Exterior improvements
- Equipment and productivity enhancements
- Employee training
- Planning for the future
- If you would like to discuss your project eligibility, please email lngcanadarebate@gmail.com or contact Laurel D'Andrea at the Kitimat Chamber 250-632-6294 with any questions.
- Businesses may work with a preferred consultant or seek help identifying a qualified one. Applicants are responsible for confirming consultant eligibility. Eligible consulting-related projects may include the following:

Consulting fees may be eligible; however, accounting, legal, and engineering consulting costs are not.

- Consultant(s) must be in Canada.
- Consultant contract fee must be fixed (i.e., not on time and material, hourly or contingency).
- Consultant travel costs must be directly associated with the project. Only travel costs within Canada are eligible.

- Other costs directly associated with the project e.g., software or training costs (to be approved on an individual project basis).
- Consulting contracts cannot exceed 12 months in duration.

Who Is Not Eligible

- Multi-level marketing (MLM) or direct sales businesses
- Online-only businesses with no local impact
- Passive income or investment ventures
- Businesses that do not meet the definition of Kitimat-based or Haisla-owned within the geographic corridor
- Start-ups without revenue below the minimum limit ($30,000)
- Publicly traded companies
- Non-profit organizations
- Municipalities, regional districts, and First Nations bands

Ineligible Costs

- Operational costs and staff wages
- Management or staff travel costs
- Legal, accounting or engineering services
- Meeting costs (equipment rental, refreshments, etc.)
- Project cost over-runs
- In-kind volunteer labour or donated services/materials
- GST
- Costs incurred prior to formal notification of funding approval from the LNGC Growth Fund program
- Fees for consultants outside Canada (unless the service is demonstrated not to be available in Canada)
- Outsourced operational duties

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How to Apply and Complete Your Project

- Prior to beginning any project, applicants must do the following:
  - Submit a complete application package, including the application form, all required attachments, a project budget, and supporting quotes or estimates.
  - Do not begin any project work until you receive formal funding approval and a funding agreement from the LNG Canada Growth Fund program.
  - Sign and return the funding approval agreement to the program email address.
- Projects must be completed as approved to receive funding. Any change to project scope must be reported to the LNG Canada Growth Fund program immediately. Incomplete or partially completed projects may not be eligible for funding.
- Projects must be completed within 12 months of the funding approval date.
- Projects that fail to meet the above criteria will not be eligible for funding.

Frequently Asked Questions

How do I know if my business is eligible to apply for this rebate?

To be eligible, your business must meet all of the following criteria:

☐ Does your business employ less than 500 people?

☐ Does your business have annual revenue of less than CAD $100 million?

☐ Is your business privately owned or a sole proprietorship?

☐ Has your business been operating for at least 12 months?

☐ Does your business have annual revenue of at least $30,000?

What happens after I submit my application? Applications are reviewed as they are received, on a first-come, first-served basis.

When will I hear back on my application? You can expect to hear back on your application within 30 business days.

What if I have questions about my project eligibility? Contact the program team at the email address listed below.

- If you have questions or need help with your application, email lngcanadarebate@gmail.com. The team aims to support all applicants in submitting complete applications that meet the program criteria.

Do I need to submit anything with my application? Please refer to Section C of the application for the full list of required documents and information.

Where should I submit my application? Completed applications should be emailed to lngcanadarebate@gmail.com.

Can I apply for more than one project? Yes, but any previously funded project must be completed before a new application is submitted.

When is the deadline to apply? The program will close once all available funding has been allocated.

What are some examples of eligible projects under this program? Here are some project ideas that may be considered:

- Marketing and digital growth
- Exterior and storefront improvements
- Productivity-enhancing equipment and tools
- Employee training and workforce development
- Customer space revitalization and accessibility improvements