



2023 Starter Company Plus Completion Requirements

As a participant to the 2023 Starter Company Plus grant program you have agreed to meet all of the requirements listed below. In acknowledgement of these requirements, please sign a copy of this form and return it to the Program Coordinator WITH YOUR APPLICATION for your file. All requirements listed below must be completed before December 31, 2023 to receive the grant funds. Please keep a copy to keep track of your progress.

- Submit proof of 25% personal contribution (from within the last 6 months from (date))
- Submit copy of Master Business Licence
- Submit proof of business bank account
- Submit proof of HST account number
- Submit proof of valid insurance
- Submit Proof of Social Insurance Number (not kept on file)

- 3 monthly meetings with a mentor - Participant must email dates of the meetings and mentors will be asked to email in confirmation as well.
 - Mentor Meeting #1 (1 hr of training) Date: _____
 - Mentor Meeting #2 (1 hr of training) Date: _____
 - Mentor Meeting #3 (1 hr of training) Date: _____

- Required attendance to:
 - 1 of 2 workshop (2 hrs of training) Workshop name and date: _____
 - 1 of 2 workshop (2 hr of training) Workshop name and date: _____
 - 1 of 2 networking event (1 hr of training) Event and date: _____
 - 2 of 2 networking event (1 hr of training) Event and date: _____

- Submit receipts of purchases for review (totaling or exceeding grant value before HST)
 - *The grant must be spent in its entirety whereby all items, services, and outcomes must be acquired and complete by December 31, 2023)

- Final meeting with Program Coordinator - exit interview (1 hr of training)

Name: _____

I understand the requirements listed above must be completed to receive my reimbursement grant.

YES

NO

