

## 2024 Summer Company Completion Requirements

When you sign this document, you are agreeing to complete the checklist below. In order to be considered successful in the completion of this grant program and to receive your second installment of \$1,500 you will need to complete the requirements outlined below. If you are unable to complete the check list below please speak to the Program Coordinator before accepting the grant. If you are under the age of 18 some documents might require a parent or guardian signature.

To complete your application please refer to the website [www.smallbusinessctr.com](http://www.smallbusinessctr.com)

**To complete the program & to receive your 2nd \$1500 cheque the following must be completed:**

- Complete 12 hours of training** as outlined by the program coordinator below
- Submit proof of spending the first \$1500 of the grant (as approved) within the first 30 days (submit receipts)
- Provide a record of hours of your business activities during the summer with the monthly journal
  - of 280 hours if you are a high school student and 420 hours if you are a post-secondary student
- 3 monthly meetings with a mentor
  - Mentor Meeting #1 **(1 hour of training)**: \_\_\_\_\_
  - Mentor Meeting #2 **(1 hour of training)**: \_\_\_\_\_
  - Mentor Meeting #3 **(1 hour of training)**: \_\_\_\_\_
- Required attendance to Program Coordinator meetings as requested min.1, max 3
  - Every meeting is worth 1 hour of training towards your total of 12-hour requirement
- Peer session meeting **(2hour of training)**
- Submit a monthly journal of your activities for a total of 3 separate months **(3 hours of training)**
- Participate in and complete the 12 hours of training as outlined by the program coordinator in subjects that may include marketing, cashflow, bookkeeping, work-life balance, understanding and identifying your customers, insurance, building your 30 second pitch, other.

\*It is up to the Program Coordinator to monitor the success of your progress and it is their sole-discretion to withdraw any participant at any time for not completing the requirements, or for not following program guidelines.