

## Subsidy Application Process

The process to submit a GESI subsidy applications is as follows:

The subsidy application is submitted by a BLP approved BASP to BLP in the “subsidies” section of the BLP Portal on the Business Advisor page.

### NOTE

- The “SME Client Information” section should be used to describe how the GESI client(s) meet the criteria to receive a GESI subsidy.
- The “Project Information” section should be used to describe who the lead advisor on the project will be, the type of services you plan to provide the SME clients, a description of the overall project, and an overall background on the clients. You (the business advisor) should also be able to describe the types of unique challenges the SME clients you are targeting face (because of their status as women, youth, Indigenous, or other marginalized) and how you plan to tailor your services to ensure they are relevant to this type of client. As well as any information about theirs and/or your work with a GESI partner (where applicable) to clearly demonstrate the need for subsidy.
- The “Previous Experience” section should be used to describe your (the BASP’s) previous experience working with these types of SME clients. You should be able to provide 2 examples. You should also be able to demonstrate past experience of when you have had to work with multiple clients (that fit this target population) simultaneously.

**Note:** In order to ensure funds are allocated quickly, effectively and where most needed, BLP subsidised projects are expected to commence within 4 weeks of the signing date. If the work has not commenced within 4 weeks, BLP reserves the right to cancel the subsidy approval and the subsidy application may need to be resubmitted.

### Subsidy claims and payments

1. When the subsidy project is completed, the BASP submits an invoice for the agreed subsidy amount to BLP along with evidence of the completed work deliverables and evidence of payment from the small businesses for their share of the project costs.
2. The GESI clients are also required to email BLP to confirm that the work has been completed satisfactorily before BLP can approve the subsidy invoice for payment.
3. Payment will be made within 30 days of the correctly submitted invoice and all supporting documents, including evidence of payment and email/communication from the client/small business confirming project completion.