



2026 Micro Business Development Program

TOWN OF SEXSMITH



Micro Business Development Program Grant Guide, Application, and Checklist

Town of Sexsmith Economic Development Program
August 2026

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1. Charter Introduction



2026 Micro Business Development Program

This document outlines the Micro Business Development Program established by the Town of Sexsmith to strengthen the community's local economy through targeted support for small-scale enterprises. The program provides financial assistance to eligible microbusinesses to enhance capacity, improve resilience, and sustain long term local economic vitality.

1.1 Document Change Control

Revision Number	Date of Issue	Author(s)	Brief Description of Change
1.0	July 17, 2023	Hasan Akhtar	Original Document
2.0	August 2025	Kathleen Connolly	Amendments
3.0	June 2026	Kathleen Connolly	Amendments

1.2 Executive Summary

Microenterprises are a cornerstone of Sexsmith's economy. These small, often home-based businesses provide local services, create employment opportunities, and foster entrepreneurship. Typically employing fewer than five people and generating under \$150,000 in annual sales, microbusinesses enhance community resilience and vitality through creativity and local investment.

The Micro Business Development Program supports this sector by offering reimbursement grants of up to 50% of eligible capital costs, to a maximum of \$1,000 per business. The 2026 program budget is \$10,000, complementing larger-scale business incentive initiatives already in place.

Given current economic pressures, including inflation and high interest rates, the program aims to provide tangible relief to 10-15 local microbusinesses for eligible expenditures on tools and equipment.



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Grants are provided on a reimbursement basis, contingent on submission of proof of expenditure. Administrative overhead for managing the program is expected to remain minimal.

2. Program Overview

2.1 Program Summary

The Micro Business Grant Program provides reimbursement grants up to 50% of eligible project costs, to a maximum of \$1,000 per business, to assist with purchasing, upgrading, or replacing tools and equipment, or improving business processes.

2.2 Program Goals, Business Outcomes & Objectives

The program targets existing, resident-operated microbusinesses. It aligns with both the Regional Economic Development Strategy and the Community Economic Development Plan.

Goal	Objective	Business Outcome
Strengthen resiliency of local microbusinesses	Improve cash flow by 10%	Stimulate the local economy and reduce retail leakage

2.3 Scope Definition

The program supports local microbusinesses by matching new capital costs up to 50% (maximum \$1,000). Approximately 30 home-based or microbusinesses in Sexsmith have annual turnovers under \$150,000 and may qualify.

2.4 Eligibility Requirements

Eligibility criteria include:

- Valid Town of Sexsmith business licence
- Owner-operated with five or fewer employees, with preference to home-based businesses
- In continuous operation for at least six months prior to January 1, 2026



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- No active bylaw enforcement actions or arrears with the Town
 - Physically located in the Town of Sexsmith
 - Not a franchise, subsidiary, or chain business
 - Not restricted to patrons aged 18+
 - Submission of a business plan and financial statement (non-audited acceptable)
- Grants are awarded once per business, based on need and business impact.

2.5 Application Process

- Intake Period: August 1 - October 30, 2026
- Decision Timeline: Within 30 days of submission
- Funding Distribution: By end of November 2026

Applications are reviewed in the order received. Incomplete or ineligible submissions will be notified by email. Funding may be partially awarded at the discretion of the Town.

2.6 Scoring Criteria

Applications are evaluated based on the following criteria: **Total: 100 points**

Category		Points Available
Home-based business operated by owner/family only	40	
Business with <=5 employees	25	
Submission of business plan	15	
Complete and current financial information provided	10	
Supporting documentation completeness	10	

2.7 Application Requirements

Applicants must provide:

- Business name, address, and contact information



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- Business licence number and identification
- Opening date
- Industry type
- Requested grant amount
- Employee numbers (as of March 31, 2026, and current)
- Brief business description
- Disclosure of other funding sources
- Attachments: proof of expenditure, business plan, financials, and license

Financial Information

Applicants must provide sufficient financial information to demonstrate that the business is currently operating. Examples may include a business tax return, income statement, bookkeeping summary, or other financial records acceptable to the Town. Audited financial statements are not required.

Non-Discrimination Statement:

No person or business shall be excluded from participation or denied benefits under this program on the basis of race, color, religion, sex (including gender identity or pregnancy), national origin, age, disability, or political affiliation.

3. Program Management

3.1 Grant Approval Authority

Grant disbursements will be approved by the Chief Administrative Officer (CAO) upon the recommendation of the Assistant CAO.

4. Accountability & Transparency

4.1 Reporting

All application and disbursement information will be reported to the Economic Development Advisory Committee (EDAC) for review and included in the Annual Economic Development Report to Council.



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Appendix A - Micro Business Development Program Application Form

No person or business shall be excluded from participation in, denied the benefit of, or be subjected to discrimination under any program or activity funded in whole or in part with the Town funds on the basis of race, color, religion, sex (including pregnancy, childbirth, gender identity, and related medical conditions), national origin, age, disability, or political affiliation or belief.

Business Information

Legal Name of Business: _____

Business Address: _____

Opening Date: _____

Type of Industry: _____

Town of Sexsmith Business Licence #: _____

Applicant Information

Applicant Name: _____

Title / Role: _____

Phone Number: _____

Email Address: _____

Project Details

1. Description of Business (Products, Services, etc.):
2. _____
3. _____



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4. Description of Proposed Project / Equipment / Improvements:

5. Total Project Cost (\$): _____

6. Amount of Grant Requested (\$): _____

7. Number of Employees (as of March 31, 20_____) _____

8. Number of Employees (Current): _____

9. Has the business applied for other funding? If yes, specify:

Applicant Declaration

I certify that the information provided in this application is accurate and complete to the best of my knowledge, and that I understand the eligibility and reimbursement conditions of the Micro Business Development Program.

Applicant Signature: _____

Date: _____

For Administrative Use Only

Reviewed by: _____	Date Received: _____
Application #: _____	Score: _____
Decision: _____	



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Appendix B - Supporting Documents Checklist

Please include the following documents with your application:

- ☐ Proof of expenditure (invoice, receipt, or quote)
- ☐ Valid Town of Sexsmith business licence
- ☐ Business plan
- ☐ Financial statement (audit not required)
- ☐ Any additional supporting materials relevant to this application

Applicant Acknowledgement

I confirm that all required documents have been attached to this submission.

Applicant Signature: _____

Date: _____