



Northern and Regional Economic Development Program

Application Companion Guide – 2024/2025

Northern and Regional Economic Development Program Application Companion Guide | Jobs, Economy and Trade

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Application Companion Guide

Important Dates for NRED 2024/2025 Intake

Open for applications: September 16, 2024

Application deadline: 11:59 PM (Mountain Standard Time) on December 6, 2024

Funding decision notification: Spring 2025

Getting Started

Access the Portal

Open your browser (Google Chrome or Microsoft Edge is recommended) and access the online application portal: <https://funding.alberta.ca/>

Or, you can access the portal via the [NRED webpage](#).

See screenshots on the following page.

From NRED webpage:

Northern and Regional Economic Development Program

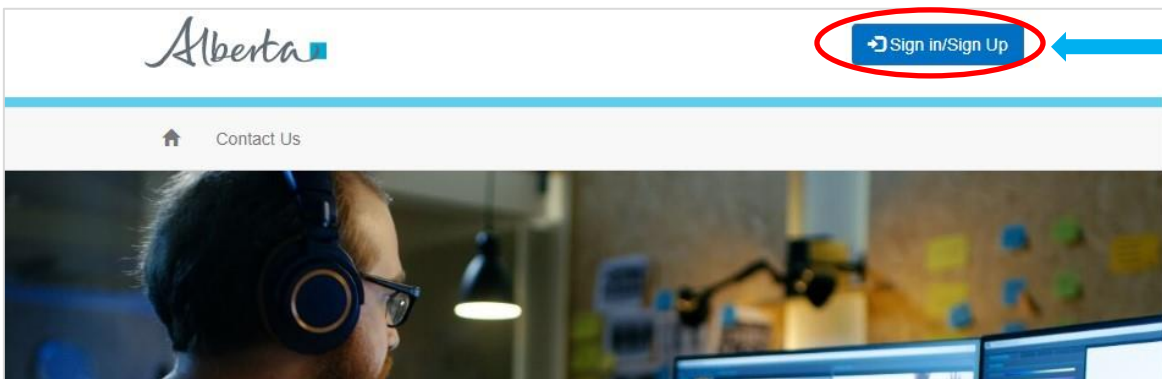
Organizations can apply for funding for projects that support economic development and diversification.

On this page:

- [Important dates](#)
- [Reporting](#)
- [Overview](#)
- [2022-23 Grant recipients](#)
- [Funding](#)
- [2023-24 Grant recipients](#)
- [Eligibility](#)
- [Contact](#)
- [How to apply](#)

[Online Application Portal](#) →

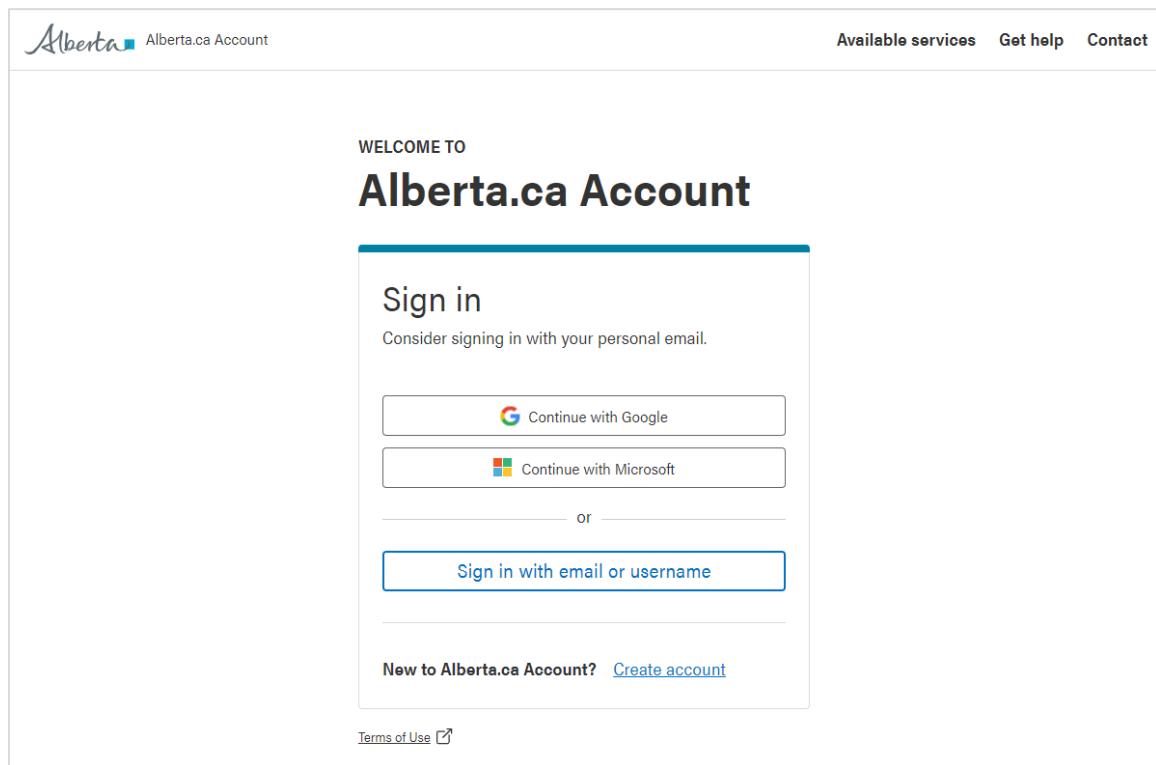
From online application portal:



Alberta.ca Account

You will be taken to the Alberta.ca Account login page and prompted to create a user account OR sign in if you have an existing Alberta.ca account. Note, if you are creating a new account you will only need a 'basic' Alberta.ca Account and you will not need it to be verified with your ID.

Alternatively, you can login using an existing Google or Microsoft account.



Alberta.ca Account

Available services Get help Contact

WELCOME TO

Alberta.ca Account

Sign in

Consider signing in with your personal email.

Continue with Google

Continue with Microsoft

or

Sign in with email or username

New to Alberta.ca Account? [Create account](#)

[Terms of Use](#)

Once an account has been created, you will gain access to the online application portal that hosts forms and templates required for application.

If you have forgotten your Alberta.ca Account login information, or have difficulties logging in, please try one of the following options:

- Contact the Alberta.ca Account team at: 1-844-643-2789 or alberta-ca.account@gov.ab.ca
- Fill out the online form at: <https://www.alberta.ca/alberta-ca-account-contact.aspx>
- For forgotten user ID and/or password, go to <https://account.alberta.ca/login> and click on the "Forgot your username or password?" link. You will then be e-mailed the reset and/or recovery information.

After logging in or creating your new 'basic' Alberta.ca Account, you will be asked to complete registration details for the user profile. Please complete the requested information and click "Submit".

Registration

Companion Guide

Profile

My Applications

The personal information in this form is being collected under section 33(c) of the Freedom of Information and Protection Act for the purpose of funding under Alberta Jobs, Economy and Innovation's programs. If you have any questions regarding the collection of this information:

- For the Community and Regional Economic Supports program, please email CARES.program@gov.ab.ca
- For the Alberta Export Expansion Program, please email AEEP.program@gov.ab.ca
- For the Film and Television Tax Credit program, please email FTTC.program@gov.ab.ca
- For the SME Relaunch Grant, please email SMErelaunch.program@gov.ab.ca
- For the REP Implementation Grant, please email REImplementation.grant@gov.ab.ca

INFORMATION

First Name *

Last Name *

E-mail *

Title

Phone Number

BUSINESS INFORMATION

Legal Name of Business Corporation *

Submit ←

After completing your registration, or if you've logged in with an account that's already completed its registration, you will be taken to the main Application page. On this page, you will find all submitted and draft applications under "My Applications".

Applications

This website has been designed to work properly in the following browsers:

- Google Chrome
- Microsoft Edge

To submit an application, you need to use one of these two browsers.

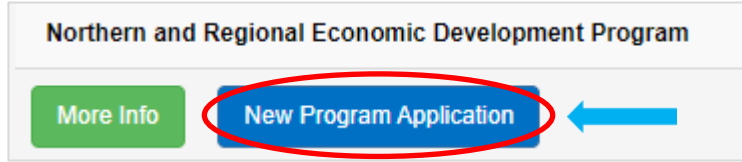
My Registrations

My Applications

You can apply for multiple programs from this dashboard. All the programs available for application will be listed under the "Programs" header of the dashboard.

Northern and Regional Economic Development (NRED) Program Application

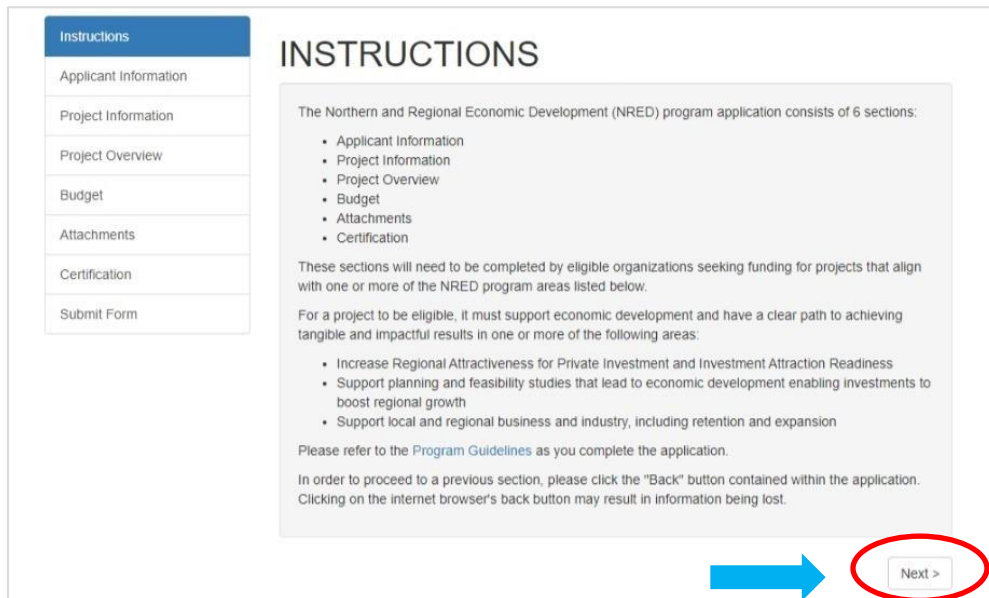
When applying for the NRED program, please select “Northern and Regional Economic Development Program” from the program listing to begin the application process.



Before you begin, some helpful tips:

- Fully review the Program Guidelines before starting an NRED application and contact the program with any questions you might have about the NRED program:
 - Email: NRED.Program@gov.ab.ca
 - Phone: 1-833-JET-NRED (1-833-538-6733)
- When completing your application, please use this Companion Guide alongside the Program Guidelines to draft your responses in a Word document for backup and easy transfer to the online portal.
- Have all relevant documentation ready for upload prior to beginning the application. The application will require document uploads at the final step of the application process. The following documents are required:
 - Completed NRED Budget Template
 - Completed NRED Management and Measures Template
 - Quotes and estimates
 - Letters of commitment from project collaborators and funding contributors
 - Substantiation of the valuation of in-kind contributions
 - Any additional supplemental project documentation
- When “Next” is selected after a page is completed, the page application will automatically save the data input up to this point.

Once the program application instructions have been reviewed, select “Next” to begin the NRED application.



Applicant Information

To be eligible for NRED, an organization must:

- be primarily engaged in economic development;
- represent one of the following categories:
 - **Incorporated Non-Profits** with a mandate of economic development, that have been operating for a minimum of one year and are in good standing with any provincial or federal filing requirements.
 - **Municipalities**
 - **Indigenous Communities** (First Nations or Métis Settlements)

On this page, you will be asked to either select an existing organization (if you are a previous applicant) or to create a new organization (if you are a new applicant). Click “Next” to continue.

NRED3 Application

Instructions

Applicant information

Project Information

Project Overview

Budget

Attachments

Certification

Corporation Name

Select Existing Organization *

Create New Organization

< Back Next

If your organization has previously applied, please select it from the drop down.

If not, click the “Create New Organization” button and enter the organization’s legal name in the pop-up.

After clicking “Submit” the pop-up will close. The text “Processing...” may appear and you will automatically be brought to the next page of the application.

Create New Organization

Legal name of organization *

Submit

Please complete the requested information on the second “Applicant Information” page. If the organization does not have an operating name, please leave this field blank.

The form is titled "Applicant Information" and is divided into several sections. On the left, a navigation menu includes: Instructions, Applicant Information (highlighted), Project Information, Project Overview, Budget, Attachments, Certification, and Submit Form.

Applicant Information Section:

- Legal Name of Organization ***: A text input field with a red asterisk.
- Operating Name of Organization ***: A text input field with a red asterisk.
- Type of Organization ***: A dropdown menu with a red asterisk.
- Not For Profit Registration Number**: A text input field.
- Organization Incorporation Date, if applicable**: A date picker field.
- Address of Organization**: A sub-section containing:
 - Address ***: A text input field with a red asterisk.
 - City ***: A text input field with a red asterisk.
 - Province ***: A dropdown menu with "Alberta" selected and a red asterisk.
 - Postal Code ***: A text input field with a red asterisk.
 - Country ***: A dropdown menu with "Canada" selected and a red asterisk.
- Is Mailing Address the same as Address of Organization?**

General Section:

- Project Manager Contact**: A sub-section containing:
 - First Name ***: A text input field with a red asterisk.
 - Last Name ***: A text input field with a red asterisk.
 - Title ***: A text input field with a red asterisk.
 - Email ***: A text input field with a red asterisk.
 - Primary Phone ***: A text input field with a red asterisk.
 - Secondary Phone ***: A text input field with a red asterisk.
 - Is Project Manager Contact the same as Signing Authority Contact?**
- Signing Authority Contact**: A sub-section containing:
 - First Name**: A text input field.
 - Last Name**: A text input field.
 - Title ***: A text input field with a red asterisk.
 - Email ***: A text input field with a red asterisk.
 - Primary Phone ***: A text input field with a red asterisk.
 - Secondary Phone ***: A text input field with a red asterisk.

At the bottom right, there are two buttons: "< Back" and "Save and Next >".

Text boxes with red stars next to their label must be completed in order to move forward to the next page of the application.

If the organization uses a PO box for mail, it is necessary that you also provide us with the physical address of the organization's offices in the section above and then uncheck this box.

The "Project Manager" is the primary point of contact at the organization for providing information and reporting on your NRED project.

The "Signing Authority" is someone within the organization with the authority to sign a grant agreement in the event your NRED application is successful.

Project Information

On this page you will provide a high-level description of the project that you are proposing to complete with the support of an NRED grant. Further details on the project will be collected on the next page of the application.

The screenshot shows a web form titled "Project Information" with a sidebar on the left containing navigation links: "Instructions", "Applicant Information", "Project Information" (highlighted), "Project Overview", and "Budget". The main form contains the following fields and instructions:

- Project Title ***: A text input field. Callout: "The 'Project Title' should be short and clear. Do not go into detail describing the project within the title."
- Priority Area ***: A dropdown menu. Callout: "Choose the program priority area which most closely fits your project. Example projects for each of the priority areas can be found in the Program Guidelines."
- 100 character description**: A text area with the instruction: "Please provide a 100 character description of the project (e.g., a feasibility study to expand access to a business park). This description will be used for promotional purposes for successful projects. *". Callout: "In this section provide a very brief (e.g. one to two sentences), high-level description of the project."
- 500 character description**: A text area with the instruction: "Write a clear and brief description of the project outcomes (500 characters or approximately 100 words) *". Callout: "In this section describe what your organization is hoping to achieve with the completion of this project. Please speak to specific measurable outcomes."
- Project Type ***: A dropdown menu. Callout: "Examples for each project type can be found in the Program Guidelines."
- Location question**: "Is your project located in northern Alberta, with 51% or more of the project costs to be spent in the northern region? For the definition of northern region please refer to the Program Guidelines. *". Radio buttons for "No" (selected) and "Yes".
- Proposed Project Start Date *** and **Proposed Project End Date ***: Date pickers.

To demonstrate the scope of the project, provide an estimate of the number of municipalities/ communities and Small and Medium Enterprises (SMEs) that will be impacted. In the subsequent boxes for each estimate please substantiate your

Provide details on how your project will leverage other funding, connections and resources in the region to maximize project impact.

This will provide a better understanding of your project's level of support from the stakeholders in the region.

Please refer to Appendix 2 of the Program Guidelines for detailed descriptions and maps to accurately select the region that best fits your project's location. Use the dropdown menu.

How many communities will be directly impacted by the project? Please enter the number of communities (put zero if not applicable). *

Briefly explain which communities will be directly impacted by your project and describe the nature and extent of the impact. (250 characters) *

How many Small and Medium Enterprises (SME's) will this project support (put zero if not applicable)? *

Briefly explain which SME's will be supported by your project and what benefits they will experience as a result. (250 characters) *

Select the industry that this project best supports (choose the best fit)? *

Brief explanation how the project investment will be leveraged in the community (Max 1000 characters or approximately 200 words) *

(Max 1000 characters or approximately 200 words)

Select the Region that best fits your project's location (see the appendix for regional breakdown in the program guidelines) *

Project Collaborators

An important element of the NRED program is collaboration across organization, municipalities and/or regions. In the following section you will provide information about your organization’s collaborators/partners for this project.

Project Partners

+ Create

Organization Name ↑	Operating Name of Organization	Type of Organization	Partner Contact Name	Main Phone
There are no records to display.				

Number Of Project Partners

0

Provide details on how the project partners will contribute to the project

< Back Save and Continue

In this section provide details on the planned/proposed collaboration between your organization and collaborators/partners on your project.

Click the “+ Create” button to add additional Project Partners to your application.

Once clicked a pop-up will appear where you can provide details about the Project Partner. Once you’ve entered all the partner details click the “Save” button in the pop-up to close it.

You should then see the new partner added the list.

If a project partner you’ve added needs to be edited or deleted, click the arrow to the right of their entry on the list:

+ Create

Main Phone

30-555-5555

View Details

Delete

Project Overview

This section of the application is designed to offer further details about the project and its goals. Information submitted on this and the previous page needs to provide a comprehensive understanding of the project and its objectives.

Applicants should detail their project comprehensively, emphasizing the project’s alignment with the program’s strategic priorities as described in the Program Guidelines. The project description should include clear, tangible, and measurable economic benefits, outlining the overall regional impact of the project. The management and implementation strategy (provided in the Management and Measurements template) should highlight key milestones, success factors, and risk mitigation measures.

The screenshot shows a web application interface for the 'Project Overview' section. On the left is a vertical navigation menu with the following items: 'Instructions', 'Applicant Information', 'Project Information', 'Project Overview' (highlighted in blue), 'Budget', 'Attachments', 'Certification', and 'Submit Form'. The main content area is titled 'Project Overview' and contains the following text:

Project Overview

Overview

Be specific and concise. This section serves as an executive summary of your project.

Identify and describe the issue or problem that the project will address (Max 3,000 characters or approximately 600 words) *

(Max 3,000 characters or approximately 600 words)

Describe the expected result or benefit of the project and how the project will address the issue or problem described above (Max 3,000 characters or approximately 600 words) *

(Max 3,000 characters or approximately 600 words)

In the second half of this application page, select all the checkboxes that apply to your project. For each checkbox you click, additional fillable information will be requested:

- For the relevant impacts and outcomes type you will be asked how your project addresses the section.
- For the relevant job types you will be asked for an estimate of the number of jobs and an explanation of how you arrived at your estimate.

Click all checkboxes in these sections relevant to your project.

Project Impact and Outcomes (Why the project is needed)

Please select the following priority area(s) your project directly aligns with and provide evidence of tangible and measurable economic impact benefits on the community and/or industry. Please refer to definitions section of the [Program Guidelines](#) (Max 3,000 characters or approximately 600 words)

- Increase Regional Attractiveness for Private Investment and Investment Attraction Readiness (This involves initiatives that make regions more appealing to investors and improve their readiness to attract and support investments.)
- Support planning and feasibility studies that lead to economic development enabling investments to boost regional growth (This includes funding for studies and plans that pave the way for future economic development projects, ensuring they are well-prepared and viable.)
- Support local and regional business and industry, including retention and expansion (This focuses on supporting existing businesses and industries within the regions to help them grow, expand, and remain viable.)

Will this project create any new jobs? Please indicate the number of jobs for each category and describe the positions in the space below (put zero if not applicable).

- Full-time positions (30 or more hours per week) during the course of the project
- Part-time positions (less than 30 hours per week) during the course of the project
- Full-time positions (30 or more hours per week) that will potentially be created as a result of this project
- Part-time positions (less than 30 hours per week) that will potentially be created as a result of this project

Please provide a brief summary of how the number of jobs was determined, taking into account factors such as project scope, expected workload, and potential expansion of operations

Management and Measurement

Use this template for your Management and Measurement information: [Click Here](#). This template will outline the milestones for the project and be used to determine the project management expectations: [Management and Measurement Template](#).

Information provided in the Management and Measurement template should provide a clear understanding of the steps involved in completing the project as well as provide an understanding of the risks involved in the project completion process.

< Back Save and Next >

Project Budget

Use this page to provide information on the costs associated with your project. The information on this page should align with the budget information provided on the Budget Template document which you will need to upload into your application on the next page.

The screenshot shows the 'Project Budget' form. On the left is a navigation menu with 'Budget' selected. The main form is divided into 'Revenue' and 'Funding/Contributions' sections. The 'Revenue' section includes fields for 'Requested Grant Amount', 'Other Alberta Government Funding - Cash', 'Other Alberta Government Funding - In Kind', and 'Total GoA Funding', all currently set to 0.00. The 'Funding/Contributions' section includes a table for contributors and summary fields for 'Total Applicant Sourced Contributions', 'Total Project Value', and 'Total Budget', all set to 0.00. A 'Create' button is located at the top right of the contributor table. A 'View Details' and 'Delete' pop-up is shown over the table. A 'Click Here' link is present under the 'Total Project Value' field.

Click the "+ Create" button to add additional financial contributors to your application.

Once clicked a pop-up will appear where you can provide details about the contributor. Once you've entered all the details, click the "Save" button in the pop-up to close it.

You should then see the new contributor added the list.

If a contributor you've added needs to be edited or deleted, click the arrow on the right of their row:

The minimum NRED grant amount is \$10,000.

The maximum NRED grant amount is \$300,000.

Any in-kind contributions will need to have their valuation substantiated through your uploaded supplemental application documents.

Application Attachments

On this page, upload the supplemental documents for your NRED application. Not all documents in the list will necessarily apply to your project. Once you've selected the files you wish to upload by clicking the "Choose File" button for each relevant category, click the "Upload Files" button to start the upload process. We accept only one attachment per category, except for the "Other" category. After uploading one "Other" category attachment, you can continue to upload additional "Other" documents. Supporting documents such as letters of support, regulatory approvals, and project plans should also be included to strengthen the application.

File	Choose File	No file chosen
Management & Measurement Template* File Template	Choose File	No file chosen
Budget Template* File Template	Choose File	No file chosen
Document(s) of Secured/Committed Funding *	Choose File	No file chosen
Quotes to Support Budget ⓘ*	Choose File	No file chosen
Document(s) Confirming In-Kind Contribution(s) ⓘ	Choose File	No file chosen
Letter(s) of Support by Communities/Partners ⓘ	Choose File	No file chosen
Band Council Resolution for Project ⓘ	Choose File	No file chosen
Job Description(s)	Choose File	No file chosen
Other	Choose File	No file chosen

Upload files

Applicants must provide evidence that all Matching Funds are either committed or secured at the time of application. Evidence should be provided for each source of funding (including the applicant's) and may include letters from the organizations that are providing the funds confirming that the funds are committed, secured/approved (e.g. notice of approval or other award/funding notification) or equivalent. Letters should be provided on appropriate letterhead and signed by a person with the authority to commit funds or resources for the organization (Director or equivalent).

Currently uploaded attachments

File Name
Job Description(s) File Upload

< Back Save and Next >

Keep your cursor hovered over these question mark symbols to read helpful hints about that attachment category.

Uploaded documents will appear under the "Currently uploaded attachments" header and can be removed, if necessary, by clicking the red 'x' button to the right of the document's row:

File Name
Job Description(s) File Upload

Certification of Application and Privacy Notice

On the next two pages of the application, you will provide your certification of the accuracy of the information provided in the application, as well as acknowledge the statement on the Government of Alberta's *Freedom of Information and Protection of Privacy Act* and how it will pertain to the information collected as part of your NRED application.

The screenshot shows the 'Certification' page. On the left is a vertical navigation menu with the following items: Instructions, Applicant Information, Project Information, Project Overview, Budget, Attachments, Certification (highlighted in blue), and Submit Form. The main content area is titled 'Certification' and contains the following text: 'I, _____, am an authorized signing officer of the applicant and hereby certify that all information contained within this NRED Program application is true, complete and accurate and that all NRED Program funding will be used in accordance with the NRED Program guidelines. I certify that the grant will be applied in the manner described within this application should it be approved by the Minister of Jobs, Economy and Trade.' Below this text is a checkbox labeled 'Yes'. A blue callout box with a white border and an arrow pointing to the checkbox contains the text: 'Click the checkbox to confirm that you certify the accuracy of the information in your application.' At the bottom right of the main content area are two buttons: '< Back' and 'Save and Next >'.

The screenshot shows the 'Submit Form' page. On the left is a vertical navigation menu with the following items: Instructions, Applicant Information, Project Information, Project Overview, Budget, Attachments, Certification, and Submit Form (highlighted in blue). The main content area is titled 'Submit Form' and contains the following text: '**Freedom of Information and Protection of Privacy Act**
The personal information collected through the designated online application portal for the Northern and Regional Economic Development (NRED) Program, is for the purpose of assessing the application being made to the NRED Program, to report on aggregated program statistics, and if successful, used to report on the success of each application individually and in aggregate, and for compliance purposes related to the terms and conditions of the grant funding. If an opportunity is identified by the NRED Program staff, this information may additionally be shared with other Government of Alberta ministries, to determine if there is a potential for the applicant to receive funding through another Government of Alberta ministry. This collection is authorized by section 33 (c) of the Freedom of Information and Protection of Privacy Act. For questions about the collection of personal information, contact the NRED Program Administrator at 1-833-JET-NRED (1-833-538-6733), by email at NRED.program@gov.ab.ca, or by mail at Jobs, Economy and Trade, c/o NRED Program Administrator, 13th Floor, Commerce Place, 10155 – 102 Street NW, Edmonton, AB T5J 4G8.'

 At the bottom right of the main content area are two buttons: '< Back' and 'Submit'.

To complete the submission of your application, click the "Submit" button. If you are not prepared to submit yet and would like to be able to edit the application later simply click the "Alberta" logo in the top left of the webpage to return to the online application portal homepage. The application will be left as "draft". You can continue work on the application by clicking the "View Application" button for your draft NRED application's row under "My Applications".

Post-submission

After clicking the “Submit” button on the last page of the application you should be redirected to the application portal home page. Here under “My Applications” you should see your application listed.

Applications

This website has been designed to work properly in the following browsers:
- Google Chrome
- Microsoft Edge
To submit an application, you need to use one of these two browsers.

My Registrations

My Applications

Title	Organization	Identifier	Published Status	Date Submitted	Date Updated	Action
NRED-03-00012	Spacely Sprockets	NRED-03-00012	Submitted	Friday, July 26, 2024	Friday, July 26, 2024	View Application Print Application

Take note of your application “identifier”. When contacting program staff, you may be asked by to provide this unique number to help identify your application.

Confirm whether the application you are working on is submitted, or if it is still in “draft” status.

Only applications that have been submitted by 11:59 PM on December 6 will be eligible for consideration.

To review an application that has already been submitted or continue an application that is still in draft click the “View Application” button.

Once your application is submitted you will no longer be able to make changes to its contents from the online application portal. Ahead of the application submission deadline, if it is necessary to make changes to the application or if there are supplemental documents you were unable to attach before submitting, please email: NRED.Program@gov.ab.ca.

Program staff will be in contact with your organization via email about the result of your submitted application(s) in Spring 2025.

Questions?

NRED Program

If you have any questions about the NRED program, the application process, or the program's eligibility requirements please reach out to the NRED team by emailing NRED.Program@gov.ab.ca or calling 1-833-JET-NRED (1-833-538-6733).

Alberta.ca Account

If you have any questions regarding your Alberta.ca Account or need technical assistance please reach out to the Alberta.ca Account team through email at alberta-ca.account@gov.ab.ca or by phone, 1-844-643-2789.