

Apprenticeship Tools Grant

Frequently Asked Questions (FAQ)

1) What is the Apprenticeship Tools Grant?

Answer: The Apprenticeship Tools Grant is a non-repayable, one-time grant of *up to* \$1000 available to new, eligible apprentices to purchase new tools, clothing, and protective equipment for their respective trades.

2) Who is eligible to apply for an Apprenticeship Tools Grant?

Answer: The Apprenticeship Tools Grant is available for new apprentices. A new apprentice includes anyone with less than 500 employer hours of work experience in their trade at the time of their apprenticeship registration.

Other eligibility requirements include:

- work and reside in Nova Scotia
- apply within 90 days of the date on the Apprenticeship Welcome Letter
- be employed full-time (minimum of 35 hours per week)
- be a new, first-time apprentice registered with the Nova Scotia Apprenticeship Agency

3) I completed pre-apprentice training and received a certificate or diploma upon completion and was credited hours at the time of my apprenticeship registration. Am I still eligible for the Apprenticeship Tools Grant?

Answer: Yes. These hours are considered training hours and not employer hours.

4) What types of tools or equipment can be funded through this grant?

Answer: The Apprenticeship Tools Grant is intended for tools, clothing, and protective equipment that are specific to the apprentice's industry or trade and are essential elements required to carry out their work safely and with precision and expertise.

5) What is a recognized retailer / reputable dealer?

Answer: A retailer or dealer is a reputable business or person that sells goods or services to the public. Purchases made through a transaction on Kijiji, Facebook Marketplace, private sale are not eligible for reimbursement. Quotes and receipts must be from a recognized retailer or reputable dealer. Hand-written receipts will not be accepted.

6) Are there restrictions on how the Apprenticeship Tools Grant can be used?

Answer: Exclusions include but are not limited to the following:

- cell phones, smart watches, or communication devices
- software and hardware tools such as computers, laptops, tablets, software licenses and other IT infrastructure
- tools for educational purposes such as teaching aids and laboratory equipment
- artistic tools such as cameras, art supplies, musical instruments, or studio equipment
- research tools used for conducting research, including data collection devices, analysis software or field-specific instruments

7) How do I apply for the Apprenticeship Tools Grant?

Answer: Employment Nova Scotia is administering the grant on behalf of the Nova Scotia Apprenticeship Agency. You can apply by completing an online application form located at the following link and by clicking on “click here to apply”. [APPRENTICE SUPPORTS | Nova Scotia Apprenticeship Agency \(nsapprenticeship.ca\)](https://www.nsapprenticeship.ca/apprentice-supports).

8) How will I know if my application was received?

Answer: You will receive an email from Employment Nova Scotia that confirms receipt of your application.

9) How will I know if my application was approved?

Answer: Employment Nova Scotia will notify you when a decision has been made.

10) What supporting documentation will I need to submit with my application?

Answer: You will be required to submit a digital copy of the following supporting documentation:

- Apprenticeship Welcome Letter
- Apprenticeship Registration Agreement
- A complete quote for the requested tools from a recognized retailer/reputable dealer, which includes:
 - Date of quote
 - List and cost of each item
 - Total cost
 - Name of retail store/reputable dealer

11) What personal information will I need to complete my application?

Answer: To complete your online application, you will need to know:

- Your date of birth
- Your direct deposit information
- Your Social Insurance Number (SIN)
- Your contact information including phone, alternate phone, and email
- Your complete address including postal code (mailing /permanent address and civic address if different from permanent address)

12) Can I purchase my Tools and then apply for the grant?

Answer: No. Tools must not be purchased prior to approval.

13) How will I receive my Apprenticeship Tools Grant if my application is approved?

Answer: Employment Nova Scotia will advance you 100% of the approved quoted amount, up to a maximum of \$1000.

Funds will be paid by direct deposit if you provided your banking information, however, if you did not provide your banking information, a cheque will be mailed to you at the address provided on your application.

14) Will I be required to provide receipts for my purchase?

Answer: Yes, you will be required to provide receipts to ENS within 30 calendar days of funding being issued by Employment Nova Scotia (ENS).

PLEASE NOTE:

- If receipts are not provided within 30 calendar days, Employment Nova Scotia will establish an overpayment, and you will be required to repay the funds to the Nova Scotia Apprenticeship Agency.

15) What if I change my mind and want to purchase different tools than the ones I was approved for on my quote?

Answer: You cannot substitute tools after receiving the funding. Only tools approved from your submitted quote are eligible for purchase. Approval is required for all tools before purchasing.

16) What if I am unable to get an item that I was approved to purchase?

Answer: You can discuss this with a Program Officer at Employment Nova Scotia.

17) Can I apply for multiple Apprenticeship Tools Grants?

Answer: No. You can only receive the grant once (regardless of the value). For example: If you receive funding for tools valued at \$600, you cannot apply a second time for an additional \$400 to purchase more tools.

If you start a new apprenticeship in another trade, you will not be eligible for a second Apprenticeship Tools Grant.

18) Who do I contact on the status of my Apprenticeship Tools Grant application or for help with completing the application form?

Answer: You can contact Employment Nova Scotia at 1-877-223-0888 to follow up on the status of your application and for help completing the application form.

19) Who do I contact if I have questions about the eligibility criteria?

Answer: You can contact the Nova Scotia Apprenticeship Agency at:

- Halifax Office: (902) 424-5651
- Toll Free (NS): 1-800-494-5651
- Email: apprenticeship@novascotia.ca