CANADA DIGITAL ADOPTION PROGRAM
BOOST YOUR BUSINESS TECHNOLOGY

JOURNEY THROUGH CDAP

A STEP-BY-STEP GUIDE ON HOW TO GET THE FUNDING YOU NEED TO DIGITALLY TRANSFORM YOUR BUSINESS

BEFORE YOU APPLY,
PLEASE HAVE THE FOLLOWING:

Business number

Business address

Number of full-time employees (FTEs)

Personal banking info or a photo of your ID

My Business Account credentials

Innovation, Science and Economic Development Canada   Innovation, Sciences et Développement économique Canada

Canada

CANADA DIGITAL ADOPTION PROGRAM
ELIGIBILITY CRITERIA
JOURNEY THROUGH CDAP

CDAP is right for you if you're looking to...
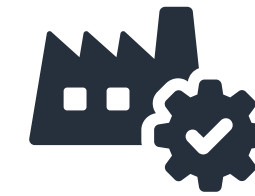
Reduce overhead costs | **Speed up transactions** | **Respond to clients faster** | **Manage inventory more efficiently** | **Improve supply chain logistics**

You can apply if your business...

Is a Private corporation | **Is Canadian Owned** | **Is for profit** | **Has between 1-499 full-time employees** | **Has $500,000 - $100,000,000 in annual revenue**

FOR MORE INFORMATION | 1.800.328.6189 | WWW.CANADA.CA/DIGITAL-ADOPTION

CANADA DIGITAL ADOPTION PROGRAM
PROCESS OVERVIEW
JOURNEY THROUGH CDAP

APPLY		PLAN		IMPLEMENT	BENEFITS
As little as 10 minutes		3 months average	30 days		

CREATE YOUR ACCOUNT | **APPLY & SIGN AGREEMENT** | **WORK WITH A DIGITAL ADVISOR** | **SUBMIT CLAIM & RECEIVE GRANT** | **BDC LOAN & WORK PLACEMENT** | **REALIZE YOUR RETURN ON INVESTMENT**

1 — **2** — **3** — **4** — **5** — **+**

1 — CREATE YOUR ACCOUNT
- Using your email address
- Using the GCKey Sign In Feature
- Using the Interac Sign In Service

2 — APPLY & SIGN AGREEMENT
- ▼ Verify identity
- ▼ Confirm eligibility
- ▼ Complete your application
- ▼ Sign the grant agreement
- ▼ Provide banking details
- ▼ Complete the Digital Needs Assessment

3 — WORK WITH A DIGITAL ADVISOR
- Develop a digital adoption plan with a recognized digital advisor

4 — SUBMIT CLAIM & RECEIVE GRANT
- Submit your digital adoption plan and invoice to get reimbursed for advisory costs up to $15,000

5 — BDC LOAN & WORK PLACEMENT
- Apply for a 0% interest loan of up to $100,000 from the BDC

  Learn More ⌄

- Apply for a wage subsidy of up to $7,300 from Magnet for a youth work placement

+ — REALIZE YOUR RETURN ON INVESTMENT
- + Increased sales and revenue
- + Reduced costs
- + Enhanced efficiency and productivity
- + Improved customer experience and satisfaction
- + And more

Learn More ⌄ **Learn More** ⌄ **Learn More** ⌄ **Learn More** ⌄ **Learn More** ⌄

Ready to apply?
Start your application today!

CANADA DIGITAL ADOPTION PROGRAM
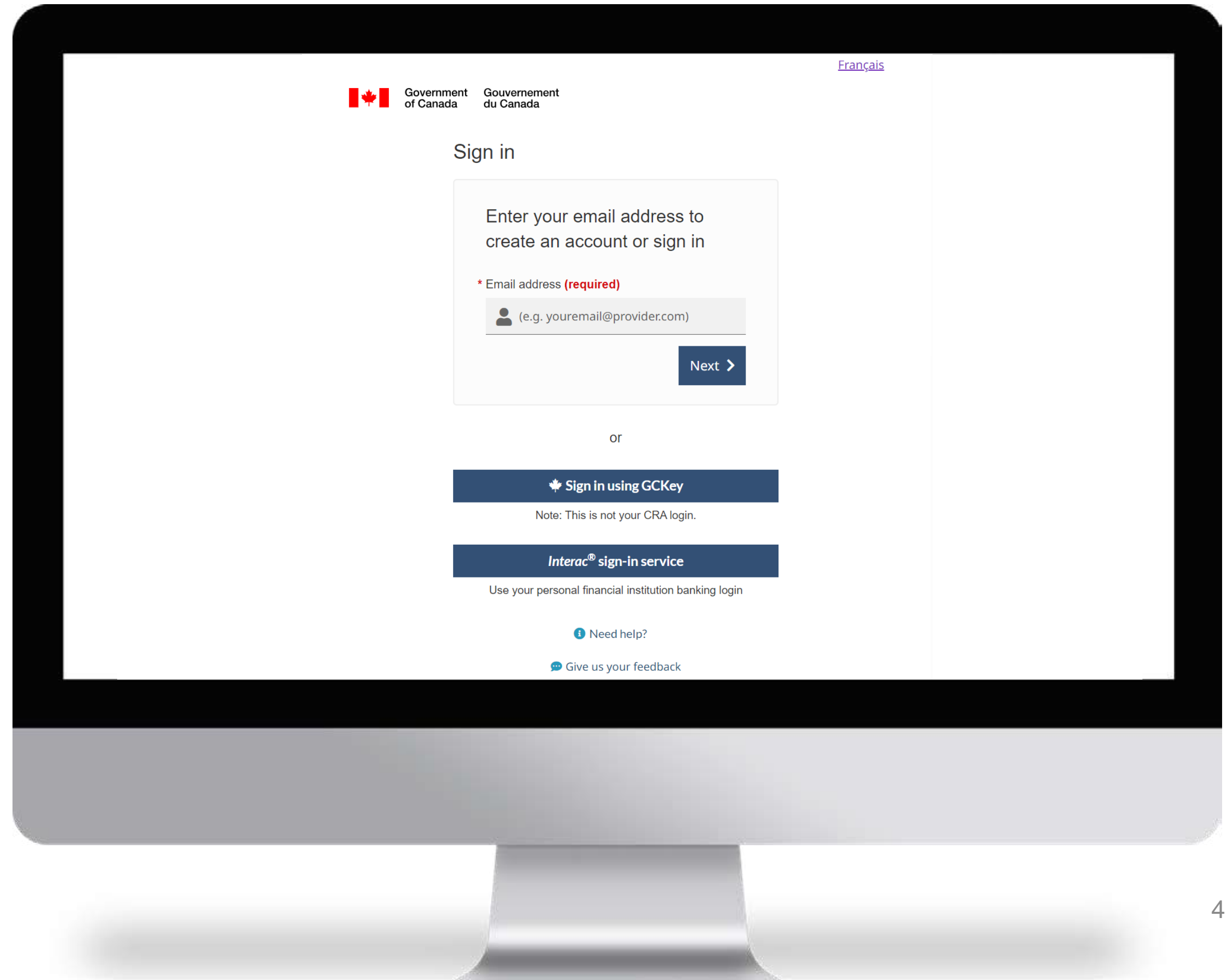# STEP 1 | CREATE YOUR ACCOUNT
JOURNEY THROUGH CDAP

Create a CDAP account using one of three options :

✉ Email address (Recommended)

🔑 GCKey Sign In feature

🪪 Interac Sign In service

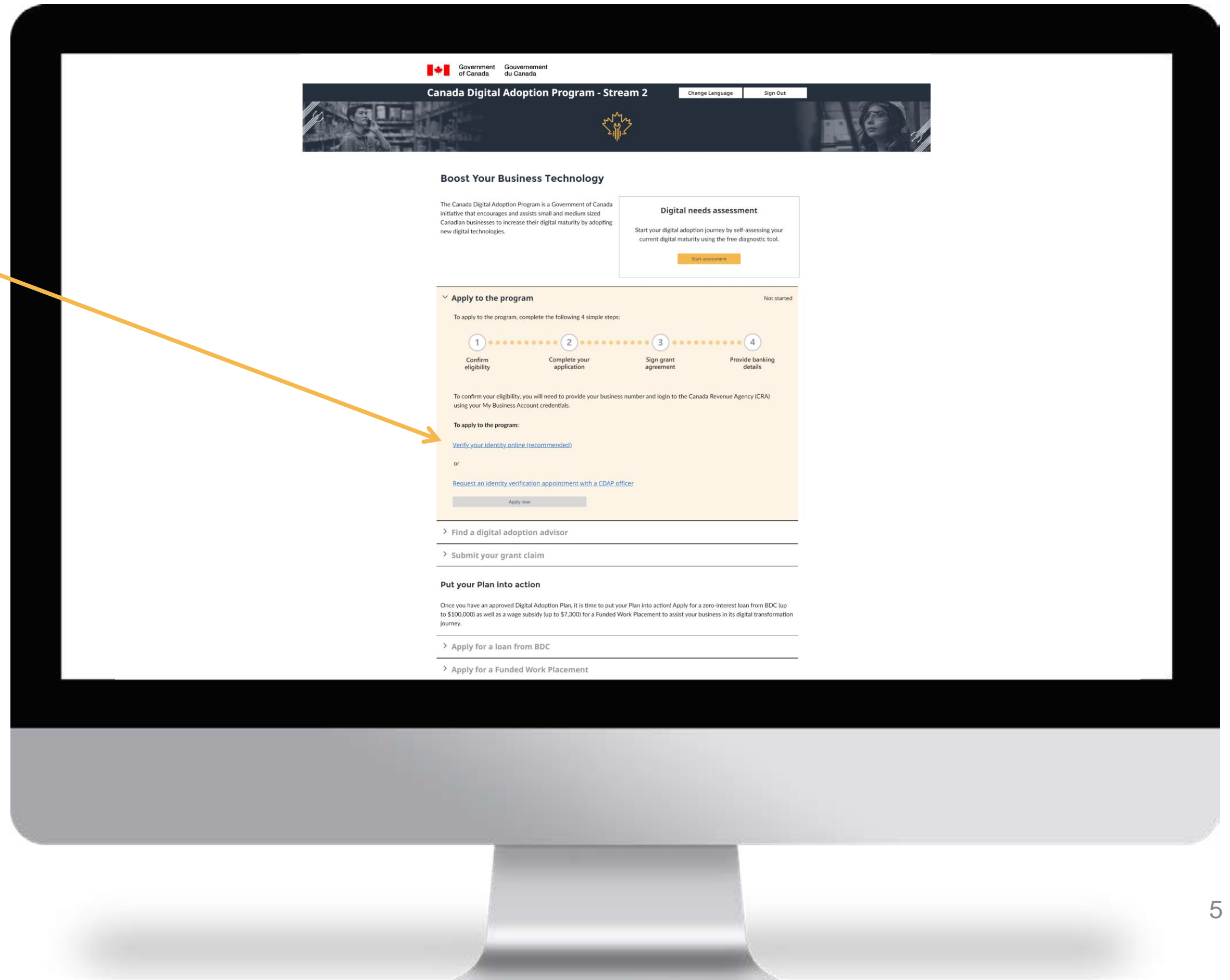# STEP 2 | A | APPLY & SIGN AGREEMENT

JOURNEY THROUGH CDAP

Verify your identity
using one of four options:

- Sign-in with your **personal banking credentials** using the Interac Verification Service

- Take a **photo of your ID** using the Interac Document Verification Service

- In-person visit a Canada Post Outlet near you

- Request an identity verification appointment with a CDAP officer *

* Choosing this option may delay your application process.

STEP 2 | B | APPLY & SIGN AGREEMENT

JOURNEY THROUGH CDAP

Confirm eligibility

by providing your legal business name and business number and indicating whether you are a Director.

If you are a Director, you will be prompted to log into the Canada Revenue Agency (CRA) using your **My Business Account credentials**.*

If you are <u>not</u> a Director, you will be asked to provide your Director's contact information who will then need to confirm eligibility of the business and authorize you as a delegate.

Refer to our "Authorized delegate application process" guide to learn more about this process.

* If you are a sole proprietor, you will be asked to complete a PDF application form and submit it by email.

Having trouble logging into your CRA account to confirm your eligibility?

Check out our troubleshooting tips ⌄

Government of Canada / Gouvernement du Canada

Canada Digital Adoption Program - Stream 2   Change Language | Sign Out

Return to main page

① Confirm eligibility ⸺ ② Complete your application ⸺ ③ Sign grant agreement ⸺ ④ Provide banking details

Apply to the Canada Digital Adoption Program (CDAP)

The first step to apply to the program is to verify your business number to confirm your eligibility.

* Indicates a required field

Business number*

Business name*
Canadian Corporation

*Are you a director of a Canadian corporation?
○ Yes   ○ No

Continue

Cancel

# STEP 2 | C | APPLY & SIGN AGREEMENT

JOURNEY THROUGH CDAP

Complete your application,
by confirming the number of employees and providing general information about your business (industry sector, operating business name, legal business name, business address).

Sign the grant agreement
within six (6) months of confirming your eligibility.

Provide banking details,
including your business bank branch, institution number, and account number to enable direct deposit of the grant into your business bank account.

Complete the Digital Needs Assessment,
a self-assessment tool to determine your level of digital maturity and capabilities.*

* You can complete this assessment at any stage of the process before submitting your grant claim. You may complete it with your digital advisor if you wish.
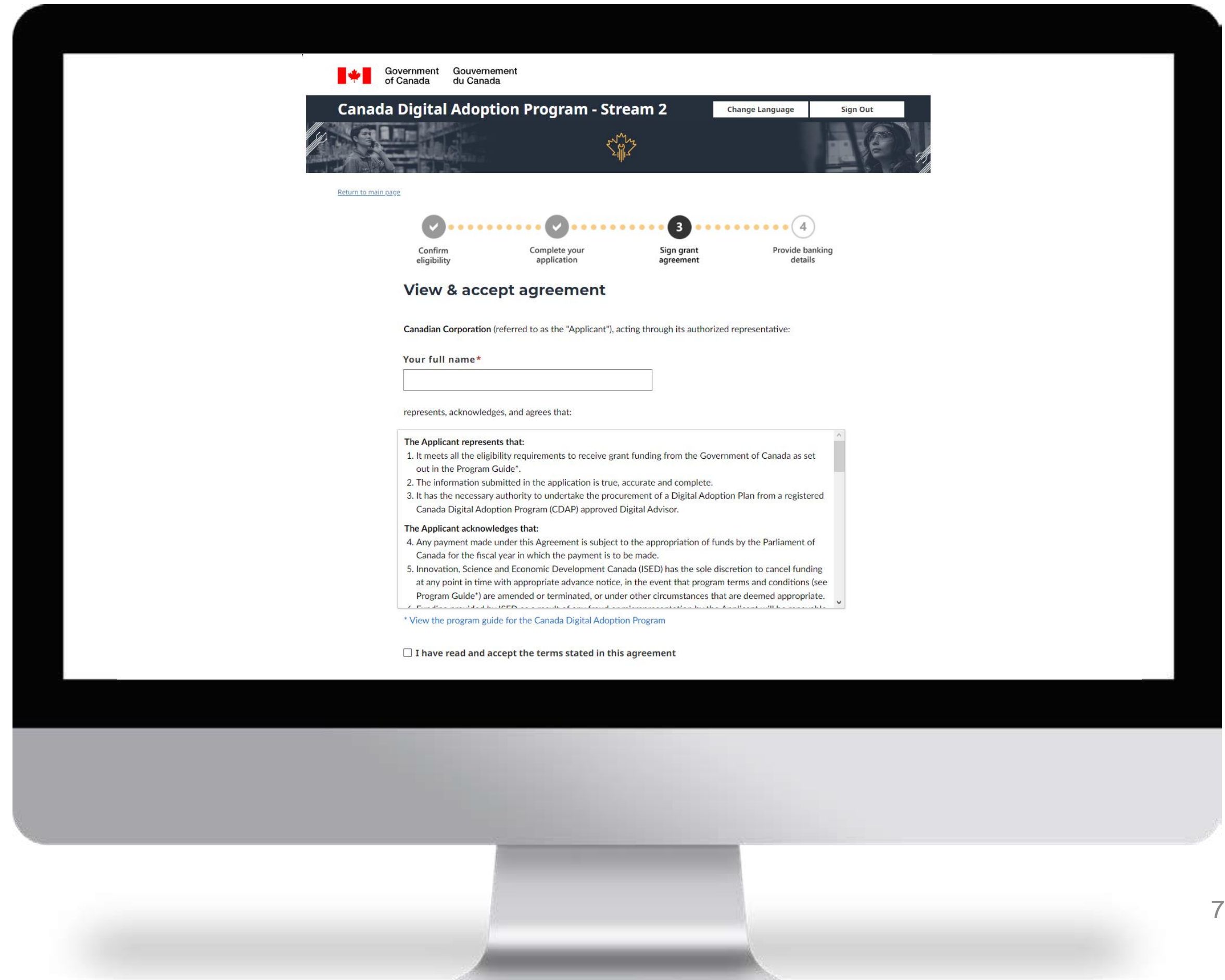
STEP 3 | WORK WITH A DIGITAL ADVISOR

JOURNEY THROUGH CDAP

Work with a digital advisor.

Once you have signed the grant agreement, you will have access to the CDAP Digital Advisor Marketplace.

In the Marketplace, you will be able to find and select a digital adoption expert, who will develop a digital adoption plan tailored to your needs.

You have nine (9) months to choose a digital advisor, work with them to develop your digital adoption plan and submit it on the CDAP portal.

Consult the 'How to find a digital advisor' online resources for additional guidance and support to navigate this process.
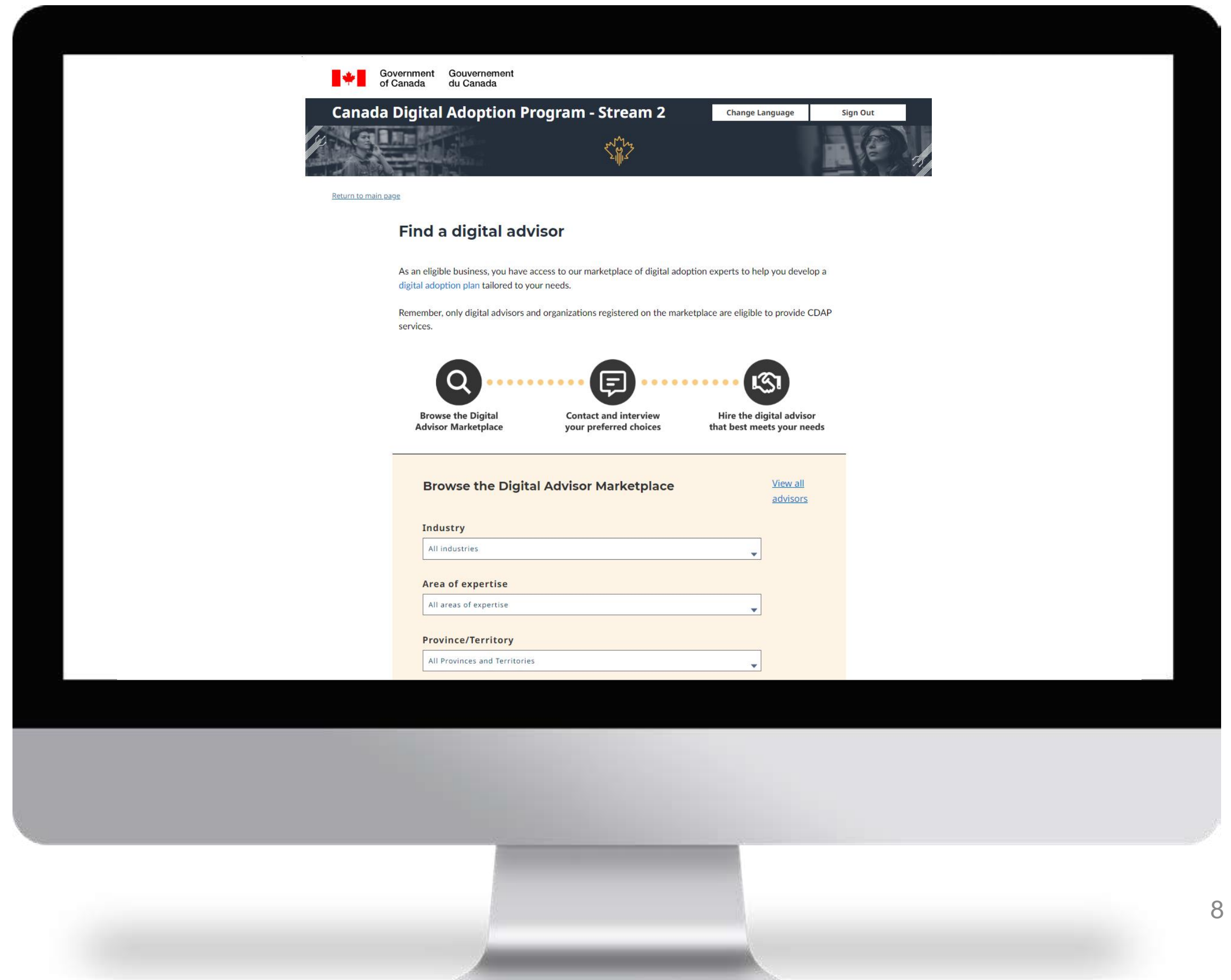
STEP 4 | SUBMIT CLAIM & RECEIVE GRANT

JOURNEY THROUGH CDAP

Submit your grant claim and receive your grant.

Upload your digital adoption plan and invoice(s) and indicate the final cost of your plan.

CDAP will review and approve the submitted documentation. Once approved, you will receive a grant reimbursing you for 90% of the advisory costs of your digital adoption plan up to $15,000.

The grant will be directly deposited into your business bank account.

STEP 5 | A | APPLY FOR A 0% INTEREST LOAN
JOURNEY THROUGH CDAP

COMPLETE LOAN APPLICATION

1

- Log into the CDAP portal once your grant payment is approved and select "Go to BDC".

- Answer nine (9) eligibility questions to confirm your project and business eligibility.

- Create a Client Space profile, confirm your business structure, and fill out the financing request.

VALIDATE REQUEST AND CONSENT

2

- The BDC team validates your request and details.

- Your business owner/shareholders and directors provide consent to the BDC.

REVIEW AND AUTHORIZATION

3

- The BDC team gathers and reviews your documents, schedules a call with you, and validates your credit threshold.

- The BDC team authorizes or declines your application. If declined, you will be informed by email.

LETTER OF OFFER AND DISBURSEMENT

4

- If authorized, you will receive an email invitation to sign a letter of offer in the Client Space. It must be signed by you and all owner/shareholders.

- The BDC team disburses the loan into your business bank account.

KEY INFORMATION

Loan amount

- **$25,000-$50,000** for businesses with revenues between $500,000 and $5M

- **$25,000-$100,000** for businesses with revenues of $5M and more

Terms and Conditions

- **0% interest**, no fees, no guarantees.

- **5-year term** + 12 months capital postponement (total of 6 years).

- Your business must meet CDAP's eligibility criteria and **BDC's credit worthiness requirements** to be eligible to receive a loan offer.

- You have **six (6) months** following the approval of your grant payment to submit your BDC loan application.

STEP 5 | B1 | APPLY FOR A WAGE SUBSIDY

JOURNEY THROUGH CDAP

ACCESS THE MAGNET PORTAL	SUBMIT YOUR APPLICATION	CONFIRM YOUR HIRE	COMPLETE DOCUMENTS
1	**2**	**3**	**4**

- Log into the CDAP portal once your grant payment is approved and select "Go to Magnet".

- Magnet sends a welcome email with further information on youth eligibility and instructions to complete your application and offers support with your hiring needs if required.

- Submit your application on the Magnet Portal.

- If you have not yet selected a youth hire, submit your job posting on the Portal to connect with eligible talent.

- Once you find a youth candidate, submit their details to Magnet.

- Complete the Term and Conditions document and the Youth Participant Attestation Form.

STEP 5 | B2 | APPLY FOR A WAGE SUBSIDY

JOURNEY THROUGH CDAP

YOUTH COMPLETES PLACEMENT

5

- The youth candidate completes their work placement with your business on a full-time or part-time basis, depending on the terms of employment that you have established.

COMPLETE INVOICE PACKAGE

6

- At the end of the placement or when the youth has completed 450 hours of work, complete and submit the invoice package (payment attestation form, invoice template, and close out survey).

PAYMENT AND SURVEY

7

- Magnet notifies you that your wage subsidy payment of up to $7,300 has been processed.
- Magnet invites you to fill out a long-term impact survey six (6) months after the placement ends.

KEY INFORMATION

To qualify for the work placement, the candidate must be:

1. A youth aged 18-30
2. A student or recent graduate (within 2 years from graduation)
3. A Canadian citizen, permanent resident, or refugee with the right to work in Canada.

Please note that:

- International students and work permit holders are <u>not</u> eligible.
- The candidate can be hired on a full-time or part-time basis but must complete a minimum of 450 hours of work for a minimum of 12 consecutive weeks.
- The wage subsidy is not tied to academic curriculum.
- You may recruit a youth candidate through Magnet's Portal or source your own talent.

For questions, you may reach out to the CDAP Magnet team at boostyourbusiness@magnet.today.

**CANADA DIGITAL ADOPTION PROGRAM
BOOST YOUR BUSINESS TECHNOLOGY**

READY TO APPLY? »
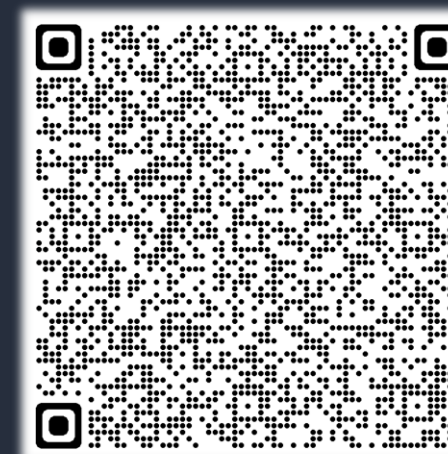
FOR MORE INFORMATION | 1.800.328.6189 | WWW.CANADA.CA/DIGITAL-ADOPTION

Innovation, Science and
Economic Development Canada

Innovation, Sciences et
Développement économique Canada

Canada

ANNEX

ANNEX A | TROUBLESHOOTING TIPS TO CONFIRM ELIGIBILITY

JOURNEY THROUGH CDAP

If you are experiencing issues when confirming your business eligibility, please consider the following:

- A Business Number (BN) is a **9-digit number** issued by the Canada Revenue Agency (CRA). You can find your BN on your business tax return.

- Make sure to provide your **legal business name**, spelled as it appears on your CRA Notice of Assessment (NOA). For example, make sure you are not omitting the period at the end of "Inc.".

- Make sure you are using your **My Business Account credentials** to log into the CRA, not your personal CRA credentials.

- **You must be a Director of a Canadian corporation** to log into your CRA My Business Account and share business details from the CRA with CDAP. You can find the members of your Board of Directors in the articles of incorporation of your business. *

If you receive an error message on the CRA Sign in page, please contact the CRA directly at 1-800-959-5525 and reference the specific error code that you see on your screen.

* If you are not a Director, you will need to select "no" to the question "Are you a director of a Canadian corporation?" and select continue to trigger the delegate authorization process. Refer to our ''Authorized delegate application process' guide to learn more about this process.