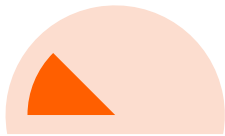


Information on the Self-Employment Benefits Program

Application Process

The Self Employment Benefits (SEB) Program is a 40-week program designed to help aspiring entrepreneurs achieve their dreams. The application process takes approximately five weeks to complete. To remain eligible for the program, you **cannot** start to actively operate your business until the completion of this process.



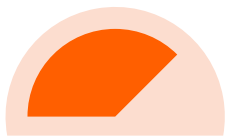
STEP ONE

Your Employment Case Manager will help you complete CEED's application forms and refer you to our next **Orientation Session**.



STEP TWO

Attend our **Orientation Session** to learn if you are ready for self-employment. You will begin working on your **business idea**.
(First Thursday of the month - full day)



STEP THREE

Submit your completed **business idea** to CEED in-person, and participate in a short **business pitch** and **interview** (one week following the orientation session, between 9:00 am – 11:30 am).



STEP FOUR

Within 7 business days of your **interview**, CEED will notify you and your Employment Case Manager of the outcome and next steps.

Program Timeline

The SEB Program has three phases. Each phase needs to be complete before moving to the next. The maximum amount of time you have to complete all three phases is 40 weeks.



• Weeks 1 - 10

• Business Planning (*business plan to be completed by week 10*)

• Weeks 11 - 25

• Business Implementation (*business to be opened by week 20*)

• Weeks 26 - 40

• Revenue Growth (*business shows growth and the ability to support you full-time*)

Roles & Responsibilities

To ensure shared success, we each commit to the following:

You agree to:

- Arrive at least 10 minutes before the start of all workshops and meetings
- Contribute at least 35 hours to your business every week
- Attend at least 20 workshops
- Meet with your Business Advisor every two weeks
- Attend two networking events per month
- Complete program milestones, guided by your Business Advisor
- Follow program guidelines set out by Employment Nova Scotia
- Provide constructive feedback and suggestions on the delivery and/or structure of our program

CEED agrees to:

- Provide individualized coaching
- Provide business skills training
- Provide business plan development and assessment
- Conduct assessments for Employment Nova Scotia at the end of week 10 and week 25
- Ensure staff are present and ready to assist you
- Ensure adequate facilities and technology are available and in good working order
- Provide opportunities for you to provide constructive feedback and suggestions on the delivery and/or structure of our program

Frequently Asked Questions

Living Allowance

You will receive a weekly living allowance of \$350 until week 25. Your living allowance decreases to \$300 per week during weeks 26 through 40. If you are currently receiving EI, you will continue until your claim is complete. You will switch to the living allowance when your claim ends. If your EI claim amount is less than \$350 per week, it will be topped up to the full amount.

Coaching

You will be assigned a dedicated Business Advisor who will provide you with guidance and personalized business coaching during your 40 week program. Your Advisor will meet with you every two weeks

Workshops

Our SEB Program provides business skills training. You will be asked to commit to attending 16 mandatory and 4 elective workshops during the program. We will provide you with a copy of your customized training schedule, including the dates and times for all of your required workshops.

Location

All meetings and workshops will be held at CEED, located at Suite 225, Bayers Road Centre, 7071 Bayers Road, Halifax, Nova Scotia; unless otherwise specified.

Still have questions?

Call us at (902) 421-2333 ext. "0" or email us at info@ceed.ca