



NOVA SCOTIA
APPRENTICESHIP
AGENCY

Actions for Growing the Skilled Trades

APPRENTICESHIP TOOLS GRANT

Program Guidelines

Nova Scotia Apprenticeship Agency

1. About the Program

Program Objective

The objective of the Apprenticeship Tools Grant is to attract and grow the number of registered apprentices entering the skilled trades by removing financial barriers to purchase tools, clothing and protective equipment needed to begin careers in the skilled trades. 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.

Program Description

Tools, clothing, and protective equipment are upfront costs that new apprentices often incur when starting their apprenticeship programs. These initial expenses can present barriers and impose substantial financial strain on individuals lacking the means to obtain these essential resources therefore discouraging them from pursuing careers in the skilled trades.

Definitions

New Apprentice

A new apprentice includes anyone with less than 500 employer hours of work experience in their trade at the time of their apprenticeship registration.

Eligible Tools

The Tools Grant is intended for tools, clothing, and protective equipment that are essential elements that apprentices require to carry out their work safely and effectively to achieve desired results in their respective fields. The tools, clothing and protective equipment are specific to the industry or trade that the apprentice is registered in and are considered essential for performing tasks safely, and with precision and expertise. Both new and refurbished tools from a recognized retailer/reputable dealer will be considered.

Ineligible Tools

Ineligible tools refer to the types of tools, equipment and expenses that are not supported through the Apprenticeship Tools Grant. Exclusions include but are not

limited to the following: cell phones, smart watches or communication devices; does not include software and hardware tools such as computers, laptops, tablets, software licenses and other IT infrastructure; does not include tools for educational purposes such as teaching aids and laboratory equipment; does not include artistic tools such as cameras, art supplies, musical instruments, or studio equipment; does not include research tools used for conducting research, including data collection devices, analysis software or field-specific instruments.

Recognized Retailer/Reputable Dealer

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.

2. Eligibility Criteria

To be eligible for the Apprenticeship Tools Grant, apprentices must:

- 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. Financial Supports

Award Amounts

Eligible apprentices may receive a Tools Grant of **up to** \$1000 for the purchase of tools, protective equipment, and clothing required for their trade. Tools must not be purchased prior to approval.

Apprentices will only be allowed to receive this grant once (regardless of the value). For example: If an apprentice receives funding for tools valued at \$600, they cannot apply a second time for an additional \$400 to purchase more tools.

4. Applying for the Apprenticeship Tools Grant

How to Apply

Apply by completing an online application form that can be found at the following link and by clicking on “click here to apply”. [APPRENTICE SUPPORTS | Nova Scotia Apprenticeship Agency \(nsapprenticeship.ca\)](https://www.nsapprenticeship.ca).

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.

Application Deadline

Applications must be received within 90 days of the date on the Apprenticeship Welcome Letter.

5. Approval Process

Applications will be processed in the following manner.

- Employment Nova Scotia will assess all applications received for the Apprenticeship Tools Grant.
- Apprentices will be notified of the decision by telephone, in writing and/or by email.
- If approved, funding amounts will be communicated to the apprentice.
- All apprentices approved for the Apprenticeship Tools Grant will be required to sign an individual funding agreement with Employment Nova Scotia.

- After signing the individual funding agreement, the approved funding amount will be advanced to eligible apprentices to purchase approved tools, clothing and/or protective equipment.

Receipts

- Once payment is issued, apprentices will have 30 calendar days to purchase their approved tools and submit receipts to Employment Nova Scotia for the total funding amount advanced.
- If receipts are not received within 30 calendar days, Employment Nova Scotia will establish an overpayment and apprentices will be required to repay the funding to the Nova Scotia Apprenticeship Agency.
- If receipts are submitted within 30 calendar days but total less than the amount of funding advanced, Employment Nova Scotia will establish an overpayment for the difference, and apprentices will be required to repay the funding to the Nova Scotia Apprenticeship Agency.

6. Contact Us

For more information, contact the Nova Scotia Apprenticeship Agency.

☎ Halifax Office: (902) 424-5651

☎ Toll Free (NS): 1-800-494-5651

✉ apprenticeship@novascotia.ca