

# Canada United Small Business Relief Fund - Application Guidelines

## 2020

### **Eligible Applicants**

- One application per ownership group
- Applicants do not need to be a member of the Ontario Chamber of Commerce (OCC) to qualify
- Small to medium-sized (SME) companies from all sectors and all regions of Canada
- For greater clarity, both For-Profit and Not-For-Profit organizations are eligible to apply but Government organizations, municipalities, charities and the chamber of commerce network are not eligible to apply
- Be incorporated, or operating as a sole proprietor, in Canada as of March 1, 2020
- No more than 75 employees
- Have minimum annual sales of \$200,000 and not more than \$3,000,000
- Have \$1,000,000 of commercial general liability insurance
- Not receiving any other contributions from public funds towards the specific activities contained in the funding application
- Be in full compliance with all applicable government laws, rules, regulations, guidelines and other legally binding measures (Laws)
- Be in operation after September 1, 2020 (grant recipients must sign a declaration included in the approval letter to confirm)
- Must attach all necessary invoices and receipts with the application. Failure to do so will result in automatic disqualification.
- Must submit one of the following documents (dated prior to March 1<sup>st</sup>, 2020):
  - Proof of business registration
  - Sales tax (GST/HST) registration
  - Recent sales tax (GST/HST) filing

Priority applicants for consideration will include businesses owned by Indigenous People, women, visible minorities, LGBTQ2+, and persons with disabilities. Considerations will also be made to ensure the fund is distributed broadly to all regions across the country.

### **Eligible Activities and Costs**

The maximum amount available per application is \$5,000.

There are three categories of purchases that are eligible for reimbursement under the program:

- Purchase of Personal Protective Equipment (PPE) - masks, face shields, latex gloves etc.
- Renovation of space to adhere to re-opening guidelines (as described below)

- Enhancement of website/ E-commerce capability

Renovation of space includes any alterations, temporary or permanent, made to the applicant's business specifically to reduce the risk of customers or staff contracting the novel coronavirus, referred to as COVID-19. These renovations can include:

- The building or purchase of physical barriers
- The creation of signage or floor markers
- The building or purchase of sanitizing stations
- The building or purchase of materials used to create a structure to facilitate curbside pickup or contactless payment, or to otherwise move aspects of the business outside
- The alteration of a building's windows and doors
- The installation of touchless devices such as doors or waste containers
- Third party labour costs associated with any of the above provided there is no conflict of interest with such third party

Eligible expenses directly related to the above categories are permitted provided that purchases were made no earlier than March 15, 2020.

### **How to Submit an Application**

All applications and supporting documentation must be completed and submitted online.

Steps:

1. Go to our web site at: <https://occ.ca/canada-united-small-business-relief-fund/> and click on the link related to the province in which your business is located or you can access the application by clicking on the application link located on your participating local or Provincial Chamber of Commerce's site
2. Read the eligibility criteria and conditions for participation
3. Click on "APPLY NOW" to access the application
4. Complete the form and click the "Submit" button. If the "Submit" button is not active, a required field has not been completed. Please complete the required field(s) and then re-click the submit button

### **Application Frequency**

Applicants are only permitted to submit one application under the program.

The program will establish specific intake periods and will be limited to a predetermined number of applications. Each intake period will be open until the predetermined number of applications are received.

## **Conditions of Participation for All Eligible Applicants**

- Application forms must include all required information and be signed/endorsed by a senior officer or senior manager of the applicant company certifying that the information is accurate and verifiable
- Application forms will become the property of the Ontario Chamber of Commerce.
- Contact information (mailing address, telephone and fax numbers, as well as e-mail and web site addresses) will be included in the OCC client management system for correspondence purposes. Applicants agree that the OCC shall have the right to make available and/or to publish, in print or electronically, certain analyses, reports or studies that are based upon aggregate data which is derived from information contained in the application forms and results achieved for those applications that are funded. At the OCC's discretion, these studies and aggregated data may be released to selected groups including government entities or to the public at large
- Applicants agree that their names and level of funding, if approved, may be published. In addition, recipients agree to participate in marketing and communications activities that profile business success stories and will provide a consent and release to Royal Bank of Canada relating to such activities.
- Once received by the OCC, all applications will be at all times the property of the OCC and none will be returned. The OCC will not be responsible for applications that are lost, misdirected or delayed
- All decisions are final
- Funding decisions are based on the timeliness and quality of applications. Applicants meeting all eligibility criteria will not automatically receive funding
- At the point of application submission, applicants are required to agree to the Terms and Conditions. Applicants approved for funding are required to enter into an agreement and abide by the conditions outlined in the Terms and Conditions.

## **Evaluation Criteria for All Eligible Applicants**

Funding decisions will be subject to a 30-business day turnaround time provided the application is complete when submitted and all requirements have been met. Incomplete applications will not be processed.

Applications will be assessed using the following criteria:

- Eligibility of applicant;
- Eligibility of activities and expenditures for funding;
- Completeness of the application;
- Time the application is received;
- Ensuring a broad number of priority sectors and regions of Canada benefit from the program

## **Payment Terms and Reporting Requirements**

This is a reimbursement grant and so the applicant must have completed all activities directly related to the eligible expenses noted in the application prior to applying for the grant. All required documents must be attached when submitting the application. Applicants failing to submit proper documents (eg. receipts and invoices) will be disqualified.

Eligible expenses are those expenses that have been directly incurred by the applicant no earlier than March 15, 2020 and must be supported by a valid proof of purchase, which must include the following:

1. Either a cashier's receipt or an official invoice marked "paid." These invoices must be provided by the company the applicant purchased items or services from (Note: we cannot accept internal accounting documents);
2. It must clearly show the name of the item, the cost of the item, the quantity and the purchase date; and
3. It must be legible and submitted in either JPG or PDF format. Please have your documents scanned and ready before applying.

Approved applicants will only receive one payment. The total payment will not exceed the amount stipulated in the approval letter. Payments will be made within 30 business days of receipt of banking information and the signed approval letter.