

ONTARIO SMALL BUSINESS SUPPORT GRANT APPLICATION

BUSINESS INFORMATION

Legal Name of Business (sometimes referred to herein as the "Applicant") (Required)

Operating or Trade Name of Business (Optional)

CRA Business Number (Optional)

Where can I find my business number?

The first 9-digits of the business number that identifies your business. This number will be listed on your GST/HST return, employer payroll or T2 corporate tax filing.

HEAD OFFICE ADDRESS

Business' primary corporate/business office location

Ontario

Street Address (Required)

City (Required)

Province

Postal Code (Required)

MAILING ADDRESS

Mailing address is same as head office

Street Address

City

Province

Postal Code

CONTACT INFORMATION

First Name (Required)

Last Name (Required)

Phone Number (Required)

Email (Optional)

I am the owner or have signing authority for the individual, trust or business applying for the grant.

I am applying on behalf of an Indigenous business.

ONTARIO SMALL BUSINESS SUPPORT GRANT

Select your business type for your business:

- Before- and after- school programs
- Campgrounds
- Cannabis retail stores
- Cell phone and computer providers & repairs
- Community centers and multi-purpose facilities
- Conference centers and convention centers
- Day camps for children
- Domestic services
- Drive-in cinemas
- Driving instruction
- Facilities for indoor sports and recreational fitness activities (including fitness centers and gyms)
- Garden centers
- Hardware stores (including Big Box stores) required to close for in-person shopping
- In person teaching and instruction
- Media industries including film and television production (excluding radio/television broadcasting)
- Meeting or event space
- Museums, galleries, aquariums, zoos, science centers, landmarks, historic sites, botanical gardens and similar attraction
- Outdoor markets (excluding grocery)
- Outdoor sports and recreation facilities
- Performing arts and cinemas
- Personal care services relating to the hair or body (excluding oxygen bars)
- Personal services
- Pet/animal food and services
- Photography services
- Racing venues, casinos, bingo halls and gaming establishments
- Rental and leasing services (including automobile, commercial and light industrial machinery and equipment rental)
- Restaurants and bars
- Retail required to close for in-person shopping
- Safety, medical and assistive devices retail (excluding pharmacies)
- Shopping malls
- Ski hills
- Tour and guide services
- Vehicle and equipment repair services
- Veterinary services

SECTION A – Fill this section out if you operate as a **Year-Round Business**:

- 1) Was your business in operation under its current structure in April 2019? Yes No
- 2) If **Yes** was selected for question #1, and your business was in operation in 2019, identify the following:

Number of employees in April 2019: _____

Employee count includes full-time, part-time, seasonal and contractors (i.e., all individuals that are issued a T4 or T4A)

Revenue in April 2019: \$ _____

Revenue in April 2020: \$ _____

Skip to Payment if you've completed question 2.

3) If **No** was selected for question #1, state when your business' first month of operation under its current business structure was: _____

a) If your business's first month of operation under its current business structure was within the months of May 2019 – January 2020, state the following:

Number of employees in February 2020: _____

Revenue in February 2020: \$ _____

Revenue in April 2020: \$ _____

Skip to Payment if you've completed question 3.a.

b) If your business's first month of operation under its current business structure was February 2020 – December 2020, identify the following:

Highest earning revenue month: _____

Number of employees in highest earning revenue month: _____

Revenue in highest earning revenue month: \$ _____

(From February 2020 to November 2020)

Revenue from December 2020 \$ _____

Skip to Payment if you've completed question 3.b.

SECTION B– Fill this section out if you operate as a **Winter Season Business** Only:

1) Was your business in operation under its current structure in December 2019? Yes No

2) If **Yes** was selected in question #1 - state if December 2019 or January 2020 had the highest revenue monthly revenue:

December 2019

January 2020

Based on the month identified above, identify the following:

Number of employees in the highest revenue month: _____

Revenue in the highest revenue month: \$ _____

Revenue in December 2020: \$ _____

Skip to payment if completed question 2.

3) If **No** was selected in question #1, identify the following:

Number of employees in December 2020: _____

Revenue in December 2020: \$ _____

PAYMENT INFORMATION

Should your application be successful, this information will be used to make payments.

Legal Organization Name (Required)	Ontario	Street Address(Required)
City (Required)	Province	Postal Code (Required)

ATTESTATION

The undersigned, being an authorized signing officer of the Applicant, acknowledges and agrees as follows:

- (i) the information provided in connection with this application is true, accurate and complete and is subject to review and audit by the Province of Ontario;
- (ii) the undersigned has reviewed the application guidelines for the Ontario Small Business Support Grant, a copy of which is attached to this application as **Schedule “A”**; and,
- (iii) the undersigned has reviewed the attached “Acknowledgment and Agreement for the Ontario Small Business Support Grant” and agrees to the terms and conditions contained in that document (see **Schedule “B”**).

Date

Signature

Name (Please Print)

Title/Position

SCHEDULE “A”

Program Overview

The Ontario Small Business Support Grant is intended to help small businesses (including sole proprietorships) in Ontario that are required to close or significantly restrict services under Ontario’s provincewide shutdown effective December 26, 2020. Eligible businesses can receive between \$10,000 and \$20,000. Starting at \$10,000 for all eligible businesses, the grant will provide businesses with funding up to a maximum of \$20,000 to help with revenue losses expected as a result of the provincewide shutdown. Businesses will be able to use the support in whatever way makes the most sense for them. For example, some businesses will use the support to pay employee wages, while others will need support maintaining their inventory. Eligible businesses may include those with less than 100 employees that were required to close or significantly restrict services due to the provincewide shutdown that came into effect at 12:01 a.m. on December 26, 2020 and have experienced a minimum of a 20 per cent revenue decline when comparing April 2020 to April 2019 monthly revenues. Note, the application portal will provide alternative revenue decline comparator months for small businesses not in operation in April 2019 or April 2020.

The Government of Ontario reserves the right to impose whatever terms and conditions it deems reasonable in connection with disbursing funding under this program. The Ontario Small Business Support Grant is a discretionary and non-entitlement program. As such, notwithstanding that an applicant has submitted a complete application and met all program criteria, there is no guarantee that the applicant will be approved for funding.

Application Requirements

Businesses must provide and attest to the following information:

- Legal Business name
- Canada Revenue Agency (CRA) Business Number (if applicable)
- Business type
- Revenue figures

- Number of employees
- Business' bank account number - Name of financial institution - Address of financial institution - Financial institution number - Branch/Transit number - Account type.

Applicants will also be required to acknowledge and agree to certain terms and conditions relating to funding under this program. Any person who has improperly received funding under this program is required to immediately repay the amount improperly received in full. Note: Applications may be selected for audit and additional information and supporting documentation may be required to prove eligibility.

Application Deadline

Application closing date of March 31, 2021.

Funding Available

Eligible businesses can receive between \$10,000 and \$20,000. Starting at \$10,000 for all eligible businesses, this one-time grant will provide businesses with funding to a maximum of \$20,000 to help with expected revenue losses resulting from the Provincewide Shutdown.

Application Processing

The program aims to process applications and issue payments within 10 business days following the submission of a complete application. Applications with incomplete or incorrect information, or that require additional review, will experience a delay and will not receive payment within 10 business days.

Payment

Approved applicants will receive funds via Electronic Fund Transfer directly into their bank account. Please ensure the banking information provided at the time of application is accurate to avoid payment delays.

Eligibility Overview

Applicants must demonstrate they experienced a revenue decline of at least 20 per cent when comparing monthly revenue in April 2019 and April 2020. This time period was selected because it reflects the impact of the public health measures in spring 2020, and as such provides a representation of the possible impact of these latest measures on businesses. Note, the application portal will provide alternative revenue decline comparator months for small businesses not in operation in April 2019 or April 2020.

To receive the grant, a business must:

- Be required to close or significantly restrict services due to the provincewide shutdown effective 12:01 a.m. on December 26, 2020 (please refer to “Eligible Businesses” section)
- Experienced revenue decline of at least 20 per cent, (please refer to “Calculating Revenue Loss” section), and
- Had 99 employees or less at the enterprise level (please refer to “Enterprises” section for definition and further details).

Enterprises

What is the definition of an “enterprise” and “affiliated enterprise”

An enterprise is a corporation, unincorporated business, partnership, charity, non-profit organization or any other type of entity operating a business in Ontario. An enterprise is affiliated with another enterprise if:

- One of the enterprises controls the other enterprise directly or indirectly in any manner whatsoever.
- Each enterprise is controlled directly or indirectly in any manner whatsoever by the same enterprise, individual, or group of individuals or enterprises.

What does this mean for my business and applying to this grant?

For a business owner to receive the grant, the person must have owned and operated at least one enterprise on or prior to December 24, 2020. If the enterprise was not in operation on December 24, 2020, it is not eligible for this grant.

If an enterprise was not affiliated with any other enterprise on April 30, 2019, and it had fewer than 100 employees on that date, it may apply for the grant under this program if it satisfies all other conditions.

If an enterprise had any affiliates on April 30, 2019, and it, together with its affiliates, had 100 or more employees on that date, then neither the enterprise nor any of its affiliates are eligible for a grant under this program.

For enterprises with affiliates that are not excluded from applying for funding as described above, the rules below apply.

If an enterprise applying for funding was affiliated with one or more other enterprises on December 24, 2020:

a) You will need to calculate the decline in the aggregate revenue of the applicant enterprise and of all enterprises with which it was affiliated on December 24, 2020. Do this by comparing

- i. the revenue of the applicant enterprise for April 2020, plus the revenue for April 2020 of all enterprises with which it was affiliated on December 24, 2020, with
- ii. the revenue of the applicant enterprise for April 2019, plus the revenue for April 2019 of all enterprises with which it was affiliated on December 24, 2020.

b) If the decline in revenue as calculated in paragraph (a) is less than 20 per cent, then neither the applicant enterprise nor any of its affiliates are eligible for a grant under this program.

c) If the decline in revenue as calculated in paragraph (a) is 20 per cent or more,

- i. The grant available under this program will be based on the aggregated revenue reduction as calculated in paragraph (a) above for the affiliated group (subject to a maximum of \$20,000 in funding); and
- ii. only the applicant, and no other enterprise with which it is affiliated, may apply for funding under this program.

If one or more of the businesses in your group of affiliated enterprises enters on the application form a month other than April 2020 as the later month for determining its revenue decline, substitute that other month where April 2020 is mentioned in (a), but only for the business that uses the different month. If you are not able to ascertain the monthly revenue of an enterprise within the group, that enterprise can be omitted from the calculation of the affiliated group's percentage revenue decline. If a new enterprise was started in November or December 2020, omit that enterprise from the calculation of the affiliated group's percentage revenue decline.

Eligible Businesses

The following businesses are required to close or significantly restrict services due to the Provincewide Shutdown. Only businesses from the following list are eligible to apply for funding under this program:

- Before- and after- school programs
- Campgrounds
- Cannabis retail stores
- Cell phone and computer providers & repairs
- Community centres and multi-purpose facilities
- Conference centres and convention centres
- Day camps for children
- Domestic services

- Drive-in cinemas
- Driving instruction
- Facilities for indoor sports and recreational fitness activities (including fitness centres and gyms)
- Garden centres
- Hardware stores (including Big Box stores) required to close for in-person shopping
- In person teaching and instruction
- Media industries including film and television production (excluding radio/television broadcasting)
- Meeting or event space
- Museums, galleries, aquariums, zoos, science centres, landmarks, historic sites, botanical gardens and similar attraction
- Outdoor markets (excluding grocery)
- Outdoor sports and recreation facilities
- Performing arts and cinemas
- Personal care services relating to the hair or body (excluding oxygen bars)
- Personal services
- Pet/animal food and services
- Photography services
- Racing venues, casinos, bingo halls and gaming establishments
- Rental and leasing services (including automobile, commercial and light industrial machinery and equipment rental)
- Restaurants and bars
- Retail required to close for in-person shopping
- Safety, medical and assistive devices retail (excluding pharmacies)
- Shopping malls
- Ski hills
- Tour and guide services
- Vehicle and equipment repair services
- Veterinary services

Ineligible Businesses

Businesses that are not eligible include those that were already required to close prior to the introduction of modified Stage 2 provincial public health measures on October 10, 2020, and essential businesses permitted to operate with capacity restrictions (e.g., discount and big box stores selling groceries, supermarkets, grocery stores, convenience stores, pharmacies, and beer, wine and liquor stores).

Businesses owned by the federal, provincial, or a municipal government, or by a person holding federal or provincial office are also ineligible for this grant.

Calculating Revenue Loss

How do I calculate my revenue loss for this grant?

Eligible businesses must demonstrate they experienced a revenue decline of at least 20 per cent when comparing monthly revenues (additional rules apply to businesses affiliated with other businesses; see “Enterprises” section). The application portal will calculate revenue loss using revenue reported by applicants.



A = is the numerator when calculating revenue change (IE: the lower revenue)

B = is the denominator when calculating the revenue change (IE: the higher revenue)

$$\frac{B - A}{B} \times 100 =$$

% Revenue Reduction



Businesses who were operational in April 2019 or prior

A = April 2020 Revenue

B = April 2019 Revenue

Businesses who were not in operation in April 2019

Businesses that were not in operation in April 2019 will be able to calculate their revenue decline using alternative revenue decline comparators. The application portal will provide alternative revenue decline comparator months

Revenue

What is considered revenue?

All revenues attributable to Ontario operations. An entity's revenue for the purposes of this grant is its revenue from its ordinary activities in Ontario earned from arm's-length sources, determined using its normal accounting practices. Revenues from extraordinary items and amounts on account of capital are excluded.

Seasonal Businesses

All applicants must use monthly revenues.

Winter seasonal businesses, such as ski hills, will have their revenue decline calculated by comparing the month of higher revenue, selected from December 2019 or January 2020, compared to December 2020.

Employee Count

- Employee count is based on the total number of employees across all affiliated enterprises. Employee count includes full-time, part-time and seasonal workers (i.e. using various payroll data and T4s).
- The employee count should be based on the last day of the month of the first month used in the revenue decline calculation. For example, for a business with their first month of operation in April 2019 or prior, the employee count will be based on April 30th, 2019 (additional rules apply to businesses affiliated with other businesses; see “Enterprises” section)

Audit and Compliance

All applications and the corresponding grant are subject to audit or verification by the Government of Ontario, or their authorized representatives, upon reasonable notice to the recipient. Applicants are required to keep all documents required to prove their eligibility for this grant for 6 years.

Any audit or review process may encompass taking or requiring copies and extracts of the records and books of account maintained by the recipient in accordance with eligible criteria outlined in these guidelines.

A funding recipient will be required to repay to the Government of Ontario any funding provided under this program if such recipient's records or accounts are deemed inadequate to permit a determination and/or verification by the Government of Ontario of the recipient's eligibility for funding under this program or the use of such funding by the recipient.

Please note that the Ministry of Economic Development, Job Creation and Trade (the "Ministry") is bound by the Freedom of Information and Protection of Privacy Act, R.S.O. 1990, c. F.31 (the "Act"), as amended from time to time, and any information provided to the Ministry may be subject to disclosure under the Act. Section 17 of the Act provides an exemption from the disclosure of certain third-party information that reveals a trade secret or scientific, technical, commercial, financial or labour relations information supplied in confidence where disclosure of the information could reasonably be expected to result in certain harms. Any trade secret or scientific, technical, commercial, financial or labour relations information submitted by a third party in confidence to the Ministry should be clearly marked by the third party as such. The Ministry will provide notice to the affected third party before granting access to a record that might contain information referred to in section 17 of the Act so that it may make representations to the Ministry concerning disclosure.

Contact Us

For questions, please contact Service Ontario at:

Tel: 416-325-6691

Toll-free: 1-855-216-3090 T

TY: 416-325-3408 Toll-free

TTY: 1-800-268-7095

Our call centres are open Monday to Friday: 8:30 a.m. to 5:00 p.m.

SCHEDULE "B"

Acknowledgement and Agreement for the Ontario Small Business Support Grant

This is an agreement between your business and Her Majesty the Queen in Right of Ontario. You must consent to this agreement to be eligible to receive funding under the Ontario Small Business Support Grant program.

Terms and conditions

This is an agreement between your business (the Applicant) and Her Majesty the Queen in Right of Ontario (the Province). The Applicant is required to agree to the terms and conditions outlined below in order to be eligible to receive funding under the Ontario Small Business Support Grant program (the Program).

The Program is intended to help small businesses (including sole proprietorships) that are required to close or significantly restrict services under the Province of Ontario's provincewide shutdown effective December 26, 2020 in connection with the outbreak of the coronavirus (COVID-19).

In consideration of the Province providing funding under the Program and for other good, valuable and legal consideration, the receipt and sufficiency of which are acknowledged, the Applicant acknowledges and agrees to the following:

- 1. Upon acceptance into the Program, the Applicant's application, these terms and conditions and the rules and requirements of the Program (including any guidelines relating to the

Program), shall become a valid and binding agreement between the Applicant and the Province.

- 2. Acceptance into the Program or receipt of any funds will not be interpreted as agreement by the Province that any information submitted complies with the requirements of the Program (including eligibility), and that such information remains subject to audit and verification as described below.
- 3. The Applicant will use funding provided under the Program only for Applicant's business operations in accordance with this agreement and for no other purpose (such as distributing the funding to the owners of the business for their personal use or paying personal expenses of persons connected to the business).
- 4. All information submitted by the Applicant to the Province in connection with the Program is true, correct and complete.
- 5. The Applicant will keep and maintain all records relating to this agreement, including all supporting documentation, for a period of six years following receipt of funds. The Applicant agrees that the Province, its authorized representatives or an independent auditor identified by the Province may inspect, copy and audit these records, and the Applicant agrees to help them do so, including by providing direct access to these records and providing copies of them upon request.
- 6. In the event the Applicant breaches any term of this agreement, or if any information provided by the Applicant to the Province in connection with the Program is inaccurate, incorrect or misleading or the Applicant is otherwise not entitled to funding under the Program, the Applicant shall repay all or a portion of the funding, as determined by the Province, upon the Province's request. Any amount required to be repaid shall accrue interest from the date of the request in accordance with the Financial Administration Act (Ontario).
- 7. The rights and remedies available to the Province under this agreement are in addition to those that may otherwise be available at law or in equity, including under the Ministry of Revenue Act (Ontario).
- 8. The Applicant will indemnify and hold harmless Her Majesty the Queen in right of Ontario, members of the Executive Council of Ontario and their directors, officers, advisors, agents, appointees and employees (the Indemnified Parties) from and against any and all liability, loss, costs, damages and expenses (including legal, expert and consultant fees), causes of action, actions, claims, demands, lawsuits or other proceedings, by whomever made, sustained, incurred, brought or prosecuted, in any way arising out of or in connection with this agreement or the Applicant's participation in the Program.
- 9. The Applicant is responsible for its own insurance and should carry all the necessary and appropriate insurance that a prudent person in the business of the Applicant would maintain, including, but not limited to commercial general liability insurance. The Applicant is not covered by the Government of Ontario's insurance program and no protection will be afforded to the Applicant by the Government of Ontario for any claims that may arise in connection with this agreement or the Program.
- 10. The Applicant is not an agent, joint venturer, partner or employee of the Province, and the Applicant will not represent itself in any way that might be taken by a reasonable person to suggest that it is, or take any actions that could establish or imply such a relationship.
- 11. The Applicant (i) is, in all material respects, in compliance with all applicable laws, statutes, by-laws, ordinances, decrees, requirements, directives, orders, judgments, licenses, permits, codes or regulations having the force of law, and any applicable determination, interpretation, ruling, order or decree, of any governmental authority or arbitrator, which is legally binding at

such time, and (ii) agrees to the Province conducting the necessary due diligence and investigations in connection with such compliance.

- 12. The Applicant consents to the disclosure (by officials of the Canada Revenue Agency) to the Province of Ontario, for the sole purposes of verifying eligibility and administering funding under the Program, of taxpayer information obtained by the Government of Canada under the Income Tax Act (Canada).
- 13. The Province is bound by the Freedom of Information and Protection of Privacy Act (Ontario) and that any information provided to the Province in connection with the Program or otherwise in connection with the agreement may be subject to disclosure in accordance with that Act.
- 14. The Applicant has had sufficient time and opportunity to seek independent legal advice in connection with this agreement and has freely agreed to the terms, conditions and statements contained herein.
- 15. The terms, conditions and statements contained herein have been agreed to by a person who is authorized to legally bind the Applicant.
- 16. This agreement shall be governed by the laws of the Province of Ontario and the federal laws of Canada as applicable in the Province of Ontario.