

Small and Medium Enterprise Relaunch Grant



Program Guidelines

Alberta

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Small and Medium Enterprise Relaunch Grant
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Program Overview

The Small and Medium Enterprise Relaunch Grant offers financial assistance to Alberta businesses, cooperatives, and non-profit organizations that were ordered to close or curtail operations as a result of public health orders, and that experienced a revenue reduction of at least 30 per cent in April or May 2020, due to the COVID-19 pandemic.

Eligible organizations can apply for 15 per cent of their pre-COVID-19 revenue, up to an initial maximum of \$5,000 in funding. Eligible applicants in regions affected by new health orders (November 2020 and later) that were required to curtail operations, are also able to apply for a second payment up to \$15,000.

Intake is now open for eligible organizations to apply for a second payment of up to \$15,000.

Eligible organizations with a 30% revenue reduction are also now able to apply.

Program Update (December 2020)

As announced on December 8, 2020, the Small and Medium Relaunch Grant program has been expanded to meet the needs of Alberta's job creators. These changes include:

- Expanding the program to allow businesses, cooperatives and non-profits that have experienced a 30 per cent revenue loss due to the COVID-19 pandemic to qualify for the grant, lowering the threshold from the previous 40 per cent revenue loss requirement.
- The addition of a second payment to businesses, cooperatives and non-profits operating in areas on the provincial watch list, where [new public health orders](#) are in effect from November 6, 2020 and later (orders 36-2020, 37-2020, 38-2020, 39-2020, 40-2020, 41-2020 and 42-2020), including any rescinded health orders. The second payment amount is 3 times (i.e., triple) the first payment amount up to a maximum of \$15,000. Together, the funding available through the first and second payments represents a total of up to \$20,000 per eligible application. For more information on payment calculations, including examples, please refer to the Revenue Calculations and Assessment section of these guidelines.

Application intake for the first and second payment is now open.

Applicants who had not applied or received funding from the program prior to the second payment intake opening on December 14, 2020 will be able to apply for their first and second payment using a single application.

Applicants who applied for their first payment prior to the second payment intake opening, and who meet the additional eligibility criteria for the second payment, must submit a second payment application. These applicants must ensure they are submitting an application for a second payment and not create a new / duplicate application. The submission of duplicate applications will cause delays in the receipt of payment.

For step-by-step instructions on how to submit an application for first or second payments please refer to the Application Companion Guide: <https://www.alberta.ca/assets/documents/edtt-sme-relaunch-grant-application-companion-guide.pdf>

For step-by-step instructions on how to apply for a second payment please refer to the Application Companion Guide

<https://www.alberta.ca/assets/documents/edtt-sme-relaunch-grant-application-companion-guide.pdf>

Funding

The Government of Alberta has committed up to \$500 million in funding for the program.

Grant funding amounts are calculated based on 15 per cent of the eligible organization's pre-COVID-19 monthly revenue up to an initial maximum of \$5,000 per business, cooperative, or non-profit organization. Eligible applicants in regions affected by [new public health orders](#) in effect from November 6, 2020 and later (orders 36-2020, 37-2020, 38-2020, 39-2020, 40-2020, 41-2020 and 42-2020) including any rescinded health orders, that were required to curtail operations, will be able to apply for a second payment. The second payment amount is 3 times (i.e., triple) the first payment amount up to a maximum of \$15,000. Together, the funding available through the first and second payments represents a total of up to \$20,000 in funding per eligible application.

Please refer to the "Revenue Calculations and Assessment" section of these guidelines for more information on how grant amounts are calculated.

Application Intake Dates

Application intake will remain open until March 31, 2021 or until otherwise announced.

Eligibility Criteria

Businesses, cooperatives, and non-profit organizations may be eligible if they can upon request, provide information that supports how their operations were closed or curtailed by a public health order issued by Alberta's Chief Medical Officer. Businesses, cooperatives and non-profit organizations who have resumed or plan to resume business operations under Alberta's Relaunch Strategy may be eligible for funding if they meet the criteria listed.

Applicants will be required to demonstrate a revenue reduction of at least 30 per cent in April or May 2020 as a result of COVID-19 public health orders.

For information on the public health orders please refer to the following:

<https://www.alberta.ca/covid-19-orders-and-legislation.aspx>

For information on the public health orders that affect each region, please refer to the following:

<https://www.alberta.ca/maps/covid-19-status-map.htm>

Please see Appendix I for definitions and the "Revenue Calculations and Assessment" section for more information on how revenue reductions are calculated and evaluated.

Eligible Organizations

To be eligible, an Alberta business, cooperative, or non-profit organization must meet all of the following criteria

1. Be one of the following legal entities as of Feb 29, 2020:
 - Corporation registered under the *Business Corporations Act* (Alberta)*
 - Partnership registered under the *Partnership Act* (Alberta)
 - Sole proprietor with a trade name registered under the *Partnership Act* (Alberta)
 - Corporation incorporated under a special act or a private act of the Alberta legislature
 - Non-profit registered under a special act or a private act of the Alberta legislature
 - Non-profit registered under part 9 of the *Companies Act* (Alberta)
 - Society registered under the *Societies Act* (Alberta) or the *Agricultural Societies Act* (Alberta)
 - Cooperative registered under the *Cooperatives Act* (Alberta)

*Chambers of Commerce registered under the federal *Board of Trade Act* and the *Business Corporations Act (BCA)* should identify their registration under the BCA for the purposes of this grant.

*Royal Canadian Legions registered under the *Act to Incorporate the Royal Canadian Legion (Canada)* should identify as a non-profit registered under a special act or a private act of the Alberta legislature for the purposes of this grant.

2. Maintain a permanent establishment (as defined in Appendix I) in Alberta, be established under at least one of the above acts/legislation and be in good standing with the requirements of the applicable legislation;
3. Be carrying on business/operations or were eligible to carrying on business/operations in Alberta on February 29, 2020;
4. Have less than 500 employees (full time + part time + contract);
 - Seasonal businesses may use the number of employees from the year prior to when the COVID-19 public health orders were introduced, or the average number of employees over the three years prior to the COVID-19 public health orders introduced.
5. Can detail how and when operations were temporarily closed or curtailed due to a COVID-19 public health order;
 - For more information on the COVID-19 public health orders and legislation, please refer to the following: <https://www.alberta.ca/covid-19-orders-and-legislation.aspx>
6. Have experienced a reduction in revenue of at least 30 per cent in April or May 2020 in comparison to April 2019, May 2019, or February 2020 as a result of the COVID-19 public health orders;
 - Seasonal businesses that only operate for part of the year may use their average monthly sales revenue for the full months they were in operation during 2019.
7. Are open or plan to reopen as public health orders are lifted through Alberta's phased relaunch;
8. May have received payments, grants and amounts from the following programs:
 - Alberta Workers' Compensation Board premium relief
 - Business Credit Availability Program (BCAP)
 - Canada Emergency Business Account (CEBA)
 - Western Diversification Regional Relief and Recovery Fund
 - Canada Emergency Wage Subsidy (CEWS)
 - Canada Emergency Commercial Rent Assistance (CECRA)

- Canada Emergency Rent Subsidy (CERS) including both base subsidy and lock-down support
- Canada Emergency Response Benefit (CERB)/Canada Recovery Benefit (CRB)
- Canada United Small Business Relief Fund (CUSBRF)
- Government of Alberta grant relief funding for the child care sector
- Relief funding from municipalities

If any other payments, grants or amounts were received from federal or provincial government sources or from insurance to replace or compensate for the loss of revenue (other than the sources listed above), your organization is not eligible to apply.

9. Organizations applying for the second payment must be operating in a region affected by the [public health orders](#) in effect from November 6, 2020 and later (orders 36-2020, 37-2020, 38-2020, 39-2020, 40-2020, 41-2020 and 42-3030), including any rescinded health orders and required to curtail operations by those public health orders.

For more information on how the program defines the terms used in these eligibility criteria, please refer to Appendix I of these guidelines.

Organizations with multiple Alberta permanent physical establishments that have seen revenue reduction are eligible to apply for funding for each establishment. This includes scenarios where an organization has more than one location/chapter/branch that has seen revenue reduction of at least 30 per cent due to COVID-19 public health orders.

Please submit separate applications for each location/chapter/branch, and check the appropriate box in the application form.

Ineligible Organizations

Any organization whose operations were not closed or curtailed as a result of a COVID-19 public health order by the Chief Medical Officer of Alberta are not eligible. All awarded applicants may be required, upon an audit, to substantiate how the public health orders required the organization to temporarily close or curtail operations and how this resulted in the loss of revenues.

For information on the public health orders please refer to the following:

<https://www.alberta.ca/covid-19-orders-and-legislation.aspx>

Non-profit organizations that receive operational funding from government (i.e. education supports, health care) are ineligible with the exception of agricultural societies.

In addition, non-profit organizations that receive funding from the programs below are ineligible:

- Canada Emergency Support Fund
- Canada Emergency Support Fund for Cultural, Heritage and Sport Organizations
- Canada Emergency support for women's shelters and sexual assault centres

- Alberta Emergency Funding for Charities, Nonprofits and Food Banks (administered by Family and Community Support Services (FCSS))
- Alberta Mental Health and Addiction COVID-19 Community Funding grant
- Alberta Emergency Funding for Women and Homeless Shelters.

Other ineligible entities include municipalities, overnight camps and those that have received the Government of Alberta's [Faith-based and Cultural Facility Relaunch Grant](#).

Revenue Calculations and Assessment

Applicants will be required to demonstrate a gross revenue reduction of at least 30 per cent in April or May 2020 as a result of COVID-19 public health orders.

Grant funding will be provided for 15 per cent of the organization's pre-COVID monthly revenue in either April 2019, May 2019, or February 2020 up to an initial maximum amount payable of \$5,000 per eligible business, cooperative or non-profit organization. Eligible applicants in regions affected by new health orders that were required to curtail operations, will be able to apply for a second payment. The second payment amount is 3 times (i.e. triple) the first payment amount up to a maximum of \$15,000, for total maximum grant amount (payments 1 and 2) of \$20,000 per eligible application. Seasonal businesses that only operate for part of the year may use their average monthly sales revenue for the full months they were in operation during 2019.

To maximize their payment, organizations may select the most appropriate period above for calculating their revenue reduction.

- Non-profits should provide earned revenue amounts (not grant revenue). For more information on earned revenue, please see Appendix I.
- Businesses (including seasonal businesses) and cooperatives should provide sales revenue amounts for this calculation. For more information on revenue, please see Appendix I.

Payment Threshold

There is a minimum payment of \$20 for the first payment for the Small and Medium Enterprise Relaunch Grant. Organizations whose payment calculation is less than \$20 are considered ineligible, and will be unable to apply for the second payment.

Revenue Reduction Calculation

A = Pre COVID-19 revenue for April 2019, May 2019, February 2020, or average monthly revenue for seasonal businesses

B = Monthly revenue for April 2020 **OR** May 2020 (actual revenue earned, not revenue expected earn)

$A - B / A * 100 = \% \text{Revenue Reduction}$ **OR** $1 - (B/A) * 100 = \% \text{Revenue Reduction}$

*If the percentage of revenue reduction is below 30 per cent, the application will be deemed ineligible.

First Payment Calculation

A = Pre COVID-19 revenue for April 2019, May 2019, February 2020, or average monthly revenue for seasonal businesses.

$A \times 0.15 = \text{Total First Payment (to a maximum of \$5,000)}$

Second Payment Calculation

$\text{First Payment Amount} \times 3 = \text{Total Second Payment (to a maximum of \$15,000)}$

Examples of Revenue and Payment Calculations

Example 1: Non-profit organization that rents out event space

A	Pre COVID-19 revenue	\$100,000
	<p>What is the source of this amount?</p> <ul style="list-style-type: none"> • Feb 2020 monthly revenue, or • April 2019 monthly revenue, or • May 2019 monthly revenue, or • Average Monthly Revenue of full months in operation during 2019 (for seasonal businesses operating only part of the year) 	Feb 2020 monthly revenue
B	COVID-impacted gross revenue	\$30,500
	<p>What is the source of information for this amount?</p> <ul style="list-style-type: none"> • April 2020 monthly revenue, or • May 2020 monthly revenue 	April 2020 monthly revenue
	<p>Monthly Revenue Reduction $[(A-B)/A]*100$</p> <p>$[(100,000-30,500)/100,000] \times 100$</p> <p><i>Must be greater than 30% to be eligible</i></p>	69.5%
	<p>First Payment Calculation $(0.15*A)$</p> <p>$0.15 \times 100,000 = \\$15,000$; therefore eligible for max of \$5,000.</p>	<p>\$5,000</p> <p><i>(MAXIMUM FIRST PAYMENT)</i></p>
	<p>Second Payment Calculation</p> <p>$\\$5000$ (first payment amount) $\times 3 = \\$15,000$</p>	<p>\$15,000</p> <p><i>(MAXIMUM SECOND PAYMENT)</i></p>

Example 2: Restaurant only offering pick-up and delivery

A	Pre COVID-19 revenue	\$25,000
	<p>What is the source of this amount?</p> <ul style="list-style-type: none"> • Feb 2020 monthly revenue, or • April 2019 monthly revenue, or • May 2019 monthly revenue, or • Average Monthly Revenue of full months in operation during 2019 (for seasonal businesses operating only part of the year) 	April 2019 monthly revenue
B	COVID-impacted gross revenue	\$13,750
	<p>What is the source of information for this amount?</p> <ul style="list-style-type: none"> • April 2020 monthly revenue, or • May 2020 monthly revenue 	April 2020 monthly revenue
	<p>Monthly Revenue Reduction $[(A-B)/A]*100$</p> <p>$[(25,000-13,750)/25,000] \times 100$</p> <p><i>Must be greater than 30% to be eligible</i></p>	45%
	<p>First Payment Calculation $(0.15*A)$</p> <p>$0.15 \times 25,000 = \\$3,750$</p> <p><i>To a maximum of \$5,000</i></p>	<p>\$3,750</p> <p><i>(FIRST PAYMENT AMOUNT)</i></p>
	<p>Second Payment Calculation</p> <p>$\\$3750$ (first payment amount) $\times 3 = \\$11,250$</p>	<p>\$11,250</p> <p><i>(SECOND PAYMENT AMOUNT)</i></p>

Example 3: Retail store offering discounts and free shipping

A	Pre COVID-19 revenue	\$40,000
	<p>What is the source of this amount?</p> <ul style="list-style-type: none"> • Feb 2020 monthly revenue, or • April 2019 monthly revenue, or • May 2019 monthly revenue, or • Average Monthly Sales Revenue of full months in operation during 2019 (for seasonal businesses operating only part of the year) 	April 2019 monthly revenue
B	COVID-impacted gross revenue	\$30,000
	<p>What is the source of information for this amount?</p> <ul style="list-style-type: none"> • April 2020 monthly revenue, or • May 2020 monthly revenue 	April 2020 monthly revenue
	<p>Monthly Revenue Reduction $[(A-B)/A]*100$</p> <p>$[(40,000-30,000)/40,000] \times 100$</p> <p><i>Must be greater than 30% to be eligible</i></p>	25%
	<p>First Payment Calculation $(0.15*A)$</p> <p><i>To a maximum of \$5,000</i></p>	<p>\$0</p> <p><i>(INELIGIBLE)</i></p>
	<p>Second Payment Calculation</p> <p>Ineligible to apply for second payment</p>	<p>\$0</p> <p><i>(INELIGIBLE)</i></p>

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How to Apply for a First Payment

All applications must be submitted through the online application portal. Applicants can access the online application portal through the program webpage at www.alberta.ca/sme-relaunch-grant.aspx.

Applicants who have not previously applied to the program can apply for both their first and second payments using a single application.

Applicants who have already submitted an application for their first payment (prior to December 14, 2020), and who meet the additional eligibility criteria for the second payment, must follow the steps outlined in the “How to Apply for a Second Payment” section of these guidelines. Submitting a completely new application will result in the application being flagged by the system as a duplicate and will cause payment delays.

If your organization applied prior to December 14, 2020, and you wish to apply for the second payment, please follow the steps outlined in the “How to Apply for a Second Payment” section of these guidelines.

Step-by-step instructions on how to complete an application can be found in the Application Companion Guide: <https://www.alberta.ca/assets/documents/edtt-sme-relaunch-grant-application-companion-guide.pdf>

Create a user account

In order to access the online application portal, applicants must have a My Alberta Digital ID (MADI) user account with a secure login name and password. If you already have a MADI, please log in with your existing credentials.

Applicants that do not already have a MADI, please visit the MADI webpage to set up an account prior to accessing the program’s online application portal. Instructions on how to create a MADI can be found in the Small and Medium Enterprise Relaunch Grant Application Companion Guide.

For this program, applicants are only required to register for a basic MADI account using a valid email (applicants are

Applicants are only required to register for a basic MADI account. A MADI Verified Account is not required.

not required to register for a Verified Account, and do not need to verify their account with a valid driver's licence or identification card).

Applications can be submitted using either a personal MADI account or a MADI account for the applicant organization.

Once the account has been created, applicants can use their new credentials to log in to the online application portal. The portal hosts live application forms and templates available for submission.

Fill out and submit an application through the online application portal.

Applications must be submitted through the online application portal before application intake closure. Your online application will include:

- A completed Application Form with basic information to establish eligibility;
- An affirmative Attestation(s);
- Agreement to comply with the program's terms and conditions, including audit and compliance controls.

Step-by-step instructions on how to complete an application can be found in the Application Companion Guide: <https://www.alberta.ca/assets/documents/edtt-sme-relaunch-grant-application-companion-guide.pdf>

Application Requirements

Organizations must provide the following information at the time of application for the first payment:

- *Basic information on the business, cooperative, or non-profit organization;
- Organization's:
 - *Alberta Corporate Access Number, or
 - *Alberta Registration number
- Information on the gross revenue reduction experienced in April or May 2020 as a result of the COVID-19 public health orders;
- Attestation(s); and,
- Banking information for grant payment, including:

The Application Companion Guide available provides step-by-step instructions on how to complete an application.

<https://www.alberta.ca/assets/documents/edtt-sme-relaunch-grant-application-companion-guide.pdf>

- Organization's bank account number
- Name of financial institution
- Address of financial institution
- Financial institution number
- Branch/Transit number
- Account type

Additional information and documentation may be required if a recipient is selected for audit.

***Note: Business information provided in the application, including the legal name of the organization and applicable business number, must exactly match the information on file with the Alberta Corporate Registry. Any errors will increase payment-processing time and applicants will not receive payment within the 10 business day window.**

First Payment Attestation

Business, cooperative, and non-profit organizations must attest to certain conditions, as well as agree to a declaration form and consent form in order to receive a grant payment. Please see Appendix II, to see the required attestation.

Applicants who had not applied or received funding from the program prior to the second payment intake opening on December 14, 2020 will see a single attestation that has the first payment attestation and the second payment attestation combined.

How to Apply for a Second Payment

Applicants who have already submitted an application for their first payment, and who meet the additional eligibility criteria outlined below, will be given the option to fill out and submit an application for the second payment.

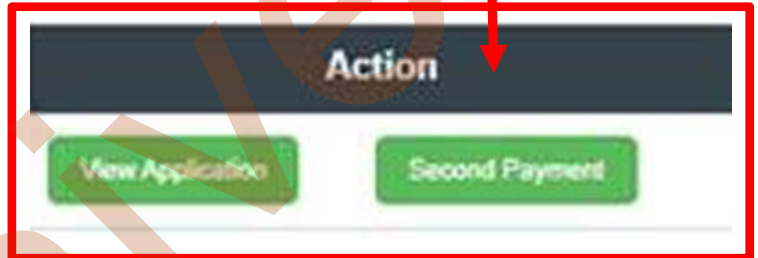
For existing applicants, the application for the second payment will be accessible through the online application portal as an add-on to the first submitted application. After logging into the online application portal, applicants should select the green "Second Payment" button when viewing the list of their applications (please see image below). This will enable you to apply for the second payment based on the information provided in the application for the first payment. Starting a completely new application will result in the application being flagged by the system as a duplicate and will cause payment delays.

My Applications

Title	Organization	Identifier	Published Status	Date Submitted	Date Updated	Action
SME relaunch grant	SMERG 2 Test Corporation	CAS-21830-J3K6G2	Submitted	Saturday, December 12, 2020	Saturday, December 12, 2020	View Application Second Payment

Programs

Alberta Investor Tax Credit (AITC) - Eligible Business Corporation (EBC)	More Info New Registration
Alberta Export Expansion Program (AEEP)	More Info New Program Application
Film and Television Tax Credit (FTTC)	More Info New Program Application
Small Medium Enterprise Relaunch Grant	More Info New Program Application



Applicants who had not applied or received funding from the program prior to the second payment intake opening on December 14, 2020 will be able to apply for their first and second payment a single application

For step-by-step instructions on how to submit an application for a second payment please refer to the Application Companion Guide: <https://www.alberta.ca/assets/documents/edtt-sme-relaunch-grant-application-companion-guide.pdf>

Second Payment Application Requirements

Organizations must provide the following information at the time of application for a second payment:

- Confirmation that the applicant organization is operating [in a region affected](#) by the public health orders in effect from Nov 6, 2020 and later (orders 36-2020, 37-2020, 38-2020, 39-2020, 40-2020, 41-2020 and 42-2020), including any rescinded health orders;
- Confirmation that the applicant organization was required to curtail operations by the public health orders noted above;
- Second Payment Attestation;
- Second Payment Declaration; and
- Confirmation of the banking information for second payment, including:
 - Organization's bank account number
 - Name of financial institution
 - Address of financial institution
 - Financial institution number
 - Branch/Transit number
 - Account type

The Application Companion Guide available provides step-by-step instructions on how to complete an application.

<https://www.alberta.ca/assets/documents/edtt-sme-relaunch-grant-application-companion-guide.pdf>

Additional information and documentation may be required if a recipient is selected for audit.

Second Payment Attestation

Business, cooperative, and non-profit organizations must attest to certain conditions, as well as agree to a declaration form and consent form in order to receive a second grant payment. Please see Appendix III to see the required attestation.

Applicants who had not applied or received funding from the program prior to the second payment intake opening on December 14, 2020 will see a single attestation that has the first payment attestation and the second payment attestation combined.

After You Apply

Processing of applications

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

Once submitted, your application will appear on the main page of the online application portal in "Submitted" status. Please check the main page for further updates on the status of your application.

Business information provided in the application, including the legal name of the organization and the business number, must exactly match the information on file with the Alberta Corporate Registry. Any errors will increase payment processing time beyond the 10 day window.

For step-by-step instructions on how to check the status of your application please refer to the Application Companion Guide: <https://www.alberta.ca/assets/documents/edtt-sme-relaunch-grant-application-companion-guide.pdf>

Please see below for the different statuses your application might have:

Status	Explanation
Draft	The applicant has created the form but has not submitted it.
Submitted	The applicant has submitted their application.
Review	The application is being reviewed. A Program Officer may reach out to the applicant to request additional information.
Approved – Payment Pending	Application is approved and payment is being processed.
Approved – Payment Sent	Application is approved and payment has been sent.
Approved – Payment Error	Application is approved but there is an error in issuing payment. A Program Officer will reach out to the applicant for further information.
Approved – Payment Reissued	Application is approved and payment error has been resolved. Payment is re-issued.
Ineligible	Application is deemed ineligible. A Program Officer will reach out to the applicant to provide further information.

Compliance Review	The application has been selected for a compliance review to ensure the eligibility criteria were met.
Revoked	Application is revoked and repayment is required.

Applications with incomplete or incorrect information will experience delays in payment processing and applicants may be contacted by a Program Officer for more information.

Requesting a review of application that was determined to be ineligible

Applications that are determined to be ineligible will be sent a notification email which includes the reason why the application was deemed ineligible. Applicants that wish to have this decision reviewed may submit a request for a review within 14 days of receiving the notification to the program via email at SMErelaunch.program@gov.ab.ca. As part of the review, applicants will have the opportunity to provide additional information on their application.

Grant 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.

Please note that the grant is a taxable benefit and must be declared on your annual tax returns.

Audit and Compliance

All applications and corresponding grants are subject to a potential audit by the Government of Alberta, or their authorized representatives, upon reasonable notice to the recipient. Any audit process would encompass taking copies and extracts of the records and books of account maintained by the recipient in accordance with eligible criteria outlined in the “Eligibility criteria” section of these guidelines. If records or accounts are deemed inadequate to permit a determination of eligibility, repayment of the grant funding by the recipient will be required.

First Payment Audit

All awarded applicants may be required, upon an audit, to substantiate how the public health orders in effect from March, 2020 and later required the organization to temporarily close or curtail operations and how this resulted in the loss of revenue.

Second Payment Audit

All awarded applicants may be required, upon an audit, to substantiate how the public health orders in effect from Nov 6, 2020 and later (orders 36-2020, 37-2020, 38-2020, 39-2020, 40-2020, 41-2020 and 42-2020), including any rescinded health orders required the organization to temporarily close or curtail operations and how this resulted in the loss of revenue.

Contact Information

If you have questions during the application process, contact program staff by email at SMERelaunch.program@gov.ab.ca.

Freedom of Information and Privacy (FOIP)

The Freedom of Information and Protection of Privacy Act (FOIP Act) applies to any information that is provided to the Government of Alberta. This information may be subject to disclosure pursuant to the FOIP Act in response to an access to information request.

Information collected by the Government of Alberta is collected in accordance with section 33(c) of the FOIP Act for the purposes of administering the Alberta Small and Medium Enterprise Relaunch Grant, assessing, evaluating and promoting the Alberta Small and Medium Enterprise Relaunch Grant, and use in research and statistical analysis. Use and disclosure of personal information is limited by the privacy protection provisions in the FOIP Act. Questions concerning the collection and use of this information should be directed to a Program Officer by email at SMERelaunch.program@gov.ab.ca.

Appendix I: Definitions

Closed or curtailed operations:

Operations that were restricted or prevented from continuing as normal due to a public health order by the Chief Medical Officer of Alberta. All awarded applicants may be required, upon an audit, to substantiate how the public health order affected them and how it influenced their operations and revenues.

For information on the public health orders please refer to the following:

<https://www.alberta.ca/covid-19-orders-and-legislation.aspx>

Earned Revenue (for non-profit organizations only):

Earned revenue is the sale of products, services, processes, expertise and intellectual property for monetary return, excluding donations, and can include:

- Consulting services
- Information products
- Advertising sales
- Newsletter, magazine, etc.
- Food, food services
- Tuition, training materials
- Sale of used and/or donated goods
- Rental fees
- Event or presentation services
- Conferences, symposia, etc.
- Admission, performance fees
- User, program fees

Earned revenue does not include revenue from fundraising, casino, donations, or grants.

Employees:

Full-time, part-time and contract staff employed directly by the eligible organization, as well as third party contractors.

Non-profit Organization:

A group, organized for the purpose of social, religious, charitable, educational, athletic, literary, political, or other such activities. Although there are many different kinds of “nonprofit” organizations they all have one thing in common; the purpose of nonprofit organizations is not the pursuit of personal financial gain.

Permanent Establishment:

A fixed place of business or the principal place where your business is conducted, or the registered office address (for non-profit organizations).

Revenue:

A general term that refers to sales revenue for businesses and cooperatives or earned revenue for non-profits.

Calculation of revenue:

Both cash basis and accrual basis methods of recording revenue are acceptable for the purpose of this program as long as the application amounts match the financial statements amounts.

Cash accounting – If your business records revenue on a cash basis, then maintain this method for the reporting of your revenue amounts in the application. Do not adjust your revenues to reflect an accrued amount for your revenues.

Accrual – If your business uses accrual accounting, then report the amount of earned revenue you accrued in the given month. Do not report revenue based on the amount of cash you received in a month (per cash accounting) as this would be inconsistent with accrual accounting principles. Report the revenue as one would on the financial statements following Generally Accepted Accounting Principles for accrual accounting.

Gross revenue:

Is the total amount of [revenues](#) recognized for a [reporting period](#), prior to any deductions.

Sales Revenue (for businesses and cooperatives only):

Amounts earned from the sale of goods or services from normal operations that are central to the corporation's daily business activities. This does not include one-time or non-recurring gains that were a result of activities peripheral to the main business activities.

Business and Cooperatives Sector Definitions

Sector definitions are based on the 2017 North American Industry Classification System.

<u>Industry</u>	<u>Definition</u>
Agriculture, forestry, fishing and hunting [11]	This sector comprises establishments primarily engaged in growing crops, raising animals, harvesting timber, harvesting fish and other animals from their natural habitats and providing related support activities. Establishments primarily engaged in agricultural research or that supply veterinary services are not included in this sector.
Mining, quarrying, and oil and gas extraction [21]	This sector comprises establishments primarily engaged in extracting naturally occurring minerals. These can be solids, such as coal and ores; liquids, such as crude petroleum; and gases, such as natural gas. The term mining is used in the broad sense to include quarrying, well operations, milling (for example, crushing, screening, washing, or flotation) and other preparation customarily done at the mine site, or as a part of mining activity. Establishments engaged in exploration for minerals, development of mineral properties and mining operations are included in this sector. Establishments performing similar activities, on a contract or fee basis, are also included.
Utilities [22]	This sector comprises establishments primarily engaged in operating electric, gas and water utilities. These establishments generate, transmit, control and distribute electric power; distribute natural gas; treat and distribute water; operate sewer systems and sewage treatment facilities; and provide related services, generally through a permanent infrastructure of lines, pipes and treatment and processing facilities.
Construction [23]	This sector comprises establishments primarily engaged in constructing, repairing and renovating buildings and engineering works, and in subdividing and developing land.

Manufacturing [31-33]	<p>This sector comprises establishments primarily engaged in the chemical, mechanical or physical transformation of materials or substances into new products. These products may be finished, in the sense that they are ready to be used or consumed, or semi-finished, in the sense of becoming a raw material for an establishment to use in further manufacturing. Related activities, such as the assembly of the component parts of manufactured goods; the blending of materials; and the finishing of manufactured products by dyeing, heat-treating, plating and similar operations are also treated as manufacturing activities.</p>
Wholesale trade [41]	<p>This sector comprises establishments primarily engaged in wholesaling merchandise, generally without transformation, and rendering services incidental to the sale of merchandise. The wholesaling process is an intermediate step in the distribution of goods. Many wholesalers are organized to sell merchandise in large quantities to retailers, and business and institutional clients do not own or handle the goods they sell.</p>
Retail trade [44-45]	<p>This sector comprises establishments primarily engaged in retailing merchandise, generally without transformation, and rendering services incidental to the sale of merchandise. The retailing process is the final step in the distribution of merchandise; retailers are therefore organized to sell merchandise in small quantities to the general public. This sector comprises two main types of retailers, store and non-store retailers.</p>
Transportation and warehousing [48-49]	<p>This sector comprises establishments primarily engaged in transporting passengers and goods, warehousing and storing goods, and providing services to these establishments. The modes of transportation are road (trucking, transit and ground passenger), rail, water, air and pipeline.</p>
Information and cultural industries [51]	<p>This sector comprises establishments primarily engaged in producing and distributing (except by wholesale and retail methods) information and cultural products. Establishments</p>

	providing the means to transmit or distribute these products or providing access to equipment and expertise for processing data are also included.
Finance and insurance [52]	This sector comprises establishments primarily engaged in financial transactions (that is, transactions involving the creation, liquidation, or change in ownership of financial assets) or in facilitating financial transactions. Included are: * establishments that are primarily engaged in financial intermediation.
Real estate and rental and leasing [53]	This sector comprises establishments primarily engaged in renting, leasing or otherwise allowing the use of tangible or intangible assets. Establishments primarily engaged in managing real estate for others; selling, renting and/or buying of real estate for others; and appraising real estate, are also included.
Professional, scientific and technical services [54]	This sector comprises establishments primarily engaged in activities in which human capital is the major input. These establishments make available the knowledge and skills of their employees, often on an assignment basis.
Management of companies and enterprises [55]	This sector comprises establishments primarily engaged in managing companies and enterprises and/or holding the securities or financial assets of companies and enterprises, for the purpose of owning a controlling interest in them and/or influencing their management decisions. They may undertake the function of management, or they may entrust the function of financial management to portfolio managers.
Administrative and support, waste management and remediation services [56]	This sector comprises establishments of two different types: those primarily engaged in activities that support the day-to-day operations of other organizations; and those primarily engaged in waste management activities.
Educational services [61]	This sector comprises establishments primarily engaged in providing instruction and training in a wide variety of subjects.

	<p>This instruction and training is provided by specialized establishments, such as schools, colleges, universities and training centres. These establishments may be privately owned and operated, either for profit or not, or they may be publicly owned and operated.</p>
<p>Health care and social assistance [62]</p>	<p>This sector comprises establishments primarily engaged in providing health care by diagnosis and treatment, providing residential care for medical and social reasons, and providing social assistance, such as counselling, welfare, child protection, community housing and food services, vocational rehabilitation and child care, to those requiring such assistance.</p>
<p>Arts, entertainment and recreation [71]</p>	<p>This sector comprises establishments primarily engaged in operating facilities or providing services to meet the cultural, entertainment and recreational interests of their patrons. These establishments produce, promote or participate in live performances, events or exhibits intended for public viewing; provide the artistic, creative and technical skills necessary for the production of artistic products and live performances; preserve and exhibit objects and sites of historical, cultural or educational interest; and operate facilities or provide services that enable patrons to participate in sports or recreational activities or pursue amusement, hobbies and leisure-time interests.</p>
<p>Accommodation and food services [72]</p>	<p>This sector comprises establishments primarily engaged in providing short-term lodging and complementary services to travelers, vacationers and others, in facilities such as hotels, motor hotels, resorts, motels, casino hotels, bed and breakfast accommodations, housekeeping cottages and cabins, recreational vehicle parks and campgrounds, hunting and fishing camps, and various types of recreational and adventure camps. This sector also comprises establishments primarily engaged in preparing meals, snacks and beverages, to customer orders, for immediate consumption on and off the premises.</p>

Personal Services [81]	This sector comprises establishments, not classified to any other sector, primarily engaged in repairing, or performing general or routine maintenance, on motor vehicles, machinery, equipment and other products to ensure that they work efficiently; providing personal care services, funeral services, laundry services and other services to individuals, such as pet care services and photo finishing services; organizing and promoting religious activities; supporting various causes through grant-making, advocating (promoting) various social and political causes, and promoting and defending the interests of their members.
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Non-profit Industry Sector Definitions

When submitting the application, non-profit applicants are encouraged to select the subsector that aligns with their primary mission and activities.

Sector definitions are based on Statistics Canada's Satellite Account of Non-profit Institutions and Volunteering.

<u>Industry</u>	<u>Definition</u>
Culture and recreation	Culture and Recreation sub-sector spans activities such as operating radio stations, dissemination of information and communication, publishing books and newsletters, film production and libraries. It also includes the visual arts, architecture, ceramic art performing arts such as theatre, dance, ballet, opera and orchestras; museums, zoos and aquariums, sports including the provision of amateur sport, fitness and wellness centres, recreation and social clubs such as recreational facilities and service clubs.
Education and research	The education and research subsector includes adult/continuing education engaged in providing education and training such as literacy and reading programs and social sciences, policy studies such as think tanks.
Health	The health subsector includes crisis intervention, suicide prevention and support to victims of assault and abuse. Also included is public health and wellness education such as the promotion of health and health education; first aid training and services and family planning services.
Social Services	Social services includes organizations that are working in child welfare, child services and day care; youth services and youth welfare, family services, services for persons with disabilities, services for the elderly, self-help and counselling, disaster and emergency prevention and control, temporary shelters, refugee assistance, income support, and material assistance such as clothing and food.
Environment	The environment subsector includes natural resource conservation and protection, environmental beautification and open spaces such as anti-litter campaigns, preservation of parks and green spaces, botanical

	gardens; animal protection and welfare including animal shelters and humane societies; wildfire preservation and protection.
Development and housing	Development and Housing includes community and neighborhood organizations, economic development, housing associations and assistance, job training programs and vocational counselling and guidance; victim support, ethnic associations, crime prevention, rehabilitation of offenders, advocacy organizations, and consumer protection associations.
Philanthropic intermediaries and the promotion of volunteerism	Philanthropic intermediaries and the promotion of volunteerism includes grant-making foundations, promoting, recruitment, recognition, and support, and fund-raising organizations.
International	The International subsector includes exchange/friendship/cultural programs, development assistance associations, international disaster and relief organizations and international human rights and peace organizations.
Religion	Religion subsectors includes congregations and associations of congregations.
Business and professional associations, unions	This subsector includes business associations; professional associations and Labour Unions.

Appendix II: First Payment Attestation

This is the attestation that must be completed and agreed to by organizations applying for the first grant payment on their online application form. Applicants who are applying for the first and second payments at the same time will see a combined attestation (First and Second Payment Attestations).

ATTESTATION – AUTHORIZED OFFICIAL OF THE APPLICANT ORGANIZATION

I attest that the following information is true and accurate:

1. I am an authorized signing officer of the applicant organization;
2. The applicant organization was carrying on business/operations, or was eligible to carry on business/operations, in Alberta on February 29, 2020;
3. The applicant organization maintains a permanent establishment (as defined in the Program Guidelines) in Alberta, and is established and in good standing under one of the following Acts;
 - Corporation registered under the *Business Corporations Act* (Alberta)
 - Cooperative registered under the *Cooperatives Act* (Alberta)
 - Partnership registered under the *Partnership Act* (Alberta)
 - Sole proprietor with a trade name registered under the *Partnership Act*(Alberta)
 - Non-profit registered under Part 9 of the *Companies Act* (Alberta)
 - Society registered under the *Societies Act* (Alberta)
 - Corporation incorporated under a special act or private act of the Alberta Legislature
4. The applicant organization has fewer than total 500 full-time and part-time employees (as defined in the Program Guidelines) and contractors;
5. The applicant organization ceased or curtailed operations due to a COVID 19 public health order which resulted in a decrease of at least 30% of revenue (or earned revenue for non-profits);
6. The applicant organization is open, or plans to re-open, following the cancellation of the COVID-19 public health order;
7. The applicant organization, if a non-profit, does not receive operational funding from the Government of Alberta; and
8. The applicant organization has not received any similar purpose payments or amounts from any other sources, including insurance, other than government assistance programs listed below:
 - Alberta Worker’s Compensation Board premium relief
 - Business Credit Availability Program (BCAP)
 - Canada Emergency Business Account (CEBA)Western Diversification Regional Relief and Recovery Fund
 - Canada Emergency Wage Subsidy (CEWS)
 - Canada Emergency Commercial Rent Assistance (CECRA)
 - Canada Emergency Rent Subsidy (CERS)
 - Canada Emergency Response Benefit (CERB)
 - Canada United Small Business Relief Fund (CUSBRF)
 - Government of Alberta grant relief funding for the child care sector
 - Relief funding from municipalities
9. I am aware and acknowledge that I may be contacted for details and verification on how the applicant organization’s operations were curtailed by the public health orders in effect from March 2020 and later.

Appendix III: Second Payment Attestation

This is the attestation that must be completed and agreed to by organizations applying for the second grant payment on their online application form. Applicants who had not applied or received funding from the program prior to the second payment intake opening on December 14, 2020 will see a single attestation that has the first payment attestation and the second payment attestation combined.

ATTESTATION FOR SECOND PAYMENT – AUTHORIZED

OFFICIAL OF THE APPLICANT ORGANIZATION

I attest that the following information is true and accurate:

Yes No

1. I am an authorized signing officer of the applicant organization;
2. All information provided in the original application remains valid and correct, and the applicant organization continues to meet the program’s eligibility criteria;
3. The applicant organization is located in a region affected by the public health orders in effect from November 6, 2020 and later (including any rescinded public health orders);
4. The applicant organization was required to curtail operations by the public health orders in effect from November 6, 2020 and later (including any rescinded public health orders); and
5. I am aware and acknowledge that I may be contacted for details and verification on how the applicant organization’s operations were curtailed by the new provincial health orders in effect from November 6, 2020 and later (including any rescinded public health orders).

I have legal signing authority for the organization *

Name *

Title in Organization *

Phone Number *

E-Mail Address *

Appendix IV: Sample Authorization to Disclose

This is a sample authorization to disclose that must be completed and agreed to by applicants on their online application form.

INFORMATION CONSENT

FOIP Statement

The personal information in this application form and any related attachments is being collected under section 33(c) of the Freedom of Information and Protection of Privacy (FOIP) Act of Alberta for the purpose of determining eligibility for a grant under the Alberta Small and Medium Enterprise Relaunch Grant and of administering and evaluating the grant program. All personal information will be managed in accordance with the provisions of the FOIP Act. Any questions regarding the collection and use of this information can be directed to a Program Officer at SMERelaunch.program@gov.ab.ca.

The Government of Alberta (GOA) is interested in sharing information pertaining to the Alberta Small and Medium Enterprise Relaunch Grant for the purposes indicated below. Disclosure of information may be made for public awareness, on government websites for information and analysis, in response to inquiries from the media or the public, for reporting to interested MLAs, or other government ministries and agencies.

This Authorization to Disclose Information allows the GOA to provide your organization's information to other GOA ministries or agencies and Statistics Canada. This information will be shared for the purposes of:

- Research and statistical analysis in program evaluation
- Program promotion
- Public identification as a participant of the program and/or an example of program success

The information that may be shared is limited to your organization's name, contact information, location, business activity, and product or service. All information will be managed in accordance with the *FOIP Act*.

This authorization is voluntary, and refusal will not impact the status of your organization's application. Questions related to the disclosure of information should be directed to a Program Officer at SMERelaunch.program@gov.ab.ca.

I provide consent and allow the GoA to disclose the organization's information for all of the purposes outlined above.

I provide consent and allow the GoA to disclose the organization's information only for the purposes of administering and evaluating the Alberta Small and Medium Enterprise Relaunch Grant.

I am an Authorized Signing Officer in this organization and have authority to provide consent*

Name *

Title in Organization *

Phone Number *

E-Mail Address *

Appendix V: Sample Declaration

This is a sample declaration that must be completed and agreed to by applicants on their online application form.

DECLARATION

I am an authorized signing officer of the applicant organization. I have read and understood the eligibility requirements as set out in the Program Guidelines. I declare that all information provided in this application is true, complete and accurate, and I have not knowingly made any false or misleading statement or failed to disclose information. I understand that the information provided in this application is subject to review and audit. Consequences for providing false or misleading information include, but are not limited to, repayment of grant funds.

Yes No

I have legal signing authority for the organization *

Name *

Title in Organization *

Phone Number *

E-Mail Address *