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# Small and medium enterprise relaunch grant: spring 2021

Program Guidelines

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Small and Medium Enterprise Relaunch Grant  
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# Table of Contents

<b>Program Overview</b> .....	<b>5</b>
<b>Program Updates</b> .....	<b>5</b>
<b>Funding</b> .....	<b>5</b>
<b>Application Intake Dates</b> .....	<b>6</b>
<b>Eligibility Criteria</b> .....	<b>6</b>
Eligible Organizations .....	6
Unregistered sole proprietorships .....	8
Organizations with multiple locations.....	9
<b>Revenue Calculations and Payment Calculations</b> .....	<b>10</b>
Selection of Month.....	10
Revenue Reduction Calculation.....	11
Payment Calculation.....	13
Examples of Revenue and Payment Calculations.....	13
Payment Threshold.....	16
<b>How to Apply: General Information</b> .....	<b>17</b>
<b>Application Requirements</b> .....	<b>17</b>
Payment Attestation.....	18
<b>How to Apply: Organizations that have applied for a previous payment</b> .....	<b>18</b>
<b>How to Apply: Organizations that have not applied for a previous payment</b> .....	<b>20</b>
<b>How to Apply: Unregistered Sole Proprietors</b> .....	<b>22</b>
Application Requirements .....	22
<b>After You Apply</b> .....	<b>23</b>
Processing of applications .....	23
Requesting a review of an application that was determined to be ineligible .....	24
<b>Grant Repayment</b> .....	<b>25</b>

*How to Repay* ..... 25

*Audit and Compliance*..... 25

*Contact Information* ..... 25

*Freedom of Information and Privacy (FOIP)* ..... 26

*Appendix I: Definitions* ..... 27

*Appendix II: Payment Attestation* ..... 38

*Appendix III: Sample Authorization to Disclose*..... 400

*Appendix IV: Sample Declaration* ..... 41

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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 due to the COVID-19 pandemic. For the Spring 2021 program reopening, eligible organizations may receive a one-time grant payment of up to \$10,000, based on the revenue amounts indicated.

**Intake is now open for businesses, non-profits and cooperatives to apply.**

Organizations that have applications under review for the earlier payments of the Small and Medium Enterprise Relaunch Grant will continue to have these applications processed. Applications for the Spring 2021 payment will remain under review until earlier applications are processed.

For step-by-step instructions on how to submit an application for a grant payment, please refer to the [Application Companion Guide](#).

## Program Updates

- April 12, 2021: the Government of Alberta announced that it is offering small- and medium-sized businesses, cooperatives, and non-profits affected by the April 2021 public health orders the opportunity to apply for a new payment of up to \$10,000 from the Small and Medium Enterprise Relaunch Grant Program.
  - The program has expanded to allow eligible organizations that commenced operations between November 1, 2020 and March 31, 2021 to apply for this payment.
  - The program has expanded to allow eligible taxicabs/rideshares and hotels to apply for this payment.
- March 31, 2021: the Small and Medium Enterprise Relaunch Grant closed application intake for previous payments.

## Funding

The Government of Alberta has committed a maximum of \$350 million in funding for this phase of the program

## Application Intake Dates

Application intake will remain open until 11:59pm on May 31, 2021, until the budget of \$350 million is exhausted, or until otherwise announced. Applications for the Spring 2021 payment submitted after the budget is exhausted will not be approved.

For step-by-step instructions on how to submit an application for grant payments, please refer to the [Application Companion Guide](#).

## Eligibility Criteria

### 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 March 31, 2021:
  - 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)\*\*;
  - Unregistered sole proprietor with documentation to demonstrate the existence of business operations prior to the applicable date\*\*;
  - 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); and
  - 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.

\*\*For more information on sole proprietors, including an explanation of registered and unregistered, please refer the Definitions section.

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 as of March 31, 2021;
4. Have fewer 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. Must have been required\* to temporarily close or curtail operations due to the April 2021 COVID-19 public health orders and be able to detail how and when operations were required\* to be closed or curtailed.
  - 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>
  - \*Taxicab and ride share providers that can detail how their operations were impacted by the public health orders and meet the rest of the eligibility criteria may apply.
  - \*Hotels that can detail how their operations were impacted by the public health orders and meet the rest of the eligibility criteria may apply.
6. Have experienced a reduction in revenue of at least 30 per cent as a result of the COVID-19 pandemic.
  - Businesses, non-profits and cooperatives that commenced operations on or before February 29, 2020 must demonstrate a year-over-year revenue reduction comparing a month between November 2019 and April 2020 to the same month in the following year.
  - New businesses, non-profits and cooperatives that commenced operations between March 1, 2020 and March 31, 2021 must demonstrate a month-over-month revenue reduction when comparing a month between March 2020 and March 2021 to any month between November 2020 and April 2021.
  - Seasonal businesses that only operate for part of the year may must demonstrate a revenue reduction when comparing their average monthly sales revenue for the full months they were in operation during 2019 and to their average monthly sales revenue for the full months they were in operation during 2020.
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 Economic Development 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);
- Canada Emergency Care Benefit;
- Government of Alberta Emergency Isolation Support;
- Government of Alberta grant relief funding for the child care sector;
- Government of Alberta Early Learning and Child Care pilot program; and
- 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. Corporations registered under the *Business Corporations Act* (Alberta), must consent to Treasury Board and Finance, Tax and Revenue Administration, to release information about my corporate income tax account to the Ministry of Jobs, Economy and Innovation (JEI)).

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/or provide information to support the revenue amounts provided in the application.

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

## Unregistered sole proprietorships

Sole proprietors who own and operate an unincorporated business as an individual and have not registered that business with the Alberta Corporate Registry, may be eligible for the grant, provided the business meets the eligibility criteria outlined above. Depending on the date the business began to commence operations, applicants operating as unregistered sole proprietors may apply as either an existing organization or a new organization.

Unregistered sole proprietors are required to provide sufficient financial and business related documentation to demonstrate the existence of their business operations prior February 29, 2020 (for existing organizations) or March 31, 2021 (for new organizations). See "How to Apply: Unregistered Sole Proprietors" for more information.

## Organizations with multiple locations



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

Please submit a separate application for each location/chapter/branch for which you are applying and check the appropriate box in the application form.

**Each application must indicate the actual revenue amounts for that specific location.**

- Do not provide an average revenue or a sum of revenues for all locations on multiple applications.
- For example, if an organization has two locations: location A has a pre-COVID revenue of \$10,351 and location B has a pre-COVID revenue of \$19,655, please provide these values. Do not submit the average revenue of \$15,003 on both applications.

Note: organizations with multiple location applications will require manual review and an increased processing time and will not receive payment within the average time of 14 business days.

**Ineligible Organizations**

Any organization whose operations were not required to close or curtailed as a result of the April 2021 COVID-19 public health orders by the Chief Medical Officer of Alberta is not eligible with the exception of taxis/rideshares and hotels.

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 all levels of 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; and
- Ministry of Culture, Multiculturalism and Status of Women's (CMSW) Sport, Physical Activity and Recreation (SPAR) grant program.

Other ineligible entities include short-term accommodation providers (such as Airbnb, Vacation Rental By Owner), municipalities, overnight camps, and those that have received the Government of Alberta's [Faith-based and Cultural Facility Relaunch Grant](#).

## Revenue Reduction and Payment Calculations

Applicants can select any of permitted months in order to maximize their benefit amount and meet the required revenue reduction threshold of 30 per cent.

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

Unregistered sole proprietors may apply as either an Existing Organization or a New Organization depending on operation commencement date.

### Selection of Month

In order to determine the benefit amount and to calculate revenue reduction, applicants must select both a “high” and “low” month of gross revenue. Applicants can select any of the permitted months in order to maximize their benefit amount and meet the required 30 per cent revenue reduction. For more information on “high” and “low” months of gross revenue, please see Appendix I.

Existing organizations must use a year-over-year gross revenue comparison. As such, the following can be chosen:

“High” month = any month between Nov 2019 and April 2020

“Low” month = any corresponding month between Nov 2020 and April 2021

For example, if June 2019 was the month that the existing organization made the highest revenue, it can be selected for the “high” month. As such, June 2020 must be used for the “low” month.

New organizations must use a month-over-month gross revenue comparison. As such, the following can be chosen:

“High” month = any month between March 2020 and March 2021

“Low” month = any month between Nov 2020 and April 2021

For example, if December 2020 was the month the new organization made the highest revenue, it can be selected for the “high” month. If the organization made the least revenue in February 2021, this month can be selected for the “low” month.

**Note:** both the high and low revenue amounts must also include the prorated amount of payments, grants, and amounts received from other COVID-19 support program listed in the eligibility criteria. For more information on prorated payments, please see Appendix I.

## Revenue Reduction Calculation

### To Calculate Gross Revenue

When determining “high” and “low” gross revenue for the chosen months, applicants must include amounts received from the permitted COVID-19 support programs listed in the Eligibility Criteria in addition to their sales revenues. The amounts received from these funding supports must be prorated and added to the appropriate revenue months used on the application.

Support funding that has been applied for, but not received, is not required to be included in the revenue calculations. For more information on prorated payments, please see Appendix I.

To calculate the chosen month’s gross revenue the following formula can be used:

$$\text{Total Gross Revenue} = \text{Gross revenue received from sales} + \text{Prorated funds received from permitted COVID-19 programs in the last 12 months}$$

To calculate the prorated amount of support funding, the following formula can be used:

$$\text{Prorated funds received from permitted COVID-19 programs in the last 12 months} = \frac{\text{Total funds received from permitted COVID-19 programs}}{12}$$

Example 1: How to calculate revenue amounts for an organization that received other supports

"Low" month gross revenue	\$30,514.34
<p>What is the source of information for this amount?</p> <p>INCLUDES:</p> <ul style="list-style-type: none"> <li>• Revenue from the month that will enable a year-over-year comparison (\$27,561.41).</li> </ul> <p>AND (+)</p> <ul style="list-style-type: none"> <li>• Pro-rated COVID-19 support funding received to date (business was open for full year of 2020):             <ul style="list-style-type: none"> <li>○ SMERG funding <math>\\$20,000/12 = \\$1,666.67</math></li> <li>○ CEWS funding <math>\\$15,435.12/12 = \\$1,286.26</math></li> </ul> </li> </ul>	November 2020 gross revenue

Example 2: How to calculate revenue amounts for an organization that did not receive any previous COVID-19 supports

"Low" month gross revenue	\$30,514.34
<p>What is the source of information for this amount?</p> <p>INCLUDES:</p> <ul style="list-style-type: none"> <li>• Revenue from the month that will enable a year-over-year comparison (\$30,514.34).</li> </ul>	November 2020 gross revenue

### To Calculate Revenue Reduction

To be eligible, organizations must demonstrate that their revenue was reduced by at least 30 per cent due to the COVID-19 pandemic. To calculate the revenue reduction the following formulas can be used:

$$\left[ \frac{A - B}{A} \right] \times 100 = \% \text{ Revenue Reduction}$$

A="High" month revenue  
(including prorated amounts received from other grants and programs)

OR

$$1 - \left[ \frac{B}{A} \right] \times 100 = \% \text{ Revenue Reduction}$$

B="Low" month revenue  
(including prorated amounts received from other grants and programs)

If % revenue reduction is equal to or greater than 30% = Eligible

If % revenue reduction is less than 30% = Not eligible

### Payment Calculation

To calculate the amount of the grant payment the following formula can be used:

$$\text{"High" Revenue} \times 0.15 = \text{Payment Amount (\$)}$$

(maximum of \$10,000)

### Examples of Revenue and Payment Calculations

Example 1: Existing organization (registered with the province on or before February 29, 2020:

A	"High" month gross revenue	<b>\$107,586.22</b>
	<p>What is the source of this amount?</p> <ul style="list-style-type: none"> <li>Revenue from one month from between November 2019 and April 2020;</li> </ul>	November 2019 gross revenue
B	"Low" month gross revenue	<b>\$30,514.34</b>
	<p>What is the source of information for this amount?</p> <p>INCLUDES:</p> <ul style="list-style-type: none"> <li>Revenue from the month that will enable a year-over-year comparison (\$27,561.41).</li> </ul> <p>AND (+)</p> <ul style="list-style-type: none"> <li>Pro-rated COVID-19 support funding received to date: <ul style="list-style-type: none"> <li>SMERG funding \$20,000/12 = \$1,666.67</li> <li>CEWS funding \$15,435.12/12 = \$1,286.26</li> </ul> </li> </ul>	November 2020 gross revenue
	<p>Revenue Reduction Calculation</p> $[(A-B)/A]*100$ $[(107,586.22 - 30,514.34) / 107,586.22] \times 100$ <p><i>Must be greater than 30% to be eligible</i></p>	72%
	<p>Payment Calculation (0.15*A) if eligible</p> <p>0.15 x 107,586.22= \$16,137.93; therefore eligible for max of \$10,000.</p>	<p><b>\$10,000</b></p> <p><i>(MAXIMUM PAYMENT)</i></p>

Example 2: New organization (registered with the province between March 1, 2020 and March 31, 2021)

A	"High" monthly gross revenue	\$35,552.09
	<p>What is the source of this amount?</p> <ul style="list-style-type: none"> <li>Revenue from one month from between March 2020 and March 2021</li> </ul>	July 2020 gross revenue
B	"Low" monthly gross revenue	\$5,231.32
	<p>What is the source of information for this amount?</p> <p>INCLUDES:</p> <ul style="list-style-type: none"> <li>Revenue from one month from between November 2020 and April 2021 (\$3,014.78)</li> </ul> <p>AND (+)</p> <ul style="list-style-type: none"> <li>Pro-rated COVID-19 support funding received to date: <ul style="list-style-type: none"> <li>SMERG funding <math>\\$20,000/12 = \\$1,666.67</math></li> <li>CERB funding <math>\\$6,598.45/12 = \\$549.87</math></li> </ul> </li> </ul>	November 2020 gross revenue
	<p>Revenue Reduction <math>[(A-B)/A]*100</math></p> <p><math>[(35,552.09 - 5,231.32)/ 35,552.09] \times 100</math></p> <p><i>Must be greater than 30% to be eligible</i></p>	85%
	<p>Payment Calculation <math>(0.15*A)</math> if eligible</p> <p><math>0.15 \times 35,552.09 = \\$5,332.81</math></p>	\$5,332.81

### Example 3: Existing organization ineligible due to revenue reduction

A	"High" monthly gross revenue	\$15,000.43
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	<p>What is the source of this amount?</p> <ul style="list-style-type: none"> <li>Revenue from one month from between November 2019 and April 2020;</li> </ul>	December 2019 gross revenue
<b>B</b>	<b>"Low" monthly gross revenue</b>	<b>\$10,853.25</b>
	<p>What is the source of information for this amount?</p> <p>INCLUDES:</p> <ul style="list-style-type: none"> <li>Revenue from the month that will enable a year-over-year comparison (\$10,238.76).</li> </ul> <p>AND (+)</p> <ul style="list-style-type: none"> <li>Includes prorated COVID-19 support funding <ul style="list-style-type: none"> <li>SMERG funding \$ 6,750.19/12 = \$562.52</li> <li>CECRA funding \$623.65/12 = \$51.97</li> </ul> </li> </ul>	December 2020 gross revenue
	<p>Revenue Reduction <math>[(A-B)/A]*100</math></p> <p><math>[(15,000.43- 10,853.25)/ 15,000.43] \times 100</math></p> <p><i>Must be greater than 30% to be eligible</i></p>	<p>28%</p> <p>INELIGIBLE</p>
	Payment Calculation $(0.15*A)$ if eligible	INELIGIBLE

## Payment Threshold

There is a minimum payment of \$20 for the Small and Medium Enterprise Relaunch Grant. Ensure that all revenue amounts entered on the application are correct and verifiable if your application is selected for audit.

## How to Apply: General Information



All applications must be submitted through the online application portal which can be found through the program webpage at [www.alberta.ca/sme-relaunch-grant.aspx](http://www.alberta.ca/sme-relaunch-grant.aspx).

Organizations that have applied to the Small and Medium Enterprise Relaunch Grant for a previous payment will be able to see their submitted applications on the portal, and should apply for the Spring 2021 payment using the organization information provided in the previous application(s). These organizations can select any of the permitted months (which may differ from the previous application) to maximize their benefit amount and meet the required 30 per cent revenue reduction.

To reduce submission errors, please ensure that you use a laptop or desktop with Google Chrome to complete your application.

Please refer to the “How to Apply: Organizations that have applied for a previous payment” section below for more information.

Organizations that have not applied for a previous payment will create a new application on the application portal. Please refer to the “How to Apply: Organizations that have not applied for a previous payment” section below for more information.

## 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 (beginning with TN or PT).
- Information on the organizations gross revenue reduction as a result of the COVID 19 public health orders. The appropriate month selection will depend on whether your organization is considered to be existing or new;
- Alberta Driver's License or Alberta Identification Card information;
- Information on COVID-19 support funding that needs to be included in revenue calculations;
- Tax & Revenue Administration consent (corporations only);
- 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://open.alberta.ca/publications/sme-relaunch-grant-guidelines>

- 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 Alberta business number, must exactly match the information on file with the Alberta Corporate Registry.**

**Applicants will experience delays if any of these situations apply:**

- Applications with incomplete or incorrect information
- Unregistered sole proprietors
- Applicants with multiple locations

Applications requiring manual review are processed in the order in which they are received, based on the date of submission. Due to the high volume of applications requiring manual review, these applications may experience a delay of approximately 6-8 weeks.

## Payment Attestation

Businesses, 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.

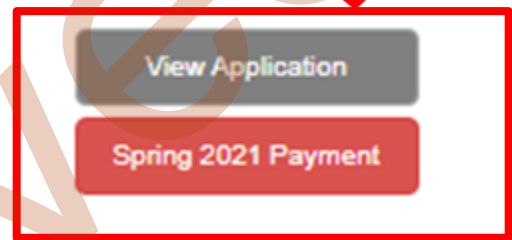
## How to Apply: Organizations that have applied for a previous payment

Organizations that have applied for a previous payment and that meet the eligibility criteria outlined above, should apply under the same application number that was created for their previous payment application(s). These organizations can select any of the permitted months (which may differ from the previous application) in order to maximize their benefit amount and meet the required 30 per cent revenue reduction.

For such organizations, the application for the Spring 2021 payment will be accessible through the online application portal as an add-on to the previously submitted application(s). After logging into the

online application portal, applicants must select the red “Spring 2021 Payment” button when viewing the list of their applications (please see image below). This will enable the applicant to apply for the Spring 2021 payment based on the information provided in the previous application(s). Starting a completely new application will result in the application being flagged by the system as a duplicate and will cause payment delays as manual review will be required.

SME relaunch grant	Supermarket 888	CAS-07825-V5N6P2	Submitted Spring 2021 Payment: Submitted	Wednesday, April 21, 2021 Spring 2021 Payment: Wednesday, April 21, 2021	Wednesday, April 21, 2021	<input type="button" value="View Application"/> <input type="button" value="Spring 2021 Payment"/>
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For step-by-step instructions on how to submit an application for the Spring 2021 payment, please refer to the [Application Companion Guide](#).

For step-by-step instructional video on how to submit an application for the organizations with a previous application, please refer to [this video](#).

## How to Apply: Organizations that have not applied for a previous payment

### My Alberta Digital ID (MADI) 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 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).

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

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.

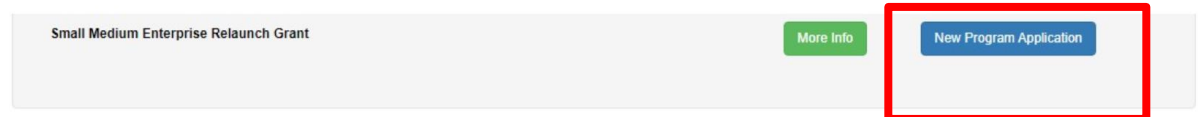
Fill out and submit an application through the online application portal.

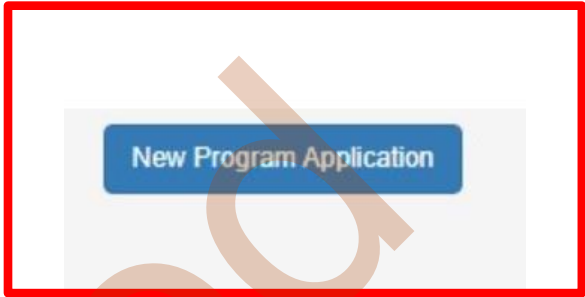
Applications must be submitted through the online application portal before application intake closure. Your online application will include:

- 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 all applications can be found in the [Application Companion Guide](#).**

Organizations that have not applied for a previous payment and that meet the eligibility criteria outlined above, need to apply as a new organization. After logging into the online application portal, applicants must select the blue "New Program Application" button.





New Program Application

## How to Apply: Unregistered Sole Proprietors

Sole proprietors who own and operate an unincorporated business as an individual but have not registered that business with the Alberta Corporate Registry, may be eligible for the grant provided the organization meets the eligibility criteria outlined. Depending on the date the organization commenced operations, applicants operating as unregistered sole proprietors may apply as either an existing organization or a new organization.

## Application Requirements

In addition to the requirements outlined for all organizations, unregistered sole proprietors must also provide sufficient documentation to prove existence of business operations prior February 29, 2020 (for existing organizations) or March 31, 2020 (for new organizations).

Unregistered sole proprietors must provide the following:

1. A copy of your T2125 Statement of Business or Professional Activities form that was submitted to the Canada Revenue Agency as part of your personal filings (Social Insurance Number redacted)
  - Existing organizations must provide the T2125 for the 2019 year
  - New organizations must provide the T2125 for the 2020 year;

AND

2. At least one of the following:
  - A copy of a business license from local municipality or authorization/license from industry regulatory body.
  - Printout of monthly statement from accounting software demonstrating revenues/expenses for any operating month February 2020 or earlier (existing organizations), or between March 1, 2020 and March 31, 2020 (new organizations).
  - Evidence of commercial rent or lease agreement for business operations (independent of personal residence). You may redact rental amounts at your discretion.
  - Copy of GST Notice of Assessment from Canada Revenue Agency from most recent assessment period prior to February 2020 (existing organizations) or March 31, 2021 (new organizations). (Please disregard this requirement if you do not have a GST number).

The status of applications for unregistered sole proprietors will remain in “Requires Manual Review” status until the application is reviewed. When review of the application and supporting documents is complete, applicants will receive an email notification as to whether the application was approved or deemed ineligible.

**Due to the high volume of applications for unregistered sole proprietors, average processing time is approximately 6-8 weeks. Applications that require additional documentation will be processed in the order in which said documentation is provided.**

# After You Apply

## Processing of applications

The program aims to process applications and issue payments within 14 business days following submission.

Applicants will experience delays if any of these situations apply:

- Applications with incomplete or incorrect information
- Unregistered sole proprietors
- Applicants with multiple locations

**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 data entry errors will increase payment processing time beyond the 14 business day window.**

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.

Applications requiring manual review are processed in the order in which they are received based on the date of submission. Due to high volume, applications requiring manual review are experiencing a delay of approximately 6-8 weeks.

**For step-by-step instructions on how to check the status of your application please refer to the [Application Companion Guide](#).**

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

Status	Explanation
<b>Draft</b>	The applicant has created the form but has not submitted it.
<b>Submitted</b>	The applicant has submitted their application.
<b>Requires Manual Review</b>	The application requires Manual Review by a Program Officer. A Program Officer may reach out to the applicant to request additional information. Applications requiring manual review will experience delays of approximately 6-8 weeks due to the volume of applications.
<b>Approved – Payment Pending</b>	Application is approved and payment is being processed.
<b>Approved – Payment Sent</b>	Application is approved and payment has been sent.
<b>Approved – Payment Error</b>	Application is approved but there is an error in issuing payment. A Program Officer will reach out to the applicant for further information.
<b>Approved – Payment Reissued</b>	Application is approved and payment error has been resolved. Payment is re-issued.
<b>Ineligible</b>	Application is deemed ineligible. A Program Officer will reach out to the applicant to provide further information.
<b>Compliance Review</b>	The application has been selected for a compliance review to ensure the eligibility criteria were met.
<b>Revoked</b>	Application is revoked and repayment is required.

## Requesting a review of an application that was determined ‘ineligible’

Applications that are determined to be ineligible will be sent a notification email, outlining the reason why the application was deemed ineligible. Applicants wishing to have this decision reviewed, may submit a request within 14 calendar days of receiving the notification via email at [SMErelaunch.program@gov.ab.ca](mailto:SMErelaunch.program@gov.ab.ca). As part of the review, applicants will have the opportunity to provide additional information on their application.

Applicants will be notified of the results of their decision review request. In the event the decision review determines the application remains ineligible, no further review requests will be accepted or completed.

## Grant Payment

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



Please note that this grant payment is considered taxable income by the Canada Revenue Agency and must be claimed on your business income.

## Grant Repayment

You may need to repay your grant from the Small and Medium Enterprise Relaunch Grant if:

- You applied and later realized you are not eligible;
- You did not apply and received the payment in error; or
- The program, upon further review of your application, determined you are not eligible after you received payment.

## How to Repay

Applicants that wish to repay or are required to return the funds received from the Small and Medium Enterprise Relaunch Grant should contact the program via email [SMErelaunch.program@gov.ab.ca](mailto:SMErelaunch.program@gov.ab.ca) for information on how to complete the repayment.

## 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 encompasses 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.

All awarded applicants may be required, upon an audit, to substantiate how the April 2021 public health orders required the organization to temporarily close or curtail operations.

## Contact Information

If you have questions during the application process, contact program staff by email at [SMErelaunch.program@gov.ab.ca](mailto: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.

The personal information collected through the Alberta Small and Medium Enterprise Relaunch Grant is collected for the purpose 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. This personal information collection is authorized by section 33(c) of the Freedom of Information and Protection of Privacy Act. If you have any questions about the collection of personal information, you may contact a Program Officer by email at [SMErelaunch.program@gov.ab.ca](mailto:SMErelaunch.program@gov.ab.ca).

Archiving

# Appendix I: Definitions

## **Commenced Operations:**

The date that an organization began earning revenue for their business.

## **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, tithes, or grants.

## **Existing organizations:**

Businesses, cooperatives and non-profits that commenced operations (i.e., generating revenue) on or before February 29, 2020 and that meet the program's eligibility criteria.

## **Employees:**

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

**“High” month revenue:**

The month in which the organization made the highest gross revenue for either existing organizations (between November 2019 and April 2020) or new organizations (March 2020 to March 2021). This amount must include the sales revenue generated in this month and the prorated amount(s) of the COVID-19 supports received to-date. This revenue is required for the revenue reduction and payment calculations.

**Hotel:**

Accommodation providers that were required to collect the tourism levy prior to March 31, 2021. This includes hotels and motels but does not include short-term accommodation providers such as Airbnb or Vacation Rentals By Owner. Short-term accommodation providers are ineligible for the program.

**“Low” month revenue:**

The month that the organization had the lowest gross revenue for either existing organizations (same month as selected for the “high” month revenue between November 2020 and April 2021) or new organizations (November 2020 to April 2021). This amount must include the sales revenue generated in this month and the prorated amount(s) of the COVID-19 supports received to-date. This revenue is required for the revenue reduction calculation.

**New organizations:**

Businesses, cooperatives and non-profits that commenced operations by providing their goods or services to customers (i.e., able to generate revenue) between March 1, 2020 and March 31, 2021 and that meet the program’s eligibility criteria.

**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.

**Prorated Payments:**

Any eligible COVID-19 support funding received in the last 12 months (including all monthly and lump sum payments), divided by 12

**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.

**Seasonal Business:**

A business that carries on business for more than one month in a year but not during the full year.

**Sole proprietor:**

Sole proprietors own and operate an unincorporated business as an individual and have registered that business with the Alberta Corporate Registry with trade name under the *Partnership Act* (Alberta).

**Unregistered sole proprietor:**

Sole proprietors who own and operate an unincorporated business as an individual but have not registered that business with the Alberta Corporate Registry. These organizations may be eligible for the grant provided the organization meets the eligibility criteria, including providing sufficient information to demonstrate the existence the organization's operations prior to the applicable date (either February 29, 2020 for existing organizations or March 31, 2021 for new organizations).

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## Business and Cooperatives Sector Definitions

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

<b><u>Industry</u></b>	<b><u>Definition</u></b>
<b>Agriculture, forestry, fishing and hunting [11]</b>	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.
<b>Mining, quarrying, and oil and gas extraction [21]</b>	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.
<b>Utilities [22]</b>	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.
<b>Construction [23]</b>	This sector comprises establishments primarily engaged in constructing, repairing and renovating buildings and engineering works, and in subdividing and developing land.
<b>Manufacturing [31-33]</b>	This sector comprises establishments primarily engaged in the chemical, mechanical or physical transformation of materials or

	<p>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>
<b>Wholesale trade [41]</b>	<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>
<b>Retail trade [44-45]</b>	<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>
<b>Transportation and warehousing [48-49]</b>	<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>
<b>Information and cultural industries [51]</b>	<p>This sector comprises establishments primarily engaged in producing and distributing (except by wholesale and retail methods) information and cultural products. Establishments providing the means to transmit or distribute these products or providing access to equipment and expertise for processing data are also included.</p>



<b>Finance and insurance [52]</b>	<p>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.</p>
<b>Real estate and rental and leasing [53]</b>	<p>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.</p>
<b>Professional, scientific and technical services [54]</b>	<p>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.</p>
<b>Management of companies and enterprises [55]</b>	<p>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.</p>
<b>Administrative and support, waste management and remediation services [56]</b>	<p>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.</p>
<b>Educational services [61]</b>	<p>This sector comprises establishments primarily engaged in providing instruction and training in a wide variety of subjects. This instruction and training is provided by specialized establishments, such as schools, colleges, universities and training centres. These establishments may be privately owned</p>

	and operated, either for profit or not, or they may be publicly owned and operated.
<b>Health care and social assistance [62]</b>	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.
<b>Arts, entertainment and recreation [71]</b>	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.
<b>Accommodation and food services [72]</b>	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.
<b>Personal Services [81]</b>	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.

<b><u>Industry</u></b>	<b><u>Definition</u></b>
<b>Culture and recreation</b>	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.
<b>Education and research</b>	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.
<b>Health</b>	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.
<b>Social Services</b>	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.
<b>Environment</b>	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.
<b>Development and housing</b>	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.
<b>Philanthropic intermediaries and the promotion of volunteerism</b>	Philanthropic intermediaries and the promotion of volunteerism includes grant-making foundations, promoting, recruitment, recognition, and support, and fund-raising organizations.
<b>International</b>	The International subsector includes exchange/friendship/cultural programs, development assistance associations, international disaster and relief organizations and international human rights and peace organizations.
<b>Religion</b>	Religion subsectors includes congregations and associations of congregations.
<b>Business and professional associations, unions</b>	This subsector includes business associations; professional associations and Labour Unions.

# Appendix II: Payment Attestation

*This is the attestation that must be completed and agreed to by organizations applying for the grant payment on their online application form.*

## 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 (existing organizations) or March 31, 2021 (new organizations);
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)
  - Partnership registered under the *Partnership Act* (Alberta)
  - Sole proprietor with a trade name registered under the *Partnership Act* (Alberta)
  - Unregistered sole proprietor
  - Corporation incorporated under a special act or 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)
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 was required to close or curtail operations by the public health orders in effect from April 6, 2021 and later (including any rescinded public health orders),  
OR  
The applicant organization is a taxicab, ride share provider or hotel and can provide details that its operations were impacted by the public health orders in effect from April 6, 2021 and later (including any rescinded public health orders);
6. The applicant organization has included any COVID-19 support payments received to date in the revenue amounts provided. This includes pro-rating any payments received to date, but does not include funds applied for but not received;
7. The applicant organization has experienced a revenue reduction of at least 30% as a result of the COVID-19 pandemic;
8. The applicant organization is open, or plans to re-open, following the cancellation of the COVID-19 public health order;
9. The applicant organization, if a non-profit, does not receive operational funding from the Government of Alberta;
10. 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 Economic Development 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 Recovery Benefit (CRB)
- Canada United Small Business Relief Fund (CUSBRF)
- Canada Emergency Care Benefit
- Government of Alberta Emergency Isolation Support
- Government of Alberta grant relief funding for the child care sector
- Government of Alberta Early Learning and Child Care pilot program
- Relief funding from municipalities

11. I am aware and acknowledge that I may be contacted for details and verification on how the applicant organization's operations were closed or curtailed by the public health orders in effect from April 6, 2021 and later (including any rescinded public health orders) and/or to provide information to support the revenue amounts provided in the application.

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# Appendix III: 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](mailto: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](mailto: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 IV: 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 \*