



Restrictions exemption program implementation grant

Program Guidelines

Superseded

Superseded

This publication is issued under the Open Government Licence – Alberta (<http://open.alberta.ca/licence>).

Open Government Portal URL.

This publication is available online at <https://open.alberta.ca/publications/rep-implementation-grant-guidelines>

Restrictions Exemption Program Implementation Grant | Jobs Economy and Innovation

© 2021 Government of Alberta | December 7, 2021

Contents

Program Overview.....	4
Program Updates	4
Funding	4
Eligibility Criteria.....	5
How to Apply: General Information	7
Application Requirements.....	8
How to Apply: Organizations that have applied for the SME Relaunch Grant.....	9
How to Apply: Organizations that have not previously applied for the SME Relaunch Grant.....	10
How to Apply: Unregistered Sole Proprietors	11
After You Apply	12
Grant Payment.....	13
Grant Repayment	13
How to Repay	14
Appendix I: In-scope and out-of-scope operators.....	15
Appendix II: Definitions	17
Appendix III: Payment Attestation	22
Appendix IV: Sample Informed Consent	23
Appendix V: Sample Declaration	24

Superseded

Program Overview

The Restrictions Exemption Program Implementation Grant provides a one-time payment of \$2,000 to eligible in-scope businesses, cooperatives and non-profit organizations that choose to implement the [Restrictions Exemption Program \(REP\)](#). For a list of *in-scope* operators please see [Appendix I](#).

Organizations may use the funds as they see fit to help offset the costs of implementing [REP](#).

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

For information on how the program defines the *italicized* terms used in these guidelines, please refer to [Appendix II](#) of this document.

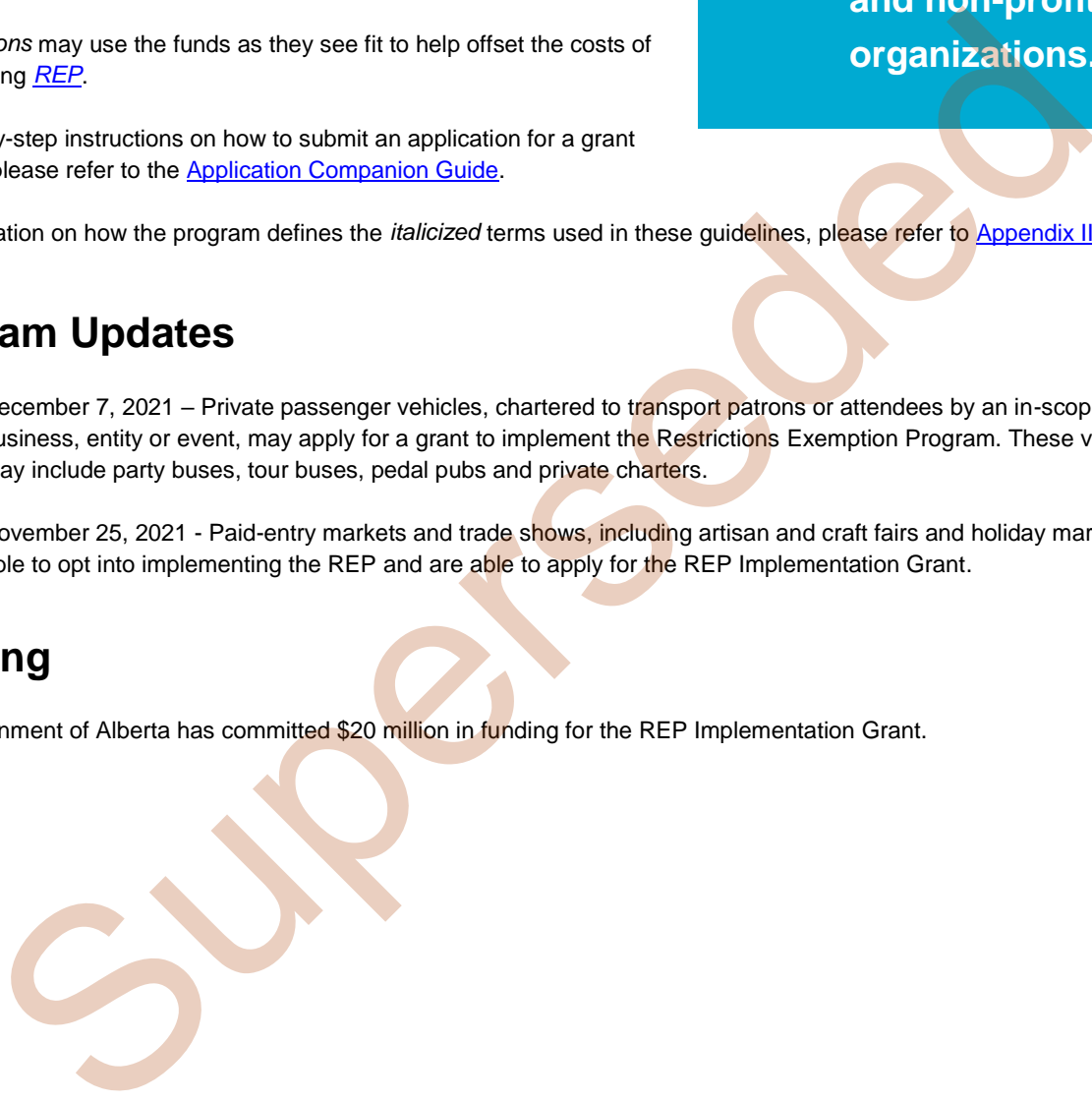
Program Updates

- December 7, 2021 – Private passenger vehicles, chartered to transport patrons or attendees by an in-scope business, entity or event, may apply for a grant to implement the Restrictions Exemption Program. These vehicles may include party buses, tour buses, pedal pubs and private charters.
- November 25, 2021 - Paid-entry markets and trade shows, including artisan and craft fairs and holiday markets are able to opt into implementing the REP and are able to apply for the REP Implementation Grant.

Funding

The Government of Alberta has committed \$20 million in funding for the REP Implementation Grant.

Intake is now open for eligible in-scope businesses, cooperatives and non-profit organizations.



Eligibility Criteria

To be eligible, an Alberta business, cooperative or *non-profit organization* must be an *in-scope operator* and have implemented [REP](#) by requiring patrons age 12 and over to show proof of vaccination, negative test results or medical exemption. For a list of *in-scope operators* please see [Appendix I](#).

For information on how the program defines the *italicized* terms used in these guidelines, please refer to [Appendix II](#) of this document.

Eligible Organizations

To be eligible, an Alberta *organization* must meet **ALL** of the following criteria:

1. The applicant *organization* is an *in-scope operator* as per [Appendix I](#);
2. The applicant *organization* has implemented the [Restrictions Exemption Program](#) requiring valid proof of status (COVID-19 vaccinations, recent negative COVID-19 test result or proof of medical exemption) for patrons age 12 and over. The cost of implementing REP has been paid by the applicant organization;
3. The applicant *organization* is one of the following legal entities, registered in Alberta as of September 20, 2021, and is 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)**;
 - 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);OR
 - *Unregistered sole proprietor* with documentation to demonstrate the existence of business operations on or before September 20, 2021; **

* 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.

** For more information on *sole proprietors*, including an explanation of registered and unregistered, please refer the Definitions section in [Appendix II](#).

*** 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.
4. The applicant *organization* maintains a *permanent establishment* in Alberta as defined in [Appendix II](#) of these guidelines;
5. The applicant *organization* is open and has been open since September 20, 2021; and
6. The applicant *organization* has fewer than 500 full and part-time employees including contractors.
 - 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.

Unregistered sole proprietorships

Sole proprietors who own and operate an unincorporated organization as an individual and have not registered that organization with the Alberta Corporate Registry may be eligible for the REP Implementation Grant, provided the organization meets the eligibility criteria outlined above. *Unregistered sole proprietors* are required to provide sufficient financial and business related documentation to demonstrate the existence of their operations on or before September 20, 2021. For more information please see the "[How to Apply: Unregistered Sole Proprietors](#)" section of these guidelines.

Organizations with multiple locations

Organizations with multiple permanent physical establishments in Alberta that each implement [REP](#) are eligible to apply for support for each location. Please submit a separate application for each location/chapter/branch for which you are applying and check the appropriate box in the application form.

Ineligible organizations

Any *organization* who is not implementing *REP* and/or is defined as an *out-of-scope operator* as per [Appendix I](#) is not eligible for the REP Implementation Grant.

Superseded

How to Apply: General Information

All applications must be submitted through the online application portal which can be found on the program [webpage](#).

My Alberta Digital ID (MADI) User Account

To access the online application portal, applicants must have a My Alberta Digital ID (MADI) user account with a secure login name and password. The email address linked to the MADI account will be used to contact applicants. Therefore, it is important to continue to monitor that email for communications.

If you already have a MADI account, please log in with your existing credentials and continue to page 8 of the program guidelines to continue with the application process.

For applicants that do not already have a MADI account, 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 account can be found in the REP Implementation 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.

Applications can be submitted using either a personal MADI account or a MADI account for the applicant *organization*. For MADI related questions, please contact a [MADI representative](#).

Once the account has been created, applicants can use their new credentials to log in to the [online application portal](#). Fill out and submit an application through the online application portal.

Applications must be submitted through the online application portal before application intake closure, which will be announced on the website at a future date. When completing the application, please allow for enough time to work through questions regarding eligibility or technical issues. Applications will not be accepted after intake closure.

Step-by-step instructions on how to complete an application can be found in the REP Implementation Grant [Application Companion Guide](#). If you have questions that are not addressed in these Guidelines or the Companion Guide, please contact a Program Officer at: REImplementation.Grant@gov.ab.ca

For the definition of *italicized* terms used in this document, please refer to [Appendix II](#).

Applicants are only required to register for a basic MADI account. A MADI verified account is **not** required.

Application Requirements

Organizations must provide the following information at the time of application:

- Basic organization information including*:
 - Legal business name;
 - Operating name; and
 - Alberta Corporate Access Number, or
 - Alberta Registration Number (beginning with TN or PT).
- Alberta Driver's License (DL) or Alberta Identification Card (ID) information of the applicant;
 - If the applicant does not have an Alberta DL or ID, contact a Program Officer for further information at: REImplementation.Grant@gov.ab.ca
- Banking information for payment, including:
 - Name of financial institution;
 - Address of home financial institution;
 - Financial institution number;
 - Branch/Transit number;
 - Account type; and
 - Name on the account.
- Attestation ([Appendix III](#));
- Informed Consent ([Appendix IV](#)); and
- Declaration ([Appendix V](#)).

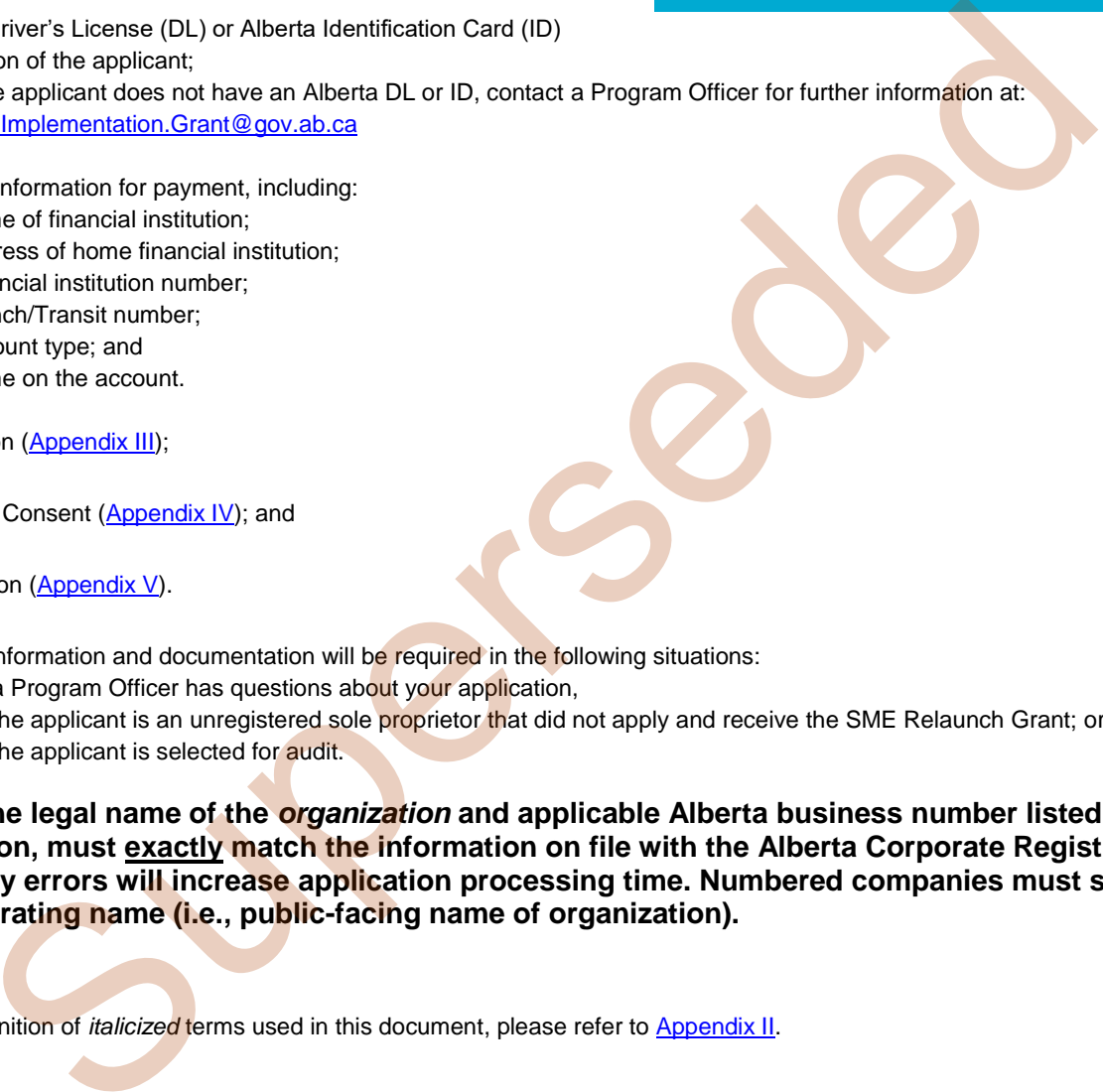
Additional information and documentation will be required in the following situations:

- if a Program Officer has questions about your application,
- if the applicant is an unregistered sole proprietor that did not apply and receive the SME Relaunch Grant; or
- if the applicant is selected for audit.

***Note: The legal name of the *organization* and applicable Alberta business number listed in the application, must exactly match the information on file with the Alberta Corporate Registry. Any data entry errors will increase application processing time. Numbered companies must supply their operating name (i.e., public-facing name of organization).**

For the definition of *italicized* terms used in this document, please refer to [Appendix II](#).

The Companion Guide provides step-by-step instructions on how to complete an application. It is available by clicking [here](#).



How to Apply: Organizations that have applied for the SME Relaunch Grant

Organizations that previously applied for the [Small and Medium Enterprise \(SME\) Relaunch Grant](#) and meet the eligibility criteria above, should import their organization information into the REP Implementation Grant application as shown below. Information from the organization's previous SME Relaunch Grant can be updated within the REP Implementation Grant [online application portal](#).

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

SME Relaunch Grant Application(s) Found

Select	Organization	Identifier	Address	City	Published Status
<input checked="" type="radio"/>	Test Organization	CAS-21802-K0G3Y1	1234 Pine Street	Edmonton	Approved - Payment Sent
<input type="radio"/>	Test Organization 1	CAS-92006-H9UBC7	233 Fir Street	Calgary	Review

1

2

- Import my prior SME Relaunch Grant information to my REP Implementation Grant application. I will have the ability to make changes to my application information as needed.
- Start a new REP Implementation Grant application. I do not have a previous SME Relaunch Grant application.

< Back

Next >

3

If submitting multiple REP Implementation Grant applications because you have multiple locations, please complete the applications one at a time. Applicants that applied for funding from the SME Relaunch Grant for multiple organizations or multiple locations must ensure that each organization/location is eligible for the REP Implementation Grant. Please follow steps below for multiple applications:

1. Select one SME Relaunch Grant application,
2. Import and complete the application, and
3. Return to import and complete the next application(s).

For step-by-step instructions on how to import an *organization's* SME Relaunch Grant information into their REP Implementation Grant application, please refer to the [Application Companion Guide](#).

If an organization has opened a new location or acquired a new business which did not apply for the SME Relaunch Grant, or if your previous SME Relaunch Grant application was deemed ineligible, please follow the instructions found in the next section titled "[How to Apply: Organizations that have not applied for the SME Relaunch Grant](#)".

How to Apply: Organizations that have not previously applied for the SME Relaunch Grant

Organizations that have not applied for the [SME Relaunch Grant](#) and meet the eligibility criteria above, should start a new REP Implementation Grant application.

Restrictions Exemption Program Implementation Grant


SME Relaunch Grant Application Import
Number of Organizations
Eligibility
Organization Information
Tax Information
Payment Information
Legal Forms
Submit Application

ELIGIBILITY

Is your organization implementing a Restrictions Exemption Program (REP)? * 1

Yes No

What date did implementation begin? 2



Are you an in-scope organization as outlined in the [program guidelines](#)? * 3

Yes No

Select your organization's business activity from one of the following eligible categories. * 4

If your organization's business activity does not fit into one of these categories, you may not be eligible for REP Implementation Grant. Please see the [in-scope organization](#) section of the program guidelines for further information.

For step-by-step instructions on how to submit a new application for the REP Implementation Grant, please refer to the [Application Companion Guide](#).

For the definition of *italicized* terms used in this document, please refer to [Appendix II](#).

How to Apply: Unregistered Sole Proprietors

Sole proprietors who own and operate an unincorporated organization as an individual but have not registered that organization with the Alberta Corporate Registry, may be eligible for the grant provided the *organization* meets the eligibility criteria outlined.

Application Requirements

In addition to the requirements outlined for all *organizations*, *unregistered sole proprietors* must also provide their Social Insurance Number and upload sufficient documentation to demonstrate existence of business operations prior to September 20, 2021. *Unregistered sole proprietors* that applied to the [SME Relaunch Grant](#) will not need to provide documentation as it was provided as part of that application.

Unregistered sole proprietors must provide at least one of the following to validate their business operations:

- A copy of a commercial rent or lease agreement for business operations (independent of personal residence). Applicants may redact rental amounts at your discretion;
- A copy of a business license from local municipality;
- An authorization/license from an industry regulatory body (e.g. food handling permit);
- A copy of applicant organization's most recent GST Notice of Assessment from Canada Revenue Agency;
- A copy of applicant organization's most recent business bank account statement prior to September 2021; or
- A copy of applicant organization's most recent T2125 Statement of Business or Professional Activities form submitted to the Canada Revenue Agency as part of their personal filings (Social Insurance Number redacted).

The status of applications for *unregistered sole proprietors* will remain in "Requires Manual Review" status until the application is reviewed by a Program Officer. When the review of the application and supporting documents is complete, the status of the application will change accordingly on the main page of the portal.

Due to the volume and manual review required for most *unregistered sole proprietors'* applications, average processing time is six to eight weeks. Some applications require additional documentation, which will be requested by a Program Officer. Applications will be processed in the order in which the requested documentation is provided.

After You Apply

Processing of applications

For complete applications, the program aims to process applications and issue payments within 15 business days following submission.

Applicants will experience delays if any of these situations apply:

- Organizations that previously applied for the SME Relaunch Grant but do not import their information;
- Applications with incomplete or incorrect information;
- Multiple applications for the same organization or location;
- Unregistered sole proprietors; or
- If your application to the SME Relaunch Grant is still under review.

CONFIRM your application status is 'Submitted' by checking the online application portal. Applications that remain in draft after intake closure will not qualify for submission.

Once submitted, please confirm your application's submission by checking the main page of the [online application portal](#) and ensuring the status is listed as "Submitted". **Applications that remain in draft after the deadline will not qualify for submission.** Please check the main page of the online application portal for further updates on the status of your application.

Applications cannot be edited after submission. If you have questions about your application after submission, please contact a Program Officer at: REImplementation.Grant@gov.ab.ca.

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 may experience a delay of at least six weeks.

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

For the definition of *italicized* terms used in this document, please refer to [Appendix II](#).

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.
Draft - Resubmit	The application has errors or is incomplete. A Program Officer has moved it back to draft to allow the applicant to resubmit.
Submitted	The applicant has submitted their application.
Requires Manual Review	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 at least six weeks due to the volume of applications.
Approved – Payment Pending	Application is approved and payment is being processed. Applicant can expect deposit in 15 business days.
Approved – Payment Sent	Application is approved and payment has been sent. If you do not see a deposit, please check with your financial institution.

Status	Explanation
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.

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

Applications that are determined to be ineligible will be sent a notification email outlining the reason the application was deemed ineligible. Applicants wishing to have this ineligible decision reviewed may submit a decision review request by email within 14 calendar days of receiving the notification to: REImplementation.Grant@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 via email. 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 by 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. No T-slips or receipts will be issued for the REP Implementation Grant payment. Questions regarding how to claim this payment on your taxes should be directed to your *organization's* accounting department, the Alberta Tax and Revenue Administration or the Canada Revenue Agency.

Please check the main page of the [online application portal](#) for further updates on the status of your application, including payment status.

Banking information must be correct to avoid payment delays. Please double check that payment information is correct prior to submission.

Note: Payment will be made to the banking information provided on the application. As such, it is important to ensure that the information provided is correct. Please check the [online application portal](#) for payment status.

Grant Repayment

Some examples of situations where an applicant may need to repay the REP Implementation Grant benefit:

- The *organization* applied and later realized the *organization* was not eligible;
- The *organization* did not implement REP;
- The *organization* is not considered to be an *in-scope operator*;
- The *organization* received a payment in error; or
- The program, upon further review of the *organization's* application, determined the *organization* is not eligible after you received payment.

How to Repay

Applicants that wish to repay or are required to return the funds received from the REP Implementation Grant should contact the program by email at: REImplementation.Grant@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 show how they met the REP Implementation Grant eligibility criteria, including how they implemented [REP](#). This may include providing a written plan used for training staff and providing information for clients.

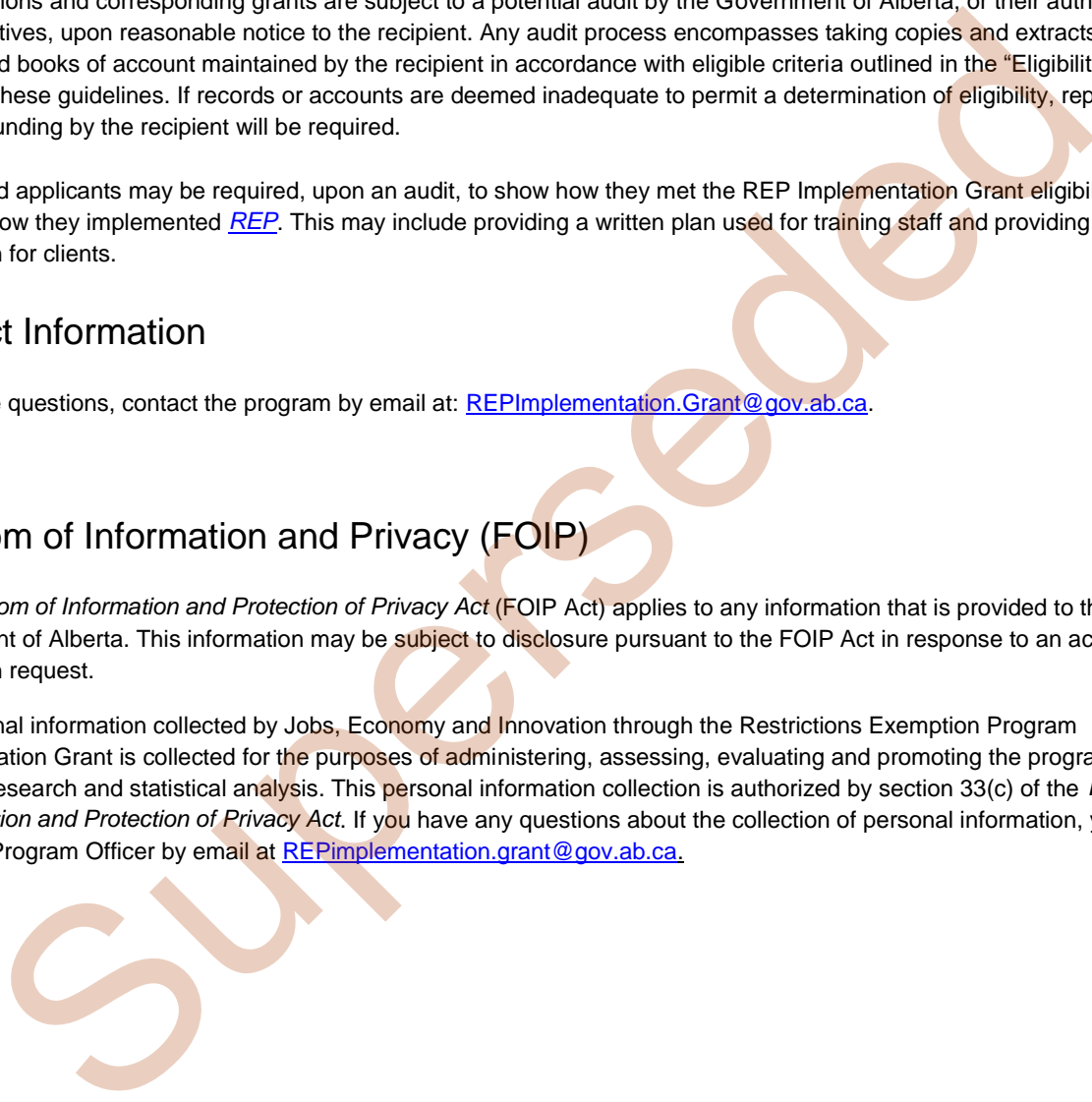
Contact Information

If you have questions, contact the program by email at: REImplementation.Grant@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 by Jobs, Economy and Innovation through the Restrictions Exemption Program Implementation Grant is collected for the purposes of administering, assessing, evaluating and promoting the program including 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 REImplementation.grant@gov.ab.ca.



Appendix I: In-scope and out-of-scope operators

To be eligible for the REP Implementation Grant the organization must be an *in-scope operator*, have implemented *REP* by requiring valid proof of status (COVID-19 vaccinations, recent negative COVID-19 test result or proof of medical exemption) for patrons age 12 and over and paid for the costs associated REP implementation.

A full list of *in-scope operators* and *out-of-scope operators* is available by [clicking this link](#).

For the definition of *italicized* terms used in this document, please refer to [Appendix II](#).

SUPPLEMENTAL INFORMATION FOR IN-SCOPE OPERATORS

In-Scope Sector	Eligible Organization / Activity
Arts, culture, entertainment, and social events	Arts and cultural centres (including museums, art galleries, etc.)
	Entertainment centres (including bowling, racing entertainment arcades, movie theatres, billiards halls, etc.)
	<i>Facilities</i> used for amateur, professional sports or <i>performance activities</i> that have spectators present
	Paid-entry markets and trade shows, including artisan and craft fairs and holiday markets
	Party or tour buses, pedal pubs, private charters, etc.
Food services	Food courts with <i>closed access</i> to public
	Restaurants with <i>closed access</i> to public
	Restaurants within food courts with <i>closed access</i> to public
	Restaurants within a <i>facility</i> (e.g., hotel, recreation facility, etc.) that is independently operating <i>REP</i> if the facility has chosen not to implement <i>REP</i> or is ineligible to implement <i>REP</i>
	<i>Closed access</i> restaurants or food courts within retail stores
Liquor or gambling establishment	Bars or night clubs
	Bingo hall
	Casino
	Video lottery terminal (VLT) lounge
Recreation and fitness	Fitness <i>facilities</i> (e.g., cross fit, gyms, yoga studios etc.) and recreation facilities for <i>performance</i> , physical and recreational activities
	Personal trainer or fitness instructor operating in a private <i>facility</i>
	Recreation or sports associations/organizing bodies for a facility or an event
	Recreation or sports groups (Adult <u>and</u> youth players/ participants)
	Recreation or sports groups (Adult only players/participants)
<i>Facilities*</i> that operate and offer one or more <i>shared amenities**</i> (e.g., recreation and fitness rooms, food and beverage areas and meeting spaces for events)	Agricultural Societies, Elks Lodges, Lions Clubs, Rotary Clubs, Royal Canadian Legions, etc. with <i>shared amenities</i>
	Apartments and condominiums, including privately operated student residences, with <i>shared amenities</i>
	Hotels, hostels, motels, inns, bed and breakfasts, and guest houses with <i>shared amenities</i>
	Libraries with <i>shared amenities</i>
	Places of worship with <i>shared amenities</i>
	Seniors residences and long-term care <i>facilities</i> with <i>shared amenities</i> , excluding provincially owned facilities

* *Facilities* maintain the responsibility for adherence to REP or public health restrictions during events or the use of amenities listed above. Use of amenities above should not limit access to a *facility's* regular services or general operations.

** *Facilities* that do not offer one or more *shared amenities* are considered out-of-scope operators.

DESCRIPTIVE SCENARIOS FOR ELIGIBLE IN-SCOPE OPERATORS

	Scenario	Eligible in-scope operator
1.	An owner of a private <i>facility</i> providing rental space does not implement <i>REP</i> but rents out their space to a local soccer association implementing <i>REP</i> for an adult's only event.	The local soccer association is eligible for the REP Implementation Grant. The <i>facility</i> maintains responsibility for adherence to <i>REP</i> .
2.	A food court chooses not to implement <i>REP</i> , but a fast food restaurant with <i>closed access</i> within the food court implements <i>REP</i> .	If the food court is not implementing <i>REP</i> , the restaurant with closed access implementing <i>REP</i> is eligible for the REP Implementation Grant.
3.	A public library that has rental space does implement <i>REP</i> for their after-hours room rental, to a local club who holds an event.	The library is eligible for the REP Implementation Grant and is responsible for adherence to <i>REP</i> .
4.	An event planner is organizing a wedding, the private wedding <i>facility</i> does not implement <i>REP</i> so the wedding planner hires contractors to implement <i>REP</i> .	The event planner is eligible for the REP Implementation Grant. The <i>facility</i> maintains responsibility for adherence to <i>REP</i> . The couple getting married is not eligible.
5.	A hotel has two restaurants; one is owned and operated by the hotel. The other is independently owned.	
	Both restaurants (hotel-owned and independent) implement <i>REP</i> separately.	Both restaurants (hotel-owned and independent) are eligible for the REP Implementation Grant as long as there was separate, <i>closed access</i> to each <i>facility</i> .
	The hotel implements <i>REP</i> and provides <i>closed access</i> to both restaurants.	Only the hotel is eligible for the REP Implementation Grant.
	The independent restaurant implements <i>REP</i> and provides <i>closed access</i> for its patrons. The hotel-owned restaurant does not implement <i>REP</i> .	Only the independent restaurant is eligible for the REP Implementation Grant.

For the definition of *italicized* terms used in this document, please refer to [Appendix II](#).

Appendix II: Definitions

Closed access:

Restricted point(s) of entry to ensure that only patrons that have provided the necessary documentation access the *facility*.

Employees:

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

Facilities:

A building or room provided for a particular purpose, including multi-use buildings and rental spaces.

Fitness activity:

A *physical activity* that occurs at a gym, fitness studio, dance studio, rink, ski hill, pool, arena or recreation centre and includes dance classes, pole dancing, rowing, spin, yoga, boxing, boot camp, Pilates and other activities of a similar nature.

In-scope operator:

An *in-scope operator* is one that if implementing *REP*, must continue to follow indoor face mask requirements but are otherwise exempt from public health restrictions noted in [public health order 44-2021, as amended by Order 47-2021](#). An in-scope operators table can be found in [Appendix I](#) of these guidelines.

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 “non-profit” *organizations* they all have one thing in common; the purpose of non-profit organizations is not the pursuit of personal financial gain.

Open access:

Point(s) of entry to a *facility* where no documentation is required to access.

Organizations:

Businesses, cooperatives and non-profits that commenced operations on or before September 20, 2021 and meet the program’s eligibility criteria.

Out-of-scope operator:

An *out-of-scope operator* is one that is not exempt from public health restrictions defined in [public health order 44-2021, as amended by Order 47-2021](#) even if they implement *REP*. An *out-of-scope operators* table can be found in [Appendix I](#) of these guidelines.

Performance activities:

Singing, playing a musical instrument, dancing, acting or other activities of a similar nature and includes, but is not limited to, a rehearsal, concert, theatre, dance, choral, festival, musical and symphony events.

Permanent establishment:

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

Physical activities:

A fitness activity or sport activity.

Recreation activities:

Any structured or organized activity or program where the purpose of the activity or program is intended to develop a skill, including but not limited to Girl Guides, Scouts, choir, arts and crafts, pottery or other substantially similar activities.

Restrictions Exemption Program (REP):

REP permits organizations (operators), to operate without the majority of public health restrictions provided they are defined as in-scope operators and requiring proof of vaccination or negative test result. Operators must follow or exceed program requirements at all times, including requiring all patrons aged 12 and over to provide valid:

- proof of vaccination, or
- proof of a privately-paid negative rapid test result taken within 72 hours of service, or
- documentation of a medical exemption

All awarded applicants may be required, upon an audit, to substantiate how they implemented *REP*.

For information on the public health orders please refer to the following: [COVID-19 orders and legislation](#).

Shared amenity:

A *shared amenity* include recreation and fitness rooms (e.g., fitness rooms, pools, game rooms, movie rooms, etc.), food and beverage areas (e.g., restaurants, bars, dining rooms, etc.) and meeting spaces for events (e.g., conferences, meetings, etc.).

Sole proprietor:

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

Sport Activity

Sports training, practices, events, games, scrimmages, competitions, game play, league play and other activities of a similar nature.

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 of the *organization* as of September 20, 2021, or earlier.

Youth activities

For the purposes of this program, a *youth* is someone who is under the age of 18 and *youth activities* are when all participants are under the age of 18 (excluding coaches/trainers/instructors).

BUSINESS AND COOPERATIVES SECTOR DEFINITIONS:

<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 <i>facilities</i> ; and provide related services, generally through a permanent infrastructure of lines, pipes and treatment and processing <i>facilities</i> .
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]	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.
Wholesale trade [41]	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.
Retail trade [44-45]	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.
Transportation and warehousing [48-49]	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.
Information and cultural industries [51]	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.
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 <i>employees</i> , 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 <i>organizations</i> ; 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. 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.
Health care and social assistance [62]	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.
Arts, entertainment and recreation [71]	This sector comprises establishments primarily engaged in operating <i>facilities</i> 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 <i>facilities</i> or provide services that enable patrons to participate in sports or recreational activities or pursue amusement, hobbies and leisure-time interests.
Accommodation and food services [72]	This sector comprises establishments primarily engaged in providing short-term lodging and complementary services to travelers, vacationers and others, in <i>facilities</i> 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.
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.

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

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.

Industry	Definition
Culture and recreation	Culture and <i>Recreation</i> 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 <i>recreational facilities</i> 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 <i>organizations</i> 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 <i>organizations</i> , economic development, housing associations and assistance, job training programs and vocational counselling and guidance; victim support, ethnic associations, crime prevention, rehabilitation of offenders, advocacy <i>organizations</i> , 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 <i>organizations</i> .
International	The International subsector includes exchange/friendship/cultural programs, development assistance associations, international disaster and relief <i>organizations</i> and international human rights and peace <i>organizations</i> .
Religion	Religion subsectors includes congregations and associations of congregations.
Business and professional associations, unions	This subsector includes business associations; professional associations and Labour Unions.

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

Appendix III: Payment Attestation

This sample attestation is required upon submission of the online application form.

Restrictions Exemption Program Implementation Grant

SME Relaunch Grant Application Import
Number of Organizations
Eligibility
Organization Information
Tax Information
Payment Information
Legal Forms
Submit Application

LEGAL FORMS

ATTESTATION – AUTHORIZED OFFICIAL OF THE APPLICANT ORGANIZATION

1. I am an authorized signing officer of the applicant organization.
2. The applicant organization is an in-scope operator as per Program Guidelines;
3. The applicant organization is implementing the Restrictions Exemption Program requiring valid proof of status (COVID-19 vaccinations, recent negative COVID-19 test result or proof of medical exemption) for patrons age 12 and over. The cost of implementing REP is paid by the applicant organization.
4. The applicant organization is one of the following legal entities, registered in Alberta as of September 20, 2021, and is 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);
 - 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);
 - OR
 - Unregistered sole proprietor with documentation to demonstrate the existence of business operations on or before September 20, 2021;
5. The applicant organization maintains a permanent establishment in Alberta as defined in Appendix II of these guidelines;
6. The applicant organization is open and has been open since September 20, 2021;
7. The applicant organization has fewer than 500 full and part-time employees including contractors; and
8. I am aware and acknowledge that I may be contacted for details and verification on how the applicant organization's operations meet the eligibility criteria outlined in the program guidelines.

I attest that the above information is true and accurate: *

Yes No

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

Appendix IV: Sample Informed Consent

This sample informed consent is required upon submission of the online application form.

Restrictions Exemption Program Implementation Grant

SME Relaunch Grant Application Import
Number of Organizations
Eligibility
Organization Information
Tax Information
Payment Information
Legal Forms
Submit Application

LEGAL FORMS

INFORMATION CONSENT

Freedom of Information and Protection of Privacy Statement

The personal information collected by Jobs, Economy and Innovation through the Restrictions Exemption Program Implementation Grant is collected for the purposes of administering, assessing, evaluating and promoting the program including 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 REPimplementation.grant@gov.ab.ca.

Information Consent

The Government of Alberta (GOA) is interested in sharing information pertaining to the Restrictions Exemption Program Implementation 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 Members of Legislative Assembly, 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; or
- 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 *Freedom of Information and Protection of Privacy 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 REPimplementation.grant@gov.ab.ca.

- I provide consent and allow the Government of Alberta to disclose the organization's information for the purposes outlined above. *
- I provide consent and allow the Government of Alberta to use the organization's information for the purposes of administering and evaluating the Restrictions Exemption Program Implementation Grant only. *
- I am an Authorized Signing Officer in this organization and have authority to provide consent. *

Appendix V: Sample Declaration

This sample declaration is required upon submission of the online application form.

Restrictions Exemption Program Implementation Grant

SME Relaunch Grant Application Import
Number of Organizations
Eligibility
Organization Information
Tax Information
Payment Information
Legal Forms
Submit Application

LEGAL FORMS

DECLARATION

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

Name *

Title in Organization *

Phone Number *

E-Mail Address *

< Back

Save and Next

View the current version of this publication at <https://open.alberta.ca/publications/rep-implementation-grant-guidelines>