



**Burnaby Board of Trade “Local Business Support Grant”**

**Application Guidelines**

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## **Application Guidelines**

### **Overview:**

The “Local Business Support Grant” (the Grant) is a grant funding initiative of the Burnaby Board of Trade and operated through the *Centre for Burnaby Business Recovery and Resilience* which seeks to support efforts by local businesses and non-profit organizations to rebuild from the COVID-19 pandemic and better position themselves for the future marketplace.

### **Eligibility:**

Applicants for the Grant must meet the following eligibility criteria:

- Be a “member in good standing”<sup>1</sup> of the Burnaby Board of Trade
- Be an incorporated business, or operating as a sole proprietorship or partnership, or be a non-profit organization
- Declare themselves to be in full compliance with all applicable government laws, rules, regulations and other legally binding measures
- Must not be in the process of being sold, dissolved, or in the process of ceasing operations, and must plan to continue operations into the future
- Applicants do NOT need to be physically located in Burnaby, provided they meet the criteria of Burnaby Board of Trade membership

In addition to meeting the above eligibility criteria, applicants must:

- Must submit an application outlining specifically how the money will be used, how it will impact the business/community and why financial support is needed
- Must provide written estimates/quotes to outline cost of the proposed activities, and once a grant amount is conditionally approved, the applicant must provide proof of payment for grant to be issued
- Must report back, if requested, within 3 months of receiving grant outlining the outcome of grant-supported activities or investments

Applicants can submit more than one application, but each application submitted should be related to one specific activity or investment.

The maximum amount of grants any one business can access in total in one calendar year is \$5,000.

Each grant category has a specific maximum grant amount that can be awarded per application, as outlined below.

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<sup>1</sup> “A member in good standing” is defined as a current member of the Burnaby Board of Trade who is fully up-to-date without any membership dues owing as of the date of application. Membership status can be confirmed at [admin@bbot.ca](mailto:admin@bbot.ca) or 604 412 0100

## Grant Categories, Maximums and Eligible Activities:

Grants can be sought to help fund the applicant's endeavors in one of four category areas:

### 1. Professional Development Courses and Training

Maximum grant available: \$1,500

Grants may be sought to help fund professional development training, certification or training for employee(s) of the applicant. Grant funding may be used towards registration or course fees and/or mandatory training materials or equipment. Professional development courses may be offered by third-party trainers or coaches, industry associations or other such professional development service providers, but priority will be given to applications which plan to use Burnaby Board of Trade service providers. ([see list of BBOT members](#))

Examples of eligible professional development courses and training include:

- Sales courses or seminars
- Online marketing bootcamps or training
- Industry association professional development sessions or conferences

### 2. Business Education

Maximum grant available: \$3,000

Grants may be sought to help fund enrollment in formal business education courses or curricula through local business schools, colleges, and universities. Grant funding may be used towards tuition fees and/or mandatory training materials, books or equipment.

Eligible business education must be sought from a Burnaby Board of Trade member educational institution ([see full list](#)).

### 3. Essential Equipment or Physical Improvements

Maximum grant available: \$5,000

Grants may be sought to help fund the purchase of essential equipment for use by the business, for new business software or digital activities, or for physical improvements to the business/workplace to facilitate growth and operations. Priority will be given to applications which plan to use Burnaby Board of Trade members to execute their proposed activity or investment. ([see list of BBOT members](#))

Examples of eligible essential equipment or physical improvements include, but are not limited to:

- Website development or improvements
- Development of e-commerce capabilities
- Software to allow continued or better engagement with customers
- New moulds, tools, or machinery to facilitate production of goods or delivery of services
- Physical improvements to create or enhance patio or outdoor dining space

#### 4. Essential Community Programming

Maximum grant available: \$3,000

Grants may be sought to help fund the delivery of essential community programming by applicant non-profit organizations only. Grants may be used towards materials, staff, equipment, facilities or other needs required to deliver community programming. Grants may be used to fund new programming or may be used to support existing programming which is in need of additional support

Examples of eligible essential community programming activities include:

- Purchasing food to provide community kitchen services
- Purchasing toys or art supplies to provide children's programming
- Securing staff and software to develop and execute an online fundraiser

#### **Application Process:**

Applicants should read this applicant guide in full before applying to ensure they are an eligible applicant and are seeking funding for eligible activities.

Applications will be accepted through an online submission form which can be accessed at [BBOT.ca/Grant](http://BBOT.ca/Grant)

As part of the application, applicants will be asked to detail:

- **The amount of grant funding being requested**

The applicant must indicate in the application the specific amount of grant funding being sought. This amount must be no more than that maximum of the grant category as outlined above, and must be supported by documentation that verifies the expected cost of a specific action. That documentation will be requested following submission of the application.

The amount of funding requested can include necessary service fees or other charges, but must not include any taxes that would be incurred with the purchase.

- **What the grant is being proposed to be used for**

Applications should be for specific activities which fall within one of the four eligible grant categories. The

applicant should outline in the online application how the grant money will be used, what exactly will be purchased or invested in, and how much that is expected to cost. As a follow up, eligible applicants will be contacted to provide quotes or other documentation to verify the cost of the proposed purchase.

For the Essential Equipment or Physical Improvements and Professional Development Courses and Training grant categories, preference will be given to applications which propose to use BBOT member.

For the Business Education grant category, applications must propose to use a BBOT member educational institution to receive the business education.

- **How the grant will positively impact their business or organization**

Applications should include a description of how the proposed activity or purchase would support the applicant's recovery from the COVID-19 pandemic and their resiliency moving forward. For the Essential Community Programming grant category, the applicant should outline how the grant will positively impact the organization's clients or community.

- **How COVID-19 has impacted the applicant business or organization**

Applications should clearly describe and explain how the applicant has been impacted by the COVID-19 pandemic and the reason for applying for the grant. Applicants should demonstrate need, and explain the impact of the pandemic on operations, including revenue declines, temporary closures, or other hardships.

#### **Supporting Documentation for Applications:**

Following submission of a complete and eligible application, the Burnaby Board of Trade will contact the applicant to request documentation to verify the cost of the proposed activity or investment. Other details or information may also be requested at this time.

The *Local Business Support Grant* is designed to help fund specific activities or investments. As part of the application the applicant is required to specify the amount of funding being sought. This amount should be directly related to the estimated costs of the proposed activity or investment which the grant will support.

Examples of acceptable documentation may include formal quotes provided by third-party service providers or retailers, screenshots and links to websites showing posted price of good or service, correspondence outlining price estimates from third-party service providers or retailers.

#### **Grant Approval Process:**

Applications that are complete and meet the guidelines will be submitted to the Burnaby Board of Trade's Executive Committee for their consideration and conditional approval.

The Executive Committee will determine an amount of grant funding to provide, up to and including the maximums of each grant category. The Burnaby Board of Trade and its Executive Committee reserves the right to award partial contributions towards a total funding request.

Upon conditional approval, successful applicants will have up to 3 months from the date of approval to make purchases as laid out in their application and submit receipts and documentation which show this. Failure to meet this deadline will result in the conditional approval being rescinded and the grant amount being returned to the general fund.

The Executive Committee's decisions will be final.

Applications will be processed on a first-come-first-served basis.

Grant funds are limited and once funds are exhausted, all other applications will not be processed.

**Supporting Documentation for Conditionally-Approved Grant Applications:**

Grant money will only be issued to a conditionally-approved applicant once the Burnaby Board of Trade is satisfied the proposed activity or investment contained in the application has been successfully implemented.

To satisfy this requirement, the applicant must submit all receipts and invoices, accompanied with proof of payment, to the Burnaby Board of Trade. Documentation must be legible and readable and must show purchases made on or after the date of conditional grant approval.

Examples of sufficient documentation could include a cashier's receipt from a vendor or retailer, or an invoice from a vendor accompanied by external proof of payment such as a credit card statement or deposited cheque from your financial institution (internal accounting documents marked 'paid' are not sufficient).

**Payment of Grants:**

Upon receipt of satisfactory supporting documentation, the Burnaby Board of Trade will issue the grant payment in Canadian funds by cheque only. Cheques will be sent to successful applicants within 14 days of receipt of all necessary supporting documentation and confirmation of mailing address.

Should a proposed activity or investment not cost the applicant as much as initially estimated and where the conditionally-approved grant is greater than the real cost incurred by the applicant, the Burnaby Board of Trade reserves the right to issue grant payment in the amount of the real costs as submitted by the applicant.

**Reporting:**

If requested by the Burnaby Board of Trade, successful grant recipients must report back on the outcomes of their grant-supported activities or initiatives for use in communications efforts related to the Local Business Support Grant.

Applicants must agree to make myself and my business/organization available to participate in marketing and communication activities that profile grant recipients, and will provide any necessary consent and releases.