

# Recovery Plan Template

## Small and Medium Sized Business Recovery Grant Program

The Small and Medium Sized Business Recovery Grant program is set up to help businesses succeed for the long term. To receive funding, you must complete and submit your application [through the online application portal](#). Please note that completion and submission of a recovery plan is a requirement of the program. The recovery plan template will help demonstrate that you have a realistic, implementable path to remain solvent into the future.

### Registered Business Name

### Recovery Actions, Completion Time and Estimated Costs

Find more information on [how to use your funding](#).

Recovery Action	Weeks/Months to Complete?	Estimated Cost
<i>Sample: eCommerce platform</i>	<i>4 weeks</i>	<i>\$5,000.00</i>
<i>Sample: Advertising to reach new market - social media @ \$500/mo</i>	<i>6 months</i>	<i>\$3,000.00</i>
<i>Sample: New outdoor patio w/ social distancing barriers</i>	<i>4 weeks</i>	<i>\$15,000.00</i>

## Recovery Actions, Completion Time and Estimated Costs (Continued)

Recovery Action	Weeks/Months to Complete?	Estimated Cost
<b>Total Estimated Cost:</b>		

### Tourism-related Businesses Only

As business operations recover, where possible, I will rehire, on an equitable basis, staff that were previously employed by my business but, laid off as a result of Covid-19.

N/A

### Additional Information

**Please tell us how the grant funding will support your recovery and benefit your community.**

Please use this optional section if you have additions, comments or suggestions for grant program staff.

## How to Provide Direct Deposit Information

- Download and complete the [Province of BC Direct Deposit Application](#)
  - Please ensure the direct deposit application is **completed in full, signed** and **accompanied by a void cheque** or alternate encoded banking document verifying the information provided on the form.
- Promptly upload these documents into the application portal.

If you have any questions about the Direct Deposit Application, or require support completing it, please contact: [Benita.Friss@gov.bc.ca](mailto:Benita.Friss@gov.bc.ca).

# Declaration

By submitting your application, you:

- a) confirm that you have reviewed and agree to the following terms; and
- b) declare that all of the following statements are true as they relate to your business:

I understand that I am applying for the Small and Medium Sized Business Recovery Grant, which is intended to support the long-term recovery and viability of my small business in B.C.

All information provided in my Grant Application and supporting documents, including my recovery plan is true, complete and accurate.

I was not planning to sell or close my business prior to March 10, 2020.

I understand that in order to be eligible to apply for the Small and Medium Sized Business Recovery Grant, or to continue with this application, I must develop or demonstrate that I have a recovery plan that is consistent with the criteria of this program and clearly shows my business is currently solvent, or could regain solvency upon grant funding, and has a viable path into the future.

I confirm that all the actions and activities identified in my recovery plan can be implemented and that I have or will obtain all permits, permissions or approvals necessary to give effect to my recovery plan.

I understand that grant funding received through this program must be used to support the actions identified in my recovery plan, or to help with short term recovery measures that will assist with regaining viability / solvency.

I understand that to be eligible for this grant, I must provide consent for the Province of B.C. to conduct a third party review of my recovery plan and I will provide supporting documents to such third parties as part of this review.

I confirm that I understand that the personal information collected through this application process is collected for the administration of Small and Medium Sized Business Recovery Grant including to confirm residency, under s.26(c) of the Freedom of Information and Protection of Privacy Act. I also confirm that I have obtained authorization from the employees to whom the personal information relates to share that information with the Ministry for the above mentioned purposes. If you have questions about the collection you may contact the Ministry Chief Information Officer at 250 356-7081 or BRGFOIIPAIquiry@gov.bc.ca.

I understand that the receipt of grants under this program may have implications under Canada's Income Tax Act, administered by the federal government. I am responsible for obtaining appropriate advice with respect to my obligations under this legislation.

I understand and agree that:

- (a) the Province will not be liable for any claims, losses, costs or expenses whatsoever and howsoever arising pursuant to, in connection with or related to participation in the Small and Medium Sized Business Recovery Grant program;
- b) other than as provided by law, the Province has no duty to protect from disclosure any information provided to the Professional Service Provider should any such information be disclosed directly or indirectly to the Province; and
- (c) completion of the Grant Application including submission of the Recovery Plan and fulfillment of any other requirements of the Province in relation to the Grant will not impose an obligation on the Province to advance any amount of the Grant. Any decision whether to advance a Grant or not is made solely at the discretion of the Province and is final without any requirement to give reasons.

Name:

Date:

# Adjudication

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*This section is for internal adjudication staff use only.*

<b>Adjudicator</b>	
<b>Comments and Recommendation</b>	
<b>Grant Amount</b>	
<b>Date</b>	

<b>Panel Approval</b>	
<b>Date</b>	