

Regional Business Liaison Application Guide



Program Overview

The Regional Business Liaison program provides a financial incentive to encourage Community Futures Development Corporations, Chambers of Commerce, local governments, community economic development entities, or regional destination marketing organizations to hire locally based talent to provide business support services for the region.

The funding is a one-time offering on behalf of Northern Development to provide additional community-based resources to support small and medium enterprises in accessing support programs made available in response to the COVID-19 pandemic.

Northern Development will make funding available to support up to three regional business liaison positions per [Northern Development region](#) (Northeast, Northwest, Prince George, and Cariboo-Chilcotin/Lillooet), for a total of up to 12 positions throughout Northern B.C. for a one-year term.

Funding Terms

- 100% of eligible expenses to a maximum of \$75,000 in grant funding

Application Intake Deadlines

Northern Development will approve Regional Business Liaison funding applications within one week of receiving a completed application form and required attachments by the application intake deadline.

Applications must be submitted by midnight on **May 29, 2020** to be considered for funding.

Eligibility

Eligible Applicants

- Community Futures Development Corporations
- Chambers of Commerce
- Local governments (or community economic development entities)
- Regional destination marketing organizations

Eligible Costs

- Staff or contract wages for a regional business liaison position
 - 100% of wages are eligible if the position is 100% dedicated to business liaison activities
 - If the position is combined with other duties, business liaison activities must be at least 50% of the workload. Only the portion of wages, related to business liaison activities are eligible for reimbursement
- Mandatory employment related costs: CPP, EI, vacation pay (if days not provided)
- Travel expenses related to business liaison activities

Ineligibility

Ineligible Costs

- Regional business liaison positions combined with chief administrative officer, executive director, general manager, chief financial officer, mayor, or council will not be considered
- Positions where regional business liaison activities are less than 50% of the total workload
- Positions that receive funding under other Northern Development programs
- WCB, other benefits (such as extended health), bonuses, or allowances (such as vehicle, phone, or living expenses)
- Costs related to recruiting, hiring, relocating or terminating
- Equipment (such as computer or phone), office furniture, and office/administration expenses
- GST, legal, insurance costs
- Costs incurred for activities in electoral areas outside of Northern Development's region

Application and Program Requirements

All applicants are required to confirm and/or submit the following information. Only applications that meet these requirements will be processed.

- The applicant organization must be located within Northern Development's service region
- Submit a completed application form with required attachments
- Preference will be given to applications from organizations that provide regional business liaison services to multiple communities, local businesses, non-profit organizations, and indigenous-owned businesses
- Letters of support from local economic development and business support organizations indicating that they are in support of the applicant being the regional lead and providing business liaison services for the area
- Copy of the job description for the regional business liaison position
 - Combined positions must specify the % of time allocated to regional business liaison activities (minimum 50%)

The regional business liaison position must be filled and a copy of the signed employment agreement (between the approved organization and the successful candidate) must be provided within 90 days of approval and prior to start of employment.

The regional business liaison is required to track the following throughout the duration of employment. The organization will be required to report on these outcomes in the [Reporting Form](#).

- # of businesses the liaison provided support to
 - Comment on the types of business that contacted the liaison for support (eg. NFP, retail, restaurants, tourism, manufacturing, indigenous, etc.). Comment on the kind of support they were interested in and how you were able to help them
- # of businesses referred to Northern Development's business support programs
 - Please provide any comments
- Was a survey completed to measure the quality of the business liaison services that were provided?
 - If applicable: comment on the results of the survey (please attach results)
- Any additional comments

Reporting

Funding is provided as a reimbursement upon Northern Development's receipt of completed reporting documents. An interim report may be submitted half-way through the project for an interim reimbursement. The final report is due within 30 days of the contract or employee's end date. The [Regional Business Liaison Reporting Form](#) is available on Northern Development's website. Please note that if the regional business liaison is not employed for the full one-year term, the reimbursement may be prorated over the actual time employed.

Reporting must include pay summary(s), ledger and copies of invoices/receipts for travel expenses, survey results (if applicable), and outcomes including comments and values.

To Apply

Please review all program documents in detail as incomplete applications will not be considered.

Completed application forms (with required attachments) should be provided electronically to Northern Development by email by **May 29, 2020**.

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Questions?

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