

# Rural Business and Community Recovery

## Regional Business Liaison

### Application Guide



#### Program Overview

The Rural Business and Community Recovery 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.

We gratefully acknowledge the financial support of the Province of British Columbia through the Ministry of Forests, Lands, Natural Resource Operations and Rural Development. This is a one-time offering funded by the Province of British Columbia and administered by 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, by special invitation, throughout Northern B.C. for a up to a one-year term.

#### Funding Terms

- 100% of eligible expenses to a maximum of \$75,000 in grant funding for new one-year term positions
- 100% of eligible expenses to a maximum of \$37,500 in grant funding for six-month extensions of previously approved positions

#### 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 noon on **Friday, March 5, 2021** 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, unless otherwise approved by Northern Development at time of application

## 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, unless otherwise invited to apply to the program
- 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 (*Letters of support are not needed for extension applications*)
- 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 metrics throughout the duration of employment and submit reporting to Northern Development for each defined reporting period. The organization will be required to report on these outcomes in the [Bi-Annual Reporting Form](#):

- # of businesses the liaison provided support to
  - Comment on the types of business that contacted the liaison for support (e.g. 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 communities the liaison provided support to
  - List the communities the liaison provided support to
- # 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)
- Additional comments on the program delivery to date (successes, challenges, etc.)

The organization will be required to report on these outcomes in the [Final Reporting Form](#):

- # of businesses the liaison provided support to
  - Comment on the types of business that contacted the liaison for support (e.g. 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 communities the liaison provided support to
  - List the communities the liaison provided support to
- # 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)
- Program success stories and testimonials
- Additional comments on the program delivery (successes, challenges, etc.)

## Reporting

Bi-Annual reporting is due within 15 days of the following reporting term end dates:

- September 30, 2021
- March 31, 2022
- September 30, 2022

Funding is provided as a reimbursement upon Northern Development's receipt of completed final reporting documents. Final reporting must include pay summary(s), ledger, and copies of invoices/receipts for travel expenses, success stories/testimonials, survey results (if applicable), and any additional comments regarding the program delivery. The final report is due within 30 days of the contract or employee's end date.

The Rural Business and Community Recovery Regional Business Liaison Bi-Annual and Final Reporting Forms are 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.

## 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 **noon on Friday, March 5, 2021.**

[info@northerndevelopment.bc.ca](mailto:info@northerndevelopment.bc.ca)

## Questions?

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