

Small Business Recovery (SBR) Consulting Rebate Application Guide

Program Overview

In response to the impact various industry and regional economic conditions (downturns, natural disasters and other business continuity events) have on businesses in central and northern B.C., Northern Development is offering the **Small Business Recovery (SBR) Consulting Rebate** program.

This program is designed to help businesses reduce the barrier to accessing professional expertise and recover the costs of third-party consulting projects. These types of projects must focus on ways to sustain business operations and recover business health and profitability to pre-event levels.

The **SBR Consulting Rebate** will reimburse eligible small and medium sized businesses (operators) for contracted consulting services. Businesses that are impacted by an economic downturn in Northern Development's service region, and can demonstrate significant decrease in business health and profitability, are eligible to apply. A rebate of up to 85%, to a yearly maximum of \$30,000, can be recovered for the cost of hiring a consultant to assist with business efforts.

Objectives

- To directly support small and medium size businesses impacted by an economic downturn in Northern Development's service region
- To implement strategies to attract customers, market a business and/or improve profitability
- To sustain businesses and employment in central and northern B.C.

Funding Terms

Northern Development provides a rebate under this program to eligible businesses to a maximum of 85% up to \$30,000 annually toward eligible costs (annual grant maximum applies to any combination of both the CCR and SBR program).

- Projects must have a minimum budget of \$1,000
- If an applicant is approved for a project which is less than the annual maximum of \$30,000 and a second consulting project is being proposed, the first project must be completed, and reporting submitted prior to any subsequent project being approved
- Applicants must apply and receive notification of approval prior to beginning the project
- Projects must be completed as approved to receive funding and any change in the project scope must be communicated to Northern Development. Incomplete or partially completed projects may not be eligible for funding

Application Intake Deadlines

Northern Development will accept Small Business Recovery Consulting Rebate applications on a continuous basis until the annual budget is committed. Northern Development's fiscal year is January to December.

Applications are reviewed as received for eligibility and completeness. A decision is made within one week of receipt of a completed application, consultant proposal and additional supporting information as requested.

Eligibility

Eligible Businesses/Organizations

All applicants must be located/headquartered within the [Northern Development Initiative Trust region](#).

- Small and medium sized businesses impacted by an economic downturn
 - Incorporated businesses, or sole proprietorships that have been established for two or more years with more than \$30,000 in annual revenues
 - Operating businesses with revenue
 - Privately owned
 - Less than 500 employees
 - Revenues less than \$100 million
- First Nations businesses in eligible industries
- First Nations development corporations
- Community contribution companies

Eligible Industries

- Accommodation
- Agriculture
- Aquaculture
- Energy
- Forestry
- High tech
- Hospitality
- Industrial supply chain
- Manufacturing
- Mining
- Oil and gas
- Retail
- Retail services
- Tourism operators
- Transportation

Eligible Consulting Projects

*Businesses may use a preferred consultant or obtain assistance to identify and select a qualified consultant(s). *Note that Northern Development's due diligence includes determination of consultant eligibility.*

- Business planning and strategic planning
- Business continuity planning and emergency response planning
- Market development and e-commerce development
- Business coaching
- Human resource management
- Operations/operational efficiency/process improvement or changes (transition to digital platforms)
- Quality and safety management
- Cash flow and financial management system
- Inventory management
- Marketing strategies, brand development/evolution and web development

Eligible Costs

- Consulting fees. Consultant(s) must be in Canada* (*see Ineligible Costs*)

- Consultant contract must be fixed fee (i.e. not on time and material, hourly or contingency)
- Consultant travel costs directly associated with the project. Only travel costs within Canada are eligible
- Other costs directly associated with the project (to be approved on an individual project basis), such as the purchase of equipment, software or subscription(s)

Ineligibility

Ineligible Businesses/Organizations

- Businesses that do not have a major facility and key decision makers in the [Northern Development Initiative Trust region](#)
- Small and medium sized businesses that are
 - Start-ups without revenue
 - Publicly traded
 - 500 employees or more
 - Annual revenues of \$100 million or more
- Non-profit organizations
- Municipalities, regional districts, First Nations bands

Ineligible Consulting Projects

- Legal
- Staff training courses (external)
- Engineering
- Consulting contracts that exceed 12 months
- Project scoping (i.e. gap analysis)
- Outsourcing operational duties

Ineligible Costs

- Operational costs and staff wages
- Management or staff travel costs
- Consultant administration/management fees
- *Fees for consultants outside of Canada unless it is demonstrated that the service is not available in Canada
- Legal and accounting services
- Engineering costs
- Meeting costs (equipment rental, refreshments, etc.)
- Project cost over-runs
- In-kind volunteer labour or donated services/materials
- GST
- Costs incurred prior to formal notification of funding approval from Northern Development

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.

- Submit a complete [Small Business Recovery Consulting Rebate Application Form](#)
- For a project or business to be eligible for funding, the project must outline specific economic benefits to the business. These measurables will be reported on by successful applicants for a three-year period after project completion
 - Direct permanent full-time jobs sustained or created
 - Direct permanent part-time or seasonal jobs sustained or created
 - Annual revenues
 - Operational costs
 - Other benefits or outcomes as a result of the project (i.e. improved profitability, reduced WCB rates, improved skills of management/staff)
- A detailed quote outlining the proposed scope of work, fees, and timeline from a qualified consultant
- Proof of incorporation, or years in business and revenue if a sole proprietor
- Other information as requested during application assessment
- If applicable, identification of other project funding sources in addition to Northern Development's funding, including verification of approval if confirmed
 - Project funding cannot exceed project costs

Application Process

Northern Development staff undertake comprehensive due diligence of each funding application received, which may include contacting relevant agencies, organizations and the consultant(s) as part of the review process.

1. Applicant contacts Northern Development to discuss the proposed project scope and potential alignment with the funding program.
2. Applicant obtains a detailed quote outlining the proposed scope of work, fees, and timeline from a qualified consultant.
3. The applicant completes an application form and submits the application with the required attachments to Northern Development.
4. Northern Development will review the application in consultation with the business owner and/or key decision maker.
5. Northern Development staff complete the due diligence process.
6. Northern Development staff will notify the applicant of the funding decision by phone or email.
7. If approved, a formal letter is mailed to the applicant.
8. If approved, an agreement is emailed to the applicant for their signature.
9. Upon completion, applicant submits completed Northern Development reporting form with required attachments for funding.
10. Applicants are required to report annually for a three-year period on the economic benefits specific to the project.

Reporting

Applicants must submit a completed Northern Development reporting form along with the following required attachments:

- Copies of all invoices and proof of payment
- Evidence of work completed (i.e. COR health and safety certificate, marketing plan, etc.)
 - Applicants must make project deliverables (i.e. business plans, studies, reports, documented procedures) available to Northern Development in order to undertake quality assurance. All documents will remain confidential

To Apply

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

Completed application forms with all supplementary materials are to be provided electronically through the [Online Application System](#).

Questions?

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Application Requirements – Step by Step

Select the program you want to apply to from the Active Programs menu.

*Please note that applications should contain all relevant information requested as part of the application form. Fields with a **red asterisk *** are mandatory and will need to be completed before you can proceed further through the application form.*

Applicant and Project Information

- Information about you, and the organization you are applying for, will populate automatically. Input the name of the project, the project's proposed start and end date, a concise description of the project and its rationale.
- You also have the option to include additional milestones/dates related to your project.

Project Funding Information

- Enter the detailed project budget, including all relevant expense items, into the budget section. You will have the ability to upload any quotes in this section that support the budget.
- Enter the grant amount you are requesting from Northern Development. Please refer to the program guide for funding terms.

- Enter all other funding sources. For funding sources that are confirmed, you will need to provide the date the funding was confirmed and upload a confirmation document. For funding sources that are NOT confirmed, you will provide the expected date of the funding decision. This information is required to proceed further with the application.
- *Please note that the application will not proceed further if the project budget and funding are not balanced.*

Attachments

- Through the application form, you will be prompted to upload documents, required or optional, that support information supplied as part of the application. The Attachment section is where you can upload any additional documents that you want to submit that supports the project scope, rationale or other details.

Project Overview

- Provide the project rationale and key deliverables.

Industry Sector

- Select the industry your business operates in (drop down list provided), and the primary product or service provided.

Project Classification

- Select the project's strategic focus (drop down list provided)

Employment

- Provides the company's current full and part-time/seasonal job numbers.
- If the project is successful, provide the projected full and part-time/seasonal job numbers anticipated to be created over the next three years.
- Provide details on how the project will sustain existing positions if no new positions are expected to be created.

Revenue Generation

- Provide the company's current annual revenue.
- If the project is successful, provide the projected revenue anticipated to be generated over the next three years.
- Provide details on how the revenue is expected to be generated, or how the project will sustain revenue if no additional revenue is expected to be generated.

Operational Cost Savings

- Provide the company's current operational costs.
- If the project is expected to create operational cost savings, provide the projected annual operation costs over the next three years.
- If applicable, provide details on how the operational cost savings will be realized.

Other Benefits

- Provide details on any additional benefits expected from the successful completion of the project.

Other Information

- Select how you heard about the grant program (drop down list provided).
- Identify if the company has been previously approved for grant funding and the outcome(s) of the completed project.

Consultant Information

- Provide the consultant's name and contact details.

Attachments

- Upload the consultant proposal.
- Upload proof of years in business and revenue, if not incorporated.