

# BC INDIGENOUS TOURISM RECOVERY FUND APPLICATION FORM



Indigenous Tourism BC through a partnership with Ministry of Tourism, Arts, Culture, and Sport is delivering a \$5 Million Dollar Fund through the BC Tourism Indigenous Recovery Fund. This fund will provide non-repayable grant contributions of up to \$45,000 to Indigenous businesses in response to the economic impacts of COVID-19.

The program will provide recovery support to assist Indigenous businesses that have been financially impacted by the COVID-19 pandemic and the disruption of the 2020/21 tourism business.

## What is the Purpose of the BC Indigenous Tourism Recovery Fund?

This Fund is to assist Market-Ready Indigenous tourism businesses in BC who are experiencing business disruption and financial loss due to COVID-19. It is meant to provide support to bridge businesses towards implementation of a recovery plan.

Applicants will be required to share business and financial information on their business.

Applicants that received funding from the Ministry of Jobs, Economic Recovery and Innovation's – Small and Medium Sized Business Recovery Grant will be eligible for an amount that would **not exceed an aggregate total of \$45,000.**

More info on this grant can be found at [Small and Medium Sized Business Recovery Grant](#).

## Who Can Apply?

- Indigenous tourism businesses with at least 51% Indigenous ownership and is a BC resident.
- Majority share of the business is owned by one or more B.C. residents.
- For those applicants/businesses that currently are not ITBC Stakeholders, please contact Samantha Rulin, Stakeholder & Marketing Coordinator at email: [Samantha@IndigenousBC.com](mailto:Samantha@IndigenousBC.com)
- Note that during the COVID-19 pandemic, Stakeholder fees are waived.
- ITBC continues to be committed to growing and promoting a sustainable, culturally rich Indigenous tourism industry. ITBC recognizes the integral support required for all tourism business that are working diligently during this pandemic. ITBC encourages applicants to become a Stakeholders; however, becoming an ITBC Stakeholder is not a requirement to be eligible for funding.



## What Are the Eligibility Criteria?

Indigenous Tourism British Columbia expects to receive a high volume of applications for this program. To ensure that as many Indigenous tourism businesses as possible receive recovery support, applicants may be approved for a lower amount than requested.

The funding levels for approved eligible projects will be based on the following criteria: Requests will not exceed \$45,000 per applicant/business.

- Approval amounts are limited to the need for funding that has been demonstrated by the eligible applicant/business.
- The business was in operation before February 1, 2020 and showed viability prior to COVID-19. The business experienced revenue losses of at least 50% in 2020. If the business experienced loss of less than 50%, consideration may be made on a per applicant basis.
- The business identifies the number of employees it had between February 1, 2020 and December 31, 2020.
- The business identifies the number of employees it expects to maintain or create as a result of receiving the grant.
- The business provides a recovery plan (template is available and must be included in the application).

Eligible costs\* for this program include, but not limited to:

- Rent/mortgage on business premises
- Utilities such as hydro, gas, & insurance
- Wages that are not covered by other programs
- Protective equipment & supplies that are required due to COVID-19 restrictions
- Marketing and promotional costs specific to the domestic (provincial) tourism market
- Additional expenses pertaining to adapting or re-opening of the business

\* Please note proposed expenditures must comply with Provincial Health Officer orders and guidelines, available at: <https://www2.gov.bc.ca/gov/content/safety/emergency-preparedness-response-recovery/covid-19-provincial-support/restrictions>

## How Can I Apply?

1. Complete the BC Indigenous Tourism Recovery Fund application below
2. Complete the BC Indigenous Tourism Recovery Fund Recovery Plan Template
3. Include with your application the form above and:
  - 2019 year – financial statements
  - 2020 year – financial statements
  - copy of your recovery plan
4. Submit your application package by email to the Indigenous Tourism BC office at [Gail@IndigenousBC.com](mailto:Gail@IndigenousBC.com)

You will receive an acknowledgement notification within 2 business days of submitting your application. You will be asked to describe which expenditures financial support would be applied

to and outline main activities and objectives for funding, including expenses related to support the adaptation, planning and reopening of a business in this section.

Other documents could be requested from the applicant if needed. If you have been in operation for less than 1 year, please provide interim financial statements.

## When is the Deadline?

Applications will be accepted as follows:

### February 1-26, 2021

- Applications will be accepted and reviewed early March, with approvals made, contribution agreements issued, so that disbursement of the BC Indigenous Tourism Recovery Fund grants will be issued to eligible businesses by the end of March 2021.

### March 1-31, 2021

- Applications will be accepted and reviewed in early April, with approvals made, contribution agreements issued, so that disbursement of the BC Indigenous Tourism Recovery Fund grants will be issued to eligible businesses by the end of April 2021.

## Assessment Process

Applications will be reviewed based on two intakes. Assessment will be done on financial statements that identify reductions in 2020 revenue from 2019 revenues. Additionally, an assessment of the recovery plan will be undertaken. Please provide details, quotes, and any supporting documentation that will strengthen the recovery plan.

## Confidentiality

All proprietary data, commercially sensitive information and potentially valuable results or ideas will be protected from unauthorized, inadvertent or untimely disclosure. Beyond the parties already mentioned above, confidential commercial information will not be shared without the applicant's consent.

## Reporting Requirements

Recipients will be required to submit periodic project reports. Project reports will provide details on results and completion of deliverables.

## Contact Us:

Should you have any questions regarding the fund, please contact:

### Paula Amos

Phone: (604) 803-4494

Email: Paula@IndigenousBC.com

### Gail Joe

Phone: (604) 505-7762

Email: Gail@IndigenousBC.com

## Instructions

1. Complete this form in its entirety – all fields are mandatory.
2. Upload any supporting financial statements and your completed Recovery Plan.

## Application Form

<b>INTERNAL USE</b>	Application Received ( <i>mm-dd-yyyy</i> )	Application Reviewer Name
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<b>Section 1: APPLICANT INFORMATION</b>		
First Name:	Last Name:	Title:
Work Phone:	Cell Phone:	Email:
<b>Section 2: BUSINESS INFORMATION</b>		
Business Name:	Business or Incorporation #:	Name(s) of Business Owners:
Business Mailing Address:		
_____		
<i>(Street)</i>	<i>(Town/City)</i>	<i>(Province)</i> <i>(Postal Code)</i>
Business Address (if different from mailing address):		
_____		
<i>(Street)</i>	<i>(Town/City)</i>	<i>(Province)</i> <i>(Postal Code)</i>
Business Website:		
<b>Section 3: STAKEHOLDER INFORMATION</b>		
If applicable, date Business became an ITBC Stakeholder ( <i>mm-dd-yyyy</i> )	Are you a Market-Ready or Export-Ready Stakeholder? <input type="checkbox"/> Yes <input type="checkbox"/> No If "No", would you like information on becoming an ITBC Stakeholder? <input type="checkbox"/> Yes <input type="checkbox"/> No	
Regional Business Location ( <i>select one</i> ):		
<input type="checkbox"/> Vancouver Coast and Mountains <input type="checkbox"/> Kootenay Rockies <input type="checkbox"/> Vancouver Island <input type="checkbox"/> Northern BC <input type="checkbox"/> Cariboo Chilcotin Coast <input type="checkbox"/> Thompson Okanagan		
What Sector Does Your Business Represent ( <i>select one</i> ):		
<input type="checkbox"/> Arts and Culture <input type="checkbox"/> Outdoor Adventures <input type="checkbox"/> Other <input type="checkbox"/> Culinary and Wellness <input type="checkbox"/> Accommodations <input type="checkbox"/> Wildlife and Nature <input type="checkbox"/> Transportation		

Section 4: BUSINESS & FINANCIAL INFORMATION		
Is your business at least 51% Indigenous owned? <input type="checkbox"/> Yes <input type="checkbox"/> No	Business Structure ( <i>select one</i> ): <input type="checkbox"/> Individually Owned Business <input type="checkbox"/> Community Owned Business <input type="checkbox"/> Limited Partnership	
Did your business apply for the Small and Medium Sized Business Recovery Grant? <input type="checkbox"/> Yes <input type="checkbox"/> No	If Yes, how much did you receive?  \$	If Yes, are you still waiting on a decision?  <input type="checkbox"/> Yes <input type="checkbox"/> No
What was your businesses income prior to February 1, 2020?	As a percent, how much did your business lose in 2020?	
How many employees did your business have prior to February 1, 2020? <i>Provide a breakdown between permanent, temporary, and seasonal employment.</i>		
How many employees did your business have between February 1, 2020 and December 31, 2020? <i>Provide a breakdown between permanent, temporary, and seasonal employment.</i>		
Section 5: FUNDING REQUESTS		
What amount of funding are you requesting?	Have you completed your Recovery Plan and included it with this application? <input type="checkbox"/> Yes <input type="checkbox"/> No  <i>Note: if you answer No, and/or have not submitted your Recovery Plan, your application is not complete.</i>	
With this funding, how many jobs do you estimate your business will maintain or create as a result? <i>Provide a breakdown between permanent, temporary, and seasonal employment.</i>		
Section 6: ADDITIONAL COMMENTS		
<i>Please use this space to include any additional comments or considerations you would like to include with your application for the BC Indigenous Tourism Recovery Fund.</i>		

# BC INDIGENOUS TOURISM RECOVERY FUND RECOVERY PLAN TEMPLATE



The BC Indigenous Tourism Recovery Fund (BC-ITRF) provides fully funded non-repayable grants to Indigenous Tourism & Hospitality businesses to ensure they have the support they need during and beyond COVID-19.

As part of the criteria for eligibility to receive funds from the BC-ITRF, Indigenous Tourism BC requests that each business submits a high-level recovery plan with their application. The recovery plan helps to demonstrate that your business has a realistic and implementable path to remain solvent into the future. You must complete this form and submit it with your application.

## Registered Business Name

*\*Completion of this section is required.*

## Recovery Actions, Completion Time, and Estimated Costs

For more information on how to use your funding, please refer to the BC-ITRF [Application](#)

*\*Completion of this section is required.*

Recovery Action	Time to Complete or Duration of Coverage	Estimated Cost
<i>EXAMPLE: business mortgage payments</i>	<i>3 months</i>	<i>\$12,000.00</i>
<i>EXAMPLE: business utilities</i>	<i>3 months</i>	<i>\$4,000.00</i>
<i>EXAMPLE: digital marketing campaign to reach BC residents for summer travel</i>	<i>3 months</i>	<i>\$3,500.00</i>



Recovery Action ( <i>Continued</i> )	Time to Complete or Duration of Coverage	Estimated Cost
<b>Total Estimated Costs:</b>		<b>\$</b>

**Additional Information**

*Please use this option section if you have any additions, comments, or suggestions for the BC-ITRF staff.*

## Declaration & Consent of Application

I hereby acknowledge and certify that:

- I have the authority to submit this request for support on behalf of the Applicant
- I have read and understand this request for support and will submit all required information with this proposal. I understand incomplete applications cannot be assessed easily and may be deemed incomplete and/or ineligible.
- At least fifty one percent (51%) of the business is of Indigenous ancestry and is ordinarily a resident of British Columbia.
- The information provided herein is complete, true, and accurate. I make this attestation acknowledging that making a false statement or providing misleading information may result in Indigenous Tourism British Columbia exercising any remedy available at law.
- Any other information given in the future in connection with the carrying out of the activities will also be complete, true and accurate.
- The information provided regarding funding from other federal or provincial COVID -19 support measures/programs is accurately recorded in this application.
- The financial statements provided with this application are accurate.
- That the financial support that I will receive from the BC Indigenous Tourism Recovery Fund will be used to cover fixed costs incurred by my Indigenous tourism business and will not be further distributed to any other individuals, businesses, or organizations.
- I will keep and maintain all records and other documents relating to the financial assistance that I have received from the BC Indigenous Tourism Recovery Fund and will keep them available for review by Indigenous Tourism BC or its appointment auditors for a period of six (6) years from the date I receive funds.
- I confirm that if I made application to the Ministry of Jobs, Economic Recovery and Innovation's – Small and Medium Business Recovery Grant, that I agree that funding dollars received from BC Indigenous Tourism Recovery Fund and the Small and Medium Sized Business Recovery Grant will not exceed \$45,000.00. Should I receive in excess of \$45,000, I agree to return funds to Indigenous Tourism British Columbia.
- I agree that any funding dollars I receive that is allocated for marketing and promotional activities, that I would comply with the Province of BC's travel restrictions and any other restrictions that remain in place due to the COVID-19 pandemic.

<b>Name of Designated Representative for the Business</b>	<b>Title</b>
<b>Signature</b>	<b>Date</b>



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