

**The City of Calgary  
Small Business Resiliency Grant (SBRG)  
Draft Terms of Reference**

## **Background**

On 2019 April 01, in consideration of report C2019-0352 Council directed Administration to develop criteria for a Small Business Sustainment Grant to a maximum of \$70.9 million of one-time funding (\$44 million from the Fiscal Stability Reserve and \$26.9 million from the 2017 and 2018 Phased Tax Program funding not required due to appeal resolutions), returning to the Priorities and Finance Committee on 14 May 2019.

The draft terms of Reference outline the potential criteria for a Small Business Resiliency Grant based on Council's direction.

## **Purpose**

The purpose of the Small Business Resiliency Grant is to support those Calgary businesses most severely affected by the economic downturn and negatively impacted by the effect of the non-residential property tax redistribution.

This is a two-year program (2019 and 2020), and an application is required in each year.

## **Principles**

The grant program will operate in consideration of these guiding principles:

- Effectiveness
- Efficiency
- Risk minimization
- Transparency
- Integrity

## **Application Timeframe**

A call for applications to the program will commence on XXX and will be open for 30 days after commencement.

## **Application Process**

Step 1: Applicants must first meet all eligibility criteria in order to apply to the program.  
Step 2: Eligible applicants must fully complete and submit the application form.

## **Eligibility Criteria**

To be eligible for funding the following criteria must be met:

- The business (applicant) must have paid City of Calgary non-residential property tax in 2017, 2018 and 2019 (either directly as an owner or through a lease)
- The Business must be registered with The City of Calgary

- The Business must meet the definition of a small business for purposes of this program – currently indicated to be between 1 and 19 employees
- The business must be a Canadian Controlled Private Corporation (CCPC) as defined by Canada Revenue Agency (criteria still under consideration)
- The business must be operating as of the application date
- The business must not have any tax arrears with The City of Calgary, have any other overdue funds owed to The City, or be in violation of any relevant City regulation at date of application.
- Non-for-profit businesses are not eligible to apply.
- The business must fully complete the application form and provide all required information
- The business must allow for all appropriate verification of information provided on the application form
- The applicant must agree to provide further information to the City regarding the use of the grant, if requested.
- Applicants will agree to abide by The City's determination of their eligibility for participation in the program.
- Other factors to be confirmed

### **Evaluation Criteria**

The following criteria will be used to evaluate applications for grant funding for acceptance and for the determination of level of funding to be provided.

- Size of business (number of employees at the business location)
- Length of time in business (in business for 2 or more years) – duration to be finalized

### **Funding Recommendation and Decisions**

Applications received for the Small Business Resiliency Grant will be first assessed programmatically based on the information provided through the on-line application form. If required, a further evaluation may be conducted by a panel comprised of City of Calgary staff from such business units as Calgary Neighborhoods, Finance, and other business units. Final funding recommendations will be approved by appropriate signing authorities within City Administration.

**The City of Calgary**  
**Small Business Resiliency Grant (SBRG)**  
***Draft* Application Form**

Field #	Field Name
<b>Identifying Information</b>	
1	Company Name
2	Business location (address)
3	Trade Name (if applicable)
4	City of Calgary Business Identifier
5	Are you licensed through Federal or Provincial authorities / statutes? (yes/no)
6	City of Calgary Property Assessment Roll Number (if applicable)
7	Contact Information Applicant name Applicant Title Applicant mailing address Applicant phone number Applicant email address
<b>Business Information:</b>	
8	Confirmation that non-residential property taxes were paid to the City of Calgary (net of any rebate or credit). Tenants will be required to break out the non-residential property tax paid from their lease payments. This information must be verified by the landlord by either rental invoices or other landlord provided documentation if requested. 2019 2018 2017
9	Confirmation of number of full time equivalent employees employed at this location
10	Does this business have multiple locations within Calgary (yes/no)
11	Do you own the property at this location or do you rent? (own / rent)
12	If you rent – what is the length of term remaining in your lease (years)
13	Number of years operating the current business at this location (years)
14	Do you sublease space at this location (yes/no)

Submit

By submitting this application, I hereby declare that the information provided is complete and accurate and I submit to any verification and audit process as applicable and appropriate in the sole view of the City of Calgary.

Placeholder for privacy statement. *Work in Progress.*