



Re-Opening Costs Small Business Micro-Grant

Program Description

The City of Camrose is investing up to \$200 per small business, to a maximum of \$15,000 for the purchase of PPE and other sanitization supplies to assist with re-opening costs. This program has two application intakes.

Eligibility

To be eligible for the program, business must (please check off):

- Be located in the City of Camrose
- Hold a valid business licence for a storefront location
- Employ less than 20 employees
- Have been forced to close temporarily due to COVID-19 or have suffered a reduction in revenue related to the COVID-19 public health orders

Eligible Expenses

Eligible expenses include:

- Masks, gloves, and other personal protective equipment
- Sanitization materials and supplies
- Items purchased after March 15, 2020 that were over and above usual sanitization materials in order to stay open or re-open according to Public Health Orders.

Ineligible expenses include:

- Staffing costs
- Electronic devices

Application Process and Management

This grant program will be a 100% reimbursement of up to \$200 per business (based on submission of receipts) during one or both application intakes.

Application Intake 1: August 4, 2020 until fully utilized, on a first come, first funded basis

Application Intake 2: October 1, 2020 until fully utilized, on a first come, first funded basis

To apply:

1. Save this PDF document to your computer and complete it in its entirety.
2. Once you are done, save the file as "Your Business Name - PPE"
3. Email the completed document and any copies of your receipts to the Manager of Communications and Economic Development at econdev@camrose.ca for review and approval. All grant monies will be distributed through electronic funds transfers.

Incomplete forms will NOT be considered.

Business Information

Business Name:

Business Address:

Applicant name and role in business (must be owner or manager):

Contact Phone Number:

Email Address:

Do you agree to be contacted via email for information on this program and other Economic Development Initiatives?

Number of Employees:

Was your business closed due to COVID-19? Yes No

Has your business been affected negatively through a reduction in revenue due to COVID-19? Yes No

(...continued below)

Itemized Re-Opening Costs List

Items Purchased <small>Copies of receipts must also be included</small>	Purchased From	Cost	For Office Use <small>Amount Approved</small>
TOTAL COSTS RECOVERY REQUESTED			

Signature

By signing this form the applicant understands and acknowledges that they are legally agreeing to all of the statements in this document.

Applicant Signature/Sign off:

Date:

QUESTIONS? Contact Patricia MacQuarrie, Manager of Communications and Economic Development at econdev@camrose.ca or at 780.678.3025.

For Office Use	
Grant Amount Approved:	Date:
Signature:	

The information contained on this form is collected under the authority of the Freedom of Information and Protection of Privacy Act, Section 34(1) (k) (i) and shall only be used for the purpose for which it was collected. For more information, please contact the Freedom of Information Coordinator at 780.678.3027.



ELECTRONIC FUNDS TRANSFER AUTHORIZATION FORM

Vendor Name: _____

Vendor Address: _____

Vendor Contact Person: _____

Phone Number (with area _____

Email Address (to which the
payment remittance _____

Name of Financial Institution: _____

Financial Institution Account Information:*

(Transit/Branch)

(Bank/Inst#)

(Account Number)

**Please attach a "Void" cheque or "Transaction Sheet (with a bank's stamp)" for verification purposes*

Vendor's Authorization

Please sign below to confirm that you are authorizing the City of Camrose to begin deposits to the financial institution indicated on the **Void Cheque or Transaction Sheet**.

Signature

Date

Print Name

Title

For questions regarding banking information, please contact Accounts Payable at 780.672.4426.

Please note: Vendors are responsible for notifying the City of Camrose of any banking information or email changes. This notification must be forwarded to us in writing. A void cheque or transaction sheet must be provided with banking information changes. If this information is not provided, the City of Camrose will not be responsible for late payments.

The information contained on this form is collected under the authority of the Freedom of Information and Protection of Privacy Act, Section 34(1) (k) (i) and shall only be used for the purpose for which it was collected. For more information, please contact the Freedom of Information Coordinator at 780.678.3027.