



Northern Rockies Regional Municipality Municipal Office 5319 -
50th Avenue South Bag Service 399, Fort
Nelson, BC V0C 1R0
Tel 250.774.2541 Fax 250.774.6794
www.northernrockies.ca

COVID-19 Business Reopening Funding Program

Purpose

Impacts of COVID-19 are being felt by businesses across British Columbia. As entrepreneurs try to figure out their own unique path forward, this program seeks to provide funding aimed at helping businesses reopen under WorkSafeBC guidelines. All businesses in BC must develop individual COVID-19 safety plans and measures to keep employees and customers safe. These safety plans often require interior alterations, barriers, sanitization infrastructure and other safeguards to be in place. This program strives to disperse funds in order to assist businesses within the Northern Rockies Regional Municipality purchase infrastructure required to safely reopen to the public.

Timeframe and Dates

- Applications will be accepted in a first come order starting on June 15th or as soon as program funding is secured.
- All projects must be complete with pictures of the installations, and verification of expenses and payment must be submitted at time of application.
- Applications will be considered retroactively from the beginning of March 2020, when the Public health emergency was declared (March 17th)

Grant Amount Eligibility

- The program provides grants for social distancing improvements up to \$500, and does not require matching applicant funds.

Eligible Properties

- All businesses and not-for-profit organizations within the Northern Rockies Regional Municipality that require customers to enter their physical location.

Eligible Applicants

- You must be the business owner or administrator of the applicant organization.
- There must be a current, valid business license(unless otherwise exempt);
- There must be no outstanding building permits, stop work orders, or development permit condition requirements outstanding; and
- You have not already received the maximum grant under this program for the subject business/organization.

Ineligible Applicants

- Non-operating business
- Businesses that do not have customers entering their premises

Eligible Social distancing improvements

Eligible improvements may consist of but are not limited to:

- Personal Protective Equipment
- Modifications to business space
- Safety equipment
- Hand sanitizer
- Signage
- Directional floor stickers
- Plexiglass and installation
- Business COVID-19 Safety plan prepared by a third party
- Other items (to keep employees and customers safe)

Eligible Costs/ Expenses

- Direct project labour costs
- Design, architectural or engineering fees
- Project related materials and supplies
- PST
- Shipping cost

Ineligible Costs/ Expenses

- Staff wages and/or benefits
- Utilities (hydro, gas etc.)
- GST
- Duties

Application and Program Process

1. Read the program guide for details on eligibility and application requirements.
2. Complete project
3. Upon project completion, submit program application form, proof of expenses and payments, after photos (jpeg or png format) and a copy of the business COVID-19 safe operating procedure as backup documentation for the expenses to planning@northernrockies.ca
4. The application will be approved or rejected based on eligibility requirements and funding availability.
5. Reimbursement cheque will then be prepared and mailed to the business owner.
6. Business owner may be asked to provide a testimonial for year-end reporting and program evaluation.



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Grant Application

APPLICANT INFORMATION

Business Name: _____
Applicant Name: _____
Mailing Address: _____
Building Address: _____
Email: _____
Phone: _____
Completion Date: _____
Total Project Cost: _____

PROJECT DESCRIPTION

PROJECT COST BREAKDOWN

	Costs
	\$
	\$
	\$
	\$
	\$

APPLICANT CHECKLIST

ATTACH TO APPLICATION

<input type="checkbox"/> Active business license	<input type="checkbox"/> Photos of Alterations (jpeg format)
<input type="checkbox"/> No outstanding permits	<input type="checkbox"/> Proof of expenses & payments
<input type="checkbox"/> Business requires customers to enter premises	<input type="checkbox"/> Copy of COVID-19 safety plan
	<input type="checkbox"/> Building owner authorization (if required)

TERMS AND CONDITIONS

I, _____, of _____ have read the complete
(Applicant) (Business/Building)
application and concur that the work mentioned is completed to the level described.

I assume all responsibility for obtaining appropriate architectural drawings, building permits and inspections, and hiring of contractors as necessary.

I agree not to involve the Northern Rockies Regional Municipality (NRRM) in any legal action between myself and any contractors, estimators, employees, workers or agents arising from or out of the Business Façade Improvement Program.

I give consent to the NRRM to make all inspections necessary to confirm that the approved plans are implemented in accordance with expected standards.

Approval and payment of the grant requested will be made upon the applicant providing all required documentation, meeting all eligibility requirements and funding being available.

Signature: _____ Date: _____

Printed Name: _____