

## Thinking of applying to the Canada United Small Business Relief Fund (CUSBRF) Program?

To help you apply for the grant, below is a check list of all the documents and information you will need to complete the application. Please do not start an application unless you have all the information noted below readily available:

1. Your operating name. Your operating name is the name you use in your day-to-day activities and to advertise your business.
2. Your legal entity name. If your legal name is different from your operating name, you need to provide your legally registered name. This includes numbered corporations.
3. Your number of employees. This includes full and part time employees.
4. Your annual sales or revenue for Fiscal year 2019.
5. Your BN number. A business number is a nine-digit number the Canada Revenue Agency (CRA) assigned to your business or non-profit as a tax ID. It is unique to your organization and is used when dealing with the federal government and certain provincial governments.
6. If you are registered for GST/HST we will need your GST/HST number. If you need to verify your GST/HST number please visit: <https://www.canada.ca/en/revenue-agency/services/e-services/e-services-businesses/confirming-a-gst-hst-account-number.html>
7. Your date of incorporation or business registration.
8. If your business has a head office, we will need the full address of your company's head office and the address of your operating location, if different.
9. Your industry sector. *If you need to verify your industry sector please visit:* <https://www.ic.gc.ca/app/scr/app/cis/search-recherche?lang=eng>
10. Verification your business has \$1,000,000 of commercial general liability insurance. This insurance certificate must be valid until March 31st, 2021.
11. If your business is receiving other public funds that are being used to support the expenses outlined in your application? If yes, you must provide details.
12. The CUSBRF is a reimbursement program in response to COVID-19 and therefore we can only cover expenses that were purchased and incurred by your company on or after March 15, 2020. To verify these expenses, we will need the following information:
  - Either a cashier's receipt or an invoice from the vendor accompanied by proof of payment (credit card statement, e-transfer, bank statement, wire transfer, cancelled cheque from a financial institution). (Note: we will not accept internal accounting documents marked paid).
  - Expense documents must clearly show the name of the item, the cost of the item/service, the quantity and the purchase date. If submitting documentation that includes multiple purchases, highlight/make clear the eligible expenses noted in the application and
  - Expense documents must be legible and submitted in either JPG or PDF format.