



Town of Ponoka
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COVID-19 HARDSHIP GRANT APPLICATION FORM

| | | | |
|--|--|----------------------------|--|
| Application Date: | | Business Licence #: | |
| Business Name: | | | |
| Owner Name(s): | | | |
| Business Address: | | | |
| Mailing Address (if different): | | | |
| Contact Numbers: | | | |
| Email Address: | | | |

By signing and initialing this form, I/We understand that this grant is subject to the following terms:

| Initials | Terms |
|----------|--|
| | 1. The Business I/We are applying for was significantly impacted by COVID-19. |
| | 2. This Business resides in and plans to continue operating in the Town of Ponoka in 2021. |
| | 3. The Business I am applying for held an active 2020 business licence and plans on/has purchased a 2021 business licence. |
| | 4. This grant is a one-time-per-business grant. |
| | 5. I confirm that I am an authorized signing officer for the business applying. |

Select the boxes that apply to how COVID-19 has significantly impacted your business:

- | | |
|--|---|
| <input type="checkbox"/> Full closure due to public health order | <input type="checkbox"/> Partial closure due to a public health order |
| <input type="checkbox"/> Permanent lay off of Employees | <input type="checkbox"/> Temporary lay off of Employees |
| <input type="checkbox"/> Decreased Revenue | <input type="checkbox"/> Reduced Business Hours |
| <input type="checkbox"/> Other: _____ | |

If you wish to provide additional information on how COVID-19 has affected your business, please include on a separate piece of paper.

| | | | |
|-------------------|--|--------------|--|
| Signature: | | Date: | |
| Signature: | | Date: | |

Where did you hear about this grant?

- Social Media Mail Flyer Newspaper Other: _____

| Office Use Only | | | |
|---------------------|--|--------------|--|
| Received by: | | Date: | |
| Approved by: | | Date: | |

FOIP Notification: The personal information you provide on this form is being collected under the authority of the Freedom of Information and Protection of Privacy Act and is used solely for the purposes relating to the administration of Assessment/Taxation services. Questions about the collection or use of this information can be directed to the Town of Ponoka at 403-783-0130.

COVID-19 Hardship Grant Policy

Date of Approval by Council: December 8, 2020

Resolution No.: TP/20/373

Lead Role: Chief Administrative Officer

Replaces: New

Last Review Date: New

Next Review Date:

Purpose of Policy:

This COVID-19 Hardship Grant Policy (this "Policy") sets out the guidelines for Administration to implement the Grant.

COVID-19 Hardship Grant:

1. Timeline

- (a) The application period of this grant program will be from December 1, 2020 to January 31, 2021.
- (b) Applications must be received by January 31, 2021, applications received in the mail after this date will not be accepted.

2. Terms

- (a) The business resides in, and plans to continue operating in the Town of Ponoka in 2021.
- (b) An authorized signing officer must sign the application form.
- (c) Only the business owner(s) can apply for the grant.
- (d) This grant is a one-time-per-business grant.
- (e) The business must have had an active 2020 business license and will purchase a 2021 business license, unless exempt.
- (f) The business was significantly impacted by COVID-19, see below indicators (all applications are subject to CAO approval).
 - a. Full closure due to public health order
 - b. Partial closure due to a public health order
 - c. Employees were permanently laid off
 - d. Employees were temporarily laid off
 - e. Decreased Revenue
 - f. Reduced Business Hours

3. Required Documents

- (a) Copy of 2020 & 2021 Business License (this will be collected by Administration internally), unless exempt.

4. Funding Allocation

- (a) Allocation of the Grant funding will follow below:

| Business License Type | # of 2020 Business Licenses | Percent of Total Grant |
|------------------------------|------------------------------------|-------------------------------|
| Commercial In Town | 213 | 62% |
| Automotive In Town | 27 | 8% |
| Home Office | 68 | 20% |
| Home Business | 29 | 8% |
| Trade In Town | 8 | 2% |
| Farmer's Market | 1 | 0% |
| Home Catalogue Sale | 1 | 0% |
| | 347 | 100% |

- (b) Business License Types as defined in the Town of Ponoka Business License Bylaw 282-10.
- (c) Total grant funding will be allocated to each business license type based on the percent of total grant. The funds will then be divided equally among all the applicants in the business license type that applied.
- (d) If there is a business license type that has no applicants the funding may be moved to the business license type that has the most applicants.

5. Payment

- (a) Payment will be issued in the Business Name listed on the Application Form.
- (b) Payment will be issued between March 1, 2021 - March 31, 2021.
- (c) Payment will be in the form of a cheque.
- (d) Cheques not cashed within 6 months will be voided and will not be re-issued.