



BRITISH
COLUMBIA



BC Chamber
of Commerce

Application Guide

Securing Small Business Rebate

This guide is for information only.

Applications must be submitted through the online portal that will open on November 22, 2023.

Contents

This guide is for **information only** and is to be used in preparation for submitting your rebate application through the online portal that will open on November 22, 2023.

For the most current program information, visit the BC Chamber of Commerce website, <https://bcchamber.org/securing-small-business-rebate>.

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1. Program Overview & Timeline

Recognizing the increased costs to businesses due to property crime and vandalism in rural and urban communities across the province, the Ministry of Jobs, Economic Development and Innovation has launched its \$10.5 million Securing Small Business Rebate Program, which will provide small businesses with funds for eligible commercial property crime and vandalism repairs, or to implement eligible preventative measures.

The BC Chamber of Commerce will administer the rebate program and leverage its provincial network of 100 chambers of commerce and boards of trade and its myriad industry partners, including Business Improvement Areas, to ensure businesses from every sector and region of the province are aware of the rebate.

The BC Chamber of Commerce gratefully acknowledges the financial support of the Province of British Columbia through the Ministry of Jobs, Economic Development and Innovation.

- The program's application portal will launch on **November 22, 2023**, and remain open until **January 31, 2025**.
- Rebate applications are retroactive to January 1, 2023, through December 31, 2024, and will be reviewed on a first-come-first-served basis.
- A rebate application, if successful, will be screened, reviewed, approved and paid in 35 business days, provided there is limited follow up with the applicant during the screening and review processes.
- Rebates will be issued to successful applicants via Electronic Funds Transfer (EFT) in the period December 2023-February 2025. For clarity:
 - Rebates in respect of the calendar year January 1, 2023-December 31, 2023, will be disbursed by March 31, 2024.
 - Rebates in respect of the calendar year January 1, 2024-December 31, 2024, will be disbursed by February 28, 2025.

To be eligible for either rebate, a business must:

- Be located in an area of British Columbia zoned for commercial or light industry use.
- Have an exterior entrance (accessible directly from an outside area such as sidewalk, street or parking area), which serves as the primary access point for customers and clients.
- Have a B.C. Business Registration Number.
- Be in good standing with the Province of British Columbia.
- Have less than 50 employees (at the time of the police report being filed for reparative stream, or at the time preventative work was undertaken).
- Not have received an alternative, local rebate or grant to cover the same expense.

2. Business Applicant Information

Please note that “Project” referenced in this Application Guide and ultimately in the online portal refers to your specific rebate application.

| Project Information | | | |
|-----------------------|--------------------------|--|--|
| Name of Organization: | | Business owner name: | |
| | | Business Email: | |
| | | Business Phone: | |
| Street Address: | | Applicant contact name (If different from the above): | |
| | | Business Email: | |
| | | Business Phone: | |
| City: | | Applicant position: | <input type="checkbox"/> Owner <input type="checkbox"/> Manager <input type="checkbox"/> Employee |
| Province: | | Does your organization rent or own the property for which you are submitting this application? | <input type="checkbox"/> Rent <input type="checkbox"/> Own |
| Country: | | How many employees does your organization have? | <input type="checkbox"/> 0-9 employees <input type="checkbox"/> 10-19 employees <input type="checkbox"/> 20-49 employees |
| Postal code: | | What is your B.C. Business Registration Number? | |
| Regional District*: | (See page 4 for details) | Is your organization a registered charity or society? | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| Industry Sector:** | (See page 4 for details) | If you selected yes to the above question: | |
| | | Does 51% or more of the organization's gross revenues, not including donations, membership fees or sponsorship funds, come from the sale of goods or services? | <input type="checkbox"/> Yes <input type="checkbox"/> No |

Required Documentation

Please upload proof of your B.C. Business Registration Number registration (i.e. articles of incorporation), or other identifying information.

2. Business Applicant Information (Cont.)

*List of regional districts:

- Alberni-Clayoquot
- Bulkley-Nechako
- Capital
- Cariboo
- Central Coast
- Central Kootenay
- Central Okanagan
- Columbia-Shuswap
- Comox Valley
- Cowichan Valley
- East Kootenay
- Fraser-Fort George
- Fraser Valley
- Kitimat-Stikine
- Kootenay-Boundary
- Metro Vancouver
- Mount Waddington
- Nanaimo
- North Coast
- North Okanagan
- Okanagan-Similkameen
- Peace River
- qathet
- Squamish-Lillooet
- Strathcona
- Sunshine Coast
- Thompson-Nicola

**List of industry sectors

- Unclassified
- Agriculture, Forestry, Fishing & Hunting
- Mining & Oil & Gas Extraction
- Utilities
- Construction
- Manufacturing (31-33)
- Wholesale Trade
- Retail Trade (44-45)
- Transportation & Warehousing (48-49)
- Information & Cultural Industries
- Finance & Insurance
- Real Estate & Rental & Leasing
- Professional, Scientific & Technical Services
- Management of Companies & Enterprises
- Administration & Support, Waste Management & Remediation
- Educational Services
- Health Care & Social Assistance
- Arts, Entertainment & Recreation
- Accommodation & Food Services
- Other Services (excl. Public Administration)
- Public Administration

Industry sectors are listed as per the North American Industry Classification System (NAICS).

3. Expenditures: Reparative Rebate

Expenditure Details

Please select eligible expenses for which you are seeking a rebate (select all that apply).

Costs of repairing or replacing vandalized property not covered by insurance, including:

- Window(s) and door(s)
- Lock(s)
- Graffiti removal
- Associated installation fees
- Other exterior damage to the property (provide details)

Insurance deductibles to cover the cost of vandalized property, including:

- Window(s) and door(s)
- Lock(s)
- Graffiti removal
- Other exterior damage to the property (provide details)

****Note:** Expenses associated with theft of, or damaged inventory, supplies, equipment, and personal belongings are out of scope and do not qualify as eligible reparative expenses.

****Note: An Expenditure Template is available in the portal. You will be required to complete and upload the template, together with supporting invoices/receipts from a registered business for completed repair work for damages incurred on or after January 1, 2023.**

****Note: The Expenditure Template must clearly indicate equipment, supplies, and third-party labour costs.**

Enter the total rebate value requested (\$):
Maximum of \$2,000

Proof of Damage

Please upload the police report associated with the damage.

Police report number:

Please upload photos of damages.

Please upload proof of insurance non-coverage or deductible amount if covered.

Banking Information

Please download, complete and sign the direct deposit form. Upload the signed form as part of your submission to the online portal.

Please upload a copy of a void cheque for the bank account noted in the direct deposit form as part of your submission to the online portal.

4. Expenditures: Preventative Rebate

Expenditure Details

Please select eligible expenses for which you are seeking a rebate (select all that apply).

- Shatterproof glass or protective films
- Lock enhancements
- Impact protection attachment systems (for windows)
- Exterior lighting enhancement
- Cameras and recording/monitoring equipment
- Alarm and monitoring systems
- Anti-graffiti film, paints, and/or coatings
- Installation fees associated with approved preventative updates
- Physical security audit of the exterior of the building
- Other

****Note:** Expenses associated with internal labour costs, cosmetic property enhancements, in-store equipment/furniture and items for non-business locations (i.e. residential/outside eligible areas), are out of scope and do not qualify as eligible preventative expenses.

****Note: An Expenditure Template is available in the portal. You will be required to complete and upload the template, together with supporting invoices/receipts from a registered business for completed preventative work undertaken on or after January 1, 2023.**

****Note: The Expenditure Template must clearly indicate equipment, supplies, and third-party labour costs.**

Enter the total rebate value requested (\$):
Maximum of \$1,000

Please upload evidence showing proof of damage caused by vandalism on or after January 1, 2023, to your business or a nearby business that demonstrates issues of vandalism in the community in which the business resides, such as: photos of damage, police report, or news article.

Banking Information

Please download, complete and sign the direct deposit form. Upload the signed form as part of your submission to the online portal.

Please upload a copy of a void cheque for the bank account noted in the direct deposit form as part of your submission to the online portal.

5. Attestations

Attestations

1

I attest that my business is in good standing with the Province of BC, specifically:

Yes

No

2

I attest that my business is not in arrears to the Province for any taxes or other outstanding amounts.

I attest that my business has not received an alternative, local rebate or grant to cover any of the expenses claimed in this submission.

Yes

No

3

I am the owner of the business, or authorized by the owner of the business, applying for the Securing Small Business Rebate as an eligible business. I am duly authorized to execute this application and declare that, to the best of my abilities, the information provided is true and accurate.

Yes

No

For applicants who receive a rebate, their business information may be shared with the Province of British Columbia for verification or public communications.