

**(COVID-19)**

# REGIONAL RELIEF AND RECOVERY FUND

## COMMUNITY FUTURES SUPPORTING RURAL COMMUNITIES



Government  
of Canada

Gouvernement  
du Canada

Canada



## Enterprise Brant

o/b Brant Community Futures Development Corporation

**330 West St, Unit 10, Brantford, N3R 7V5**

**Tel: (519) 752-4636**

**Email: [info@enterprisebrant.com](mailto:info@enterprisebrant.com)**

**[www.enterprisebrant.com](http://www.enterprisebrant.com)**

# Regional Relief and Recovery Fund Loan Application

Enterprise Brant is a community based non-profit economic development organization. We are committed to assisting and encouraging job creation and community economic development throughout Brant County.

We are governed by a volunteer Board of Directors comprised of skilled professionals drawn from the local community. The directors and staff are dedicated to facilitating entrepreneurial development and the creation of local business initiatives.

What follows is the procedure and application necessary to apply for an Enterprise Brant Regional Relief and Recovery Loan.

## Loan Terms

**Loan amounts from \$2,500 to \$60,000**

**Fixed interest rate of 0% to December 31<sup>st</sup>, 2022**

**No payments required until December 31<sup>st</sup>, 2022**

**Fixed interest rate of 5% from January 1<sup>st</sup>, 2023 to December 31<sup>st</sup>, 2025**

**Repayable anytime in part or in full without penalty**

**Must be repaid by December 31<sup>st</sup>, 2025**

**Forgivable portion provided the full loan is repaid by December 31<sup>st</sup>, 2022**

**Applications will be accepted until the fund is depleted**

**Please return your completed application and supporting documents by email or drop it off in our mail slot at 330 West St. Unit 10, Brantford.**

## The Application Process

Submit your **completed** loan package to info@enterprisebrant.com.

## Documentation Required Where Applicable

1. <b>Client Information Form and Waiver of Liability</b> – must be completed in order to work with a consultant	
2. <b>Description of your business, the COVID 19 impact on your business, and how you will use this additional funding</b>	
3. <b>Identification</b> – two copies of government identification- one must include a current photo-Health Cards are NOT acceptable	
4. <b>Taxation</b> <ul style="list-style-type: none"> <li>➤ Personal CRA Notice of Assessment for 2019</li> <li>➤ Corporate Notice of Assessment</li> <li>➤ Current Statement of Government Remittances</li> </ul>	
5. <b>Existing Business</b> <ul style="list-style-type: none"> <li>➤ <u>Annual Financial Statements</u> – Most recent financial statements</li> <li>➤ <u>Interim/internal</u> financial statements to Feb 29, 2020</li> </ul>	
<ul style="list-style-type: none"> <li>➤ <u>Sole Proprietorship/Partnership</u> – copy of your Master Business License</li> </ul>	
<ul style="list-style-type: none"> <li>➤ <u>Corporation</u> – Certificate and Articles of Incorporation</li> </ul>	
6. <b>Completed Personal Financial Statement</b>	
7. <b>Signed and Completed Loan Application</b>	

Once we have all your documents, credit and reference checks will be completed and information requiring clarification will be discussed. Additional information may be required once the initial review of your application is completed.

## Criteria for Loan Consideration

Specific financing criteria must be met including:

- Loan amounts from \$2500 to \$60,000 to assist with the hardships/recovery of the COVID 19 pandemic.
- The business must be based in Brant/Brantford.
- Reasonable personal financial investment
- Demonstrated business viability before March 2020.
- Unions, charitable, religious, or fraternal organizations or entities owned by such an organization, do not qualify for RRRF.

## Approved Applications

Upon approval, we will prepare an Offer to Finance and loan documents that you must sign and return within a prescribed period of time.

## Loan Information

Some general guidelines:

- For working /recovery capital during the COVID 19 pandemic
- Ongoing business consulting
- Help from consultants to guide you toward complete submission of your application

## Outcomes

There will be only one of two outcomes from the Loan Committee:

1. **Approved as presented:** application approved
2. **Declined:** application declined- you will be advised by email with an explanation and will have the opportunity to address any concerns to re-submit your application

## Services Provided by Enterprise Brant

In addition to business loans, Enterprise Brant offers:

- Business Plan Review
- Business Consulting
- Community Development Support

## Privacy Policy

Our privacy policy is available on our website or, if you prefer a paper copy, one can be provided for you.

## Contact Info and Resources

### Enterprise Brant

330 West St. Unit 10  
Brantford Ontario, N3R 7V5

Phone: 519 752-4636

Email: [info@enterprisebrant.com](mailto:info@enterprisebrant.com)

Web: [www.enterprisebrant.com](http://www.enterprisebrant.com)

## PERSONAL FINANCIAL STATEMENT

<b>First Name:</b>		<b>Last Name:</b>	
<b>Address:</b>		<b>City:</b>	
<b>Postal code:</b>		<b>At this address since: MM/YY</b>	
<b>Own or Rent:</b>		<b>Previous Address: If less than 2 years at current address</b>	
<b>Home Tel/Cell:</b>		<b>Marital Status:</b>	
<b>Date of Birth: MM/DD/YY</b>		<b>Number of Dependents:</b>	
<b>Social Insurance Number:</b>		<b>Email:</b>	
<b>Employer &amp; employer's address:</b>		<b>Length of employment with current employer:</b>	
<b>Spouse's full name:</b>		<b>Spouse's Date of Birth: MM/DD/YY</b>	
<b>Spouse's Social Insurance Number:</b>		<b>Spouse's occupation:</b>	
<b>Spouse's employer &amp; employer's address:</b>		<b>Spouse's length of employment with current employer:</b>	

**OTHER INFORMATION:**

<b>Are you party to any claims or lawsuits?</b> Yes <input type="checkbox"/> No <input type="checkbox"/>	<b>Do you owe any taxes in this year or prior years?</b> Yes <input type="checkbox"/> No <input type="checkbox"/>
<b>Have you signed as a guarantor for credit?</b> Yes <input type="checkbox"/> No <input type="checkbox"/>	<b>Have you or your spouse ever declared bankruptcy?</b> Yes <input type="checkbox"/> No <input type="checkbox"/>
<b>If you answered YES to any of the above questions provide or attach a detailed explanation.</b>	

**DISCLOSURE AND RELEASE STATEMENT**

To: Enterprise Brant

I/We certify the statement of my property and debts, including information contained in the appropriate schedules, are true. I/We declare that neither my spouse nor any other person has any claim in, or to the assets shown except as set out therein. The whole of my/our property is shown at a fair valuation. I am not being sued and there are no executions against me, nor do I owe anything except what is reported.

I/We hereby authorize Enterprise Brant to, at any time, investigate and obtain factual information regarding me/us from any credit bureau, chartered bank, or any other person in connection with advisory, consultative, administrative or financing services as permitted by law, to furnish other consumer credit grantors and credit bureaus with particulars of the credit application and subsequent credit experience, if applicable, and to retain this application for the Enterprise Brant records.

I/We acknowledge that government funders, including, but not limited to, the Federal Economic Development Agency of Southern Ontario and the Ministry of Training Colleges & Universities, or their successor(s), may have access to the records of the business at any time.

Statement, information and consent must be completed, signed, and witnessed before the application can be processed.				
Applicant name: (print)	Applicant signature:	Date:	Witness name: (print)	Witness signature:
1)				
2)				

**NOTE: This information must be submitted for each of the principals of the business in partnerships or incorporations. Witness cannot be an employee or family member.**

## STATEMENT OF PERSONAL ASSETS AND LIABILITIES

Name: \_\_\_\_\_

ASSETS (own)	INSTITUTION	AMOUNT
CASH		\$
RRSP's (self)		\$
RRSP's (spouse)		\$
Stocks, Bonds, Mutual Funds	Describe	\$
Real Estate Property (1)	Address – Year purchased & amount purchased – Date appraised	\$
Real Estate Property (2)	Address – Year purchased & amount purchased – Date appraised	\$
Vehicle (1)	Year, make, model	\$
Vehicle (2)	Year, make, model	\$
Other assets	Description	\$
<b>① TOTAL ASSETS</b>		<b>\$</b>

LIABILITIES (owe)	INSTITUTION	AMOUNT
Personal Loans or LOC	Bank, address	\$
Mortgage (1)	Property address, mortgage company, branch	\$
Mortgage (2)	Property address, mortgage company, branch	\$
Vehicle Loan or Lease (1)	Motor co., Bank, term of lease or loan	\$
Vehicle Loan or Lease (2)	Motor co., Bank, term of lease or loan	\$
Credit Cards Visa & M/C	List cards:	\$
Credit Cards (other)	List company names:	\$
Other	Description	\$
<b>② TOTAL LIABILITIES</b>		<b>\$</b>
<b>Calculate – Your Net Worth = ① - ② (Total Assets minus Total Liabilities) =</b>		<b>\$</b>

## STATEMENT OF INCOME AND EXPENDITURES (ANNUALLY)

INCOME	ANNUALLY	EXPENDITURES	MONTHLY	ANNUALLY
Salaries, Wages - (self-before taxes)	\$	Mortgage / Rent / Property tax	\$	\$
Salaries, Wages - (spouse-before taxes)	\$	Taxes, CPP, EI, etc.	\$	\$
Rental Income	\$	Total Loan Payments	\$	\$
Other Income: EI, CPP, etc.	\$	Total Credit Card Payments	\$	\$
Income from Self Employment	\$	Other: child/ spousal support, etc.		
Other: child support, child tax benefit, pensions, etc.	\$	Estimated Living Expenses: Utilities, food, recreation, gas, daycare, medical, telephone, cable, insurance	\$	\$
<b>③ TOTAL INCOME</b>	<b>\$</b>	<b>④ TOTAL EXPENDITURES....</b>	<b>\$</b>	<b>\$</b>
<b>Calculate – Your Disposable Annual Income = ③ – ④ = (Total Annual Income minus Total Annual Expenditures)</b>				<b>\$</b>

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

## APPLICATION FOR FINANCING

### Loan Information

<b>Projected COVID 19 Impact:</b>	\$
<b>Loan Requested:</b>	\$

### Use of Funds (provide details)

	\$
	\$
	\$
	\$
(Specify)	
<b>Details:</b>	

### Sources of Funds (Loans & Personal Investment)

Source	Amount

Employment	Full Time	Part Time
<b>Jobs Created:</b>		
<b>Jobs Maintained:</b>		
<b>Seasonal:</b>		

### Business Insurance Details

Company	
Policy Number	
Amount	\$

### Business Information

<b>Operating Name:</b>	
<b>Legal Name:</b>	
<b>Business No:</b>	
<b>Business Year End:</b>	

### Company Owners or Directors

Name	Phone

### Address and Location information

<b>Street Address:</b>	
<b>Address 2:</b>	
<b>City:</b>	
<b>Postal Code:</b>	
<b>Phone:</b>	<b>Fax:</b>
<b>Email Address:</b>	
<b>Web Address:</b>	

### Structure of Business

Proprietorship	Partnership	Corporation
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### Bank/Credit Information

Name of Financial Institution	
<b>Business:</b>	
<b>Location:</b>	
<b>Contact:</b>	
<b>Phone:</b>	

**What Bookkeeping System do you use?**

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**Who is your Accountant?**

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**Who is your Lawyer?**

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\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

## Business Assets and Loan Security Offered

List below the collateral you propose to offer towards the loan. If applicable, indicate the fair market value of the assets. Examples of security would include assignment of receivables, inventory, business assets (including machinery and equipment), personal assets, property, and loan guarantees.

Assets (indicate make, model, year, serial number etc. if applicable)	Est. Values	Loan Balance
	\$	
	\$	
	\$	
	\$	
	\$	

## Insurance Requirements for COVID 19 Relief Financing

An assignment of business insurance will be required and will form part of the loan security.

## Environmental Compliance

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*Lending institutions often have strict requirements when lending / granting funds to companies whose activities have an impact on the environment. You will want to develop your own code of conduct; determine criteria to follow and establish 'what if' scenarios.*

**View this site:**

<http://www.ene.gov.on.ca>

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date



## Waiver of Liability

**To:** Brant Community Futures Development Corporation o/a Enterprise Brant (herein "Enterprise Brant")

I confirm that I, \_\_\_\_\_, have come to Enterprise Brant of my own free will and that I am interested in obtaining information about starting, financing, operating, or growing a business, not-for-profit or social enterprise. This waiver is given by me in consideration of Enterprise Brant offering me advice and suggestions in regard to my business, not-for-profit or social enterprise.

I understand that I am solely responsible for the planning, implementation, financing, operation, success, and development of my business. Any advice or suggestions made by representatives of Enterprise Brant are for my consideration only and I am not bound to take any such advice or suggestions and can obtain advice and assistance from any source, but ultimately any decision pertaining to my business is my responsibility. I confirm that I am not in any way relying on any advice or suggestions made to me by representatives of Enterprise Brant, but that I have sought such advice or suggestions as part of my independent planning for my business. Any choice or decision made by me to accept, adopt, or reject any suggestion or advice made or given by any representative of Enterprise Brant to me or anyone representing me, or my business is my responsibility alone. I understand it is my responsibility to ensure that any financial information, estimates, or projections developed are accurate and complete and represent the current financial situation and realistic future prospects of my business venture.

I agree to hold Enterprise Brant free and harmless for any repercussion, consequences, claim or loss to me or my business which could result from my either taking or not taking the advice or following the suggestions of the representatives of Enterprise Brant, or which could result from any failure by Enterprise Brant to provide me with complete, appropriate or correct advice or suggestions, or which might result to me or my business, directly or indirectly, for any reason whatsoever. I confirm that Enterprise Brant has no obligation to ensure that I take any advice or suggestions provided by it, or anyone else, or to follow up on advice, suggestions, or business planning, or to oversee my business in any way.

I release the employees, agents, directors, and officers of Enterprise Brant from any claim that I may have at any time for any loss or damages that might be suffered by me or my business or by any other person, in connection with any counseling or consultation provided to me by any of the employees, agents, directors or officers of Enterprise Brant. I confirm that I am signing this waiver freely and voluntarily with full understanding of its meaning and consequences, and that I have had an opportunity to obtain independent legal advice prior to signing it and have either obtained such advice or do not need it.

I acknowledge that government funders, including but not limited to, the Federal Economic Development Agency for Southern Ontario and the Ministry of Training, Colleges & Universities, or their successor(s), may have access to the records pertaining to me or my business, that are now, or in future become, in the possession or control of Enterprise Brant, and that Enterprise Brant and/or the Federal Economic Development Agency for Southern Ontario and/or the Ministry of Training, Colleges & Universities, may make public announcements or publish information about, or pertaining to, any assistance or advice given, or loan made by Enterprise Brant, to me or my business. This waiver of liability and consent shall be effective immediately.

Date: \_\_\_\_\_, 20\_\_\_\_.

Signature: \_\_\_\_\_

Print Name: \_\_\_\_\_

Date: \_\_\_\_\_, 20\_\_\_\_.

Witness: \_\_\_\_\_

Print Name: \_\_\_\_\_



**Brant Community Futures Development Corporation**  
**Client Attestation for Labour Costs and COVID- 19 Wage Subsidies**

As designated financial authority, I attest that \_\_\_\_\_ (COMPANY NAME) has not received support through the following federal support measures in the last year:

- i. Business Credit Availability Program (BCAP)
- ii. Canadian Emergency Business Account (CEBA)
- iii. Canadian Emergency Commercial Rent Assistance (CECRA), or other rent relief provided through our organization’s landlord
- iv. Canada Emergency Wage Subsidy (CEWS)
- v. Canada Revenue Agency (CRA) Temporary 10% Wage Subsidy
- vi. Service Canada Work-sharing program
- vii. National Research Council of Canada Industrial Research Assistance Program (NRC IRAP) Wage Subsidy
- viii. Indigenous Business Support Loans
- ix. Highly Affected Sectors Credit Availability Program (HASCAP)
- x. Business Development Bank of Canada (BDC) Co-Lending Program for SMEs; or
- xi. Other federal or provincial programs

for labour, wage costs, or any other expenses included in our Application for Funding to Enterprise Brant.

Further, I attest that the subject company:

- was established prior to March 1, 2020
- is adversely impacted by the Covid-19 pandemic
- was viable and not experiencing financial difficulties prior to March 1,2020
- have attempted to access other federal relief support and were ineligible, rejected, or require funding for expenses in excess of support already received

Further, I attest that I have not made an application to, or have received support from, the Regional Relief and Recovery Funds (RRRF) as administered by the Federal Economic Development Agency for Southern Ontario (FedDev Ontario), or any other Regional Development Agency (RDA) in Canada.

NOTE: You will notify Enterprise Brant immediately if you receive future assistance under the CEBA or any other program.

Company: \_\_\_\_\_

Name: \_\_\_\_\_ Position: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_