ONTARIO TOURISM AND TRAVEL SMALL BUSINESS GRANT APPLICATION

Section 1: Contact Information

Fill this section out if you are filling out this application on behalf of the Indigenous business, or the group of affilated Indigenous businesses (if applicable). See the Ontario Tourism and Travel Small Business Support Grant user application guide for the definition of an affiliated business.

First Name (Required): Click or tap here to enter First Name.

Last Name (Required): Click or tap here to enter Last Name.

Phone number (Required): Click or tap here to enter Phone number.

Email (Required): Click or tap here to enter Email.

Business website (Optional): Click or tap here to enter Business Website.

Business Contact information

If you are a third party authorized to complete this application on behalf of a business or a group of affiliated businesses, provide information about the owner or company officer that hired you or that you report to.

First name of business owner or the company officer (Required):

Click or tap here to enter First Name of business owner or the company officer.

Last name of business owner or company officer (Required):

Click or tap here to enter Last Name of business owner or the company officer.

Business website (Optional):Click or tap here to enter Business website.

Primary Business Address in Ontario

If you have multiple business locations in Ontario or Canada, provide the address associated with your business banking account. You must have a business address in Ontario to be eligible for this grant.

Address (Required): Click or tap here to enter Address.

Address line 2 (Optional):Click or tap here to enter Address line 2.

City/town (Required):Click or tap here to enter City/town.

Province (Required):Click or tap here to enter Province.

Postal code (Required):Click or tap here to enter Postal code.

Section 2: Business

Legal Name of Business (Required):

Click or tap here to enter Legal Name of Business.

Operating or Trade Name of Business (Optional):

Click or tap here to enter Operating or Trade Name of Business.

CRA Business Number (Optional): Click or tap here to enter CRA Business Number.

Where can I find my business number?

The 9-digit business number that identifies your business. This number will be listed on your GST/HST return, employer payroll or T2 corporate tax filing.

Select the business type you own (Required):

The list contains all the eligible types of businesses for this grant and the attachments required to be submitted with your application.

Don’t see your business? Check the Ontario Tourism and Travel Small Business Support Grant user application guide and look at the sections: [Eligible Tourism and Travel Business Activities and Ineligible Business Activities](https://intra.dev1.external.grants.gov.on.ca/otsb/assets/guide.pdf#page=5) for more details.

Amusement parks and waterparks

* valid licences and permits issued by relevant authorities (e.g., the Technical Safety and Standards Authority), (if applicable)
* business licences/permits necessary to operate the business (required)
* certificate of incorporation (if applicable)

Bed and breakfasts

* business licences/permits necessary to operate the business (if applicable)
* certificate of incorporation (if applicable)

Cottages or cabins

* property tax assessment notice (if applicable)
* business licences/permits necessary to operate the business (if applicable)
* certificate of incorporation (if applicable)

Fireworks display services

* fireworks Operator Certificate issued by Natural Resources Canada (required)
* business licences/permits necessary to operate the business (required)
* certificate of incorporation (if applicable)

Hotels and motels

* business licences/permits necessary to operate the business (required)
* certificate of incorporation (if applicable)

Hunting and fishing camps

* business licences/permits necessary to operate the business (required)
* certificate of incorporation (if applicable)

Indoor attractions intended primarily for tourists (for example, haunted houses, funhouses and mazes)

* valid licences and permits issued by relevant authorities (e.g., the Technical Safety and Standards Authority), (if applicable)
* business licences/permits necessary to operate the business (required)
* certificate of incorporation (if applicable)

Mobile food services

* business licences/permits necessary to operate the business (required)
* certificate of incorporation (if applicable)

Observation towers

* business licences/permits necessary to operate the business (required)
* certificate of incorporation (if applicable)

Operators of rides, games and other activities that are operated on a concession basis at waterparks, amusement parks, carnivals, fairs and festivals

* valid licences and permits issued by relevant authorities (e.g., the Technical Safety and Standards Authority), (if applicable)
* business licences/permits necessary to operate the business (required)
* certificate of incorporation (if applicable)

Outdoor adventure operations without accommodation

* valid licences and permits issued by relevant authorities (e.g., the Technical Safety and Standards Authority), (if applicable)
* business licences/permits necessary to operate the business (required)
* certificate of incorporation (if applicable)

Recreational and vacation camps (for example, overnight summer camps)

* business licences/permits necessary to operate the business (required)
* certificate of incorporation (if applicable)

Recreational rental services

* business licences/permits necessary to operate the business (required)
* certificate of incorporation (if applicable)

Resorts

* business licences/permits necessary to operate the business (required)
* certificate of incorporation (if applicable)

Travel agents and wholesalers registered with the Travel Industry Council of Ontario (TICO)

* business licences/permits necessary to operate the business (required)
* certificate of incorporation (if applicable)
* Enter your Travel Industry Council of Ontario (TICO) registration number (required)

Provide a short description about your business

It should be approximately 30 words and provide details relating to the nature of your business.

Examples:

My business is a bed & breakfast in Kingston. We rent 2 rooms on the second floor of our house all year long, usually for the weekend, and we provide breakfast.

My business is a waterpark in Oshawa. We have over 40 attractions for kids and adults. We are open only in summer.

Click or tap here to enter short description about your business.

Total number of employees on April 30, 2021 (Required):

Includes the current number of full-time, part-time and seasonal workers.

Click or tap here to enter Total number of employees on April 30, 2021.

When did you start or acquire your business? (Required):

Before July 2,2019

On or after July 2, 2019 and before January 1, 2021

If Before July 2, 2019 was selected, fill out the information below.

You need to enter the total revenue for 3 consecutive months in 2019 and the total revenue for the same 3 consecutive months in 2020. The information will be used to calculate the revenue decline of your business.

An example of 3 consecutive months are May, June, and July (May to July). The start and end dates of the 3-month period do not have to start from the first to the last day of the month. For example, you can select May 16 to August 15.

Check the [Ontario Tourism and Travel Small Business Support Grant user application guide](https://intra.dev1.external.grants.gov.on.ca/otsb/assets/guide.pdf) for more information about calculating revenue decline.

What is considered revenue for this grant?

All revenues from Ontario operations. For the purposes of this grant, the revenue of a business is its revenue from its ordinary activities in Ontario earned from arm's-length sources, determined using its normal accounting practices.

For the purpose of this grant, revenue does not include:

* extraordinary items and amounts on account of capital such as the proceeds from the sale of capital assets
* amounts received under federal and provincial programs that provide temporary financial relief due to COVID-19, such as:
  + the Canada Emergency Wage Subsidy
  + the Canada Emergency Rent Subsidy
  + Ontario rebates for personal protective equipment property taxes and energy costs

Start of 3-month period (Required): Click or tap here to enter Start of 3-month period.

End of 3-month period (Required): Click or tap here to enter End of 3-month period.

Based on the 3-month period entered above, enter in total revenue of those 3 months for 2019 and 2020.

Total Revenue for the 3 months in 2019 (Required):

Click or tap here to enter Total Revenue for 3 months in 2019.

Total Revenue for the 3 months in 2020 (Required):

Click or tap here to enter Total Revenue for 3 months in 2020.

Section 3: Affiliates

A business is affiliated with another business if:

* one of the businesses controls the other business directly or indirectly, or
* each business is controlled directly or indirectly by the same business, individual, or group of individuals or businesses.

Was your business affiliated with one or more business on April 30, 2021? (required)

Yes

No

If Yes was selected for the question above – complete the following section for each affiliated business.

For each affiliated business you need to enter the number of employees on April 30, 2021.

If you started or acquired your business before July 2, 2019 you also need to enter for each business the total revenue for 3 consecutive months in 2019 and the total revenue for the same 3 consecutive months in 2020. The information will be used to calculate the revenue decline for your group of affiliated businesses.

An example of 3 consecutive months are May, June and July (May to July). The start and end dates of the 3-month period do not have to start from the first to the last day of the month. For example, you can select May 16 to August 15.

The 3-month periods do not have to be same for each affiliated business. You can choose the 3-month period that is most appropriate for that business.

Check the [Ontario Tourism and Travel Small Business Support Grant user application guide](https://intra.dev1.external.grants.gov.on.ca/otsb/assets/guide.pdf)for more information on calculating the revenue decline.

Affiliated Business 1

Legal Name of Business (Required):

Click or tap here to enter Legal Name of Affiliate Business 1.

Operating or Trade Name of Business (Optional):

Click or tap here to enter Operating or Trade Name of Affiliate Business 1.

CRA Business Number (Optional): Click or tap here to enter CRA Business Number of Affiliate Business 1.

Total number of employees on April 30, 2021 (Required):

Includes the current number of full-time, part-time and seasonal workers.

Click or tap here to enter Total number of employees of Affiliate Business 1 on April 30, 2021.

When did you start or acquire your business? (Required):

Before July 2, 2019

On or after July 2, 2019

Complete the section below only for those businesses that you started or acquired before July 2, 2019.

Start of 3-month period in 2019 (Required):

Click or tap here to enter Start of 3-month period for Affiliate Business 1.

End of 3-month period in 2019 (Required):

Click or tap here to enter End of 3-month period for Affiliate Business 1.

Based on the 3-month period entered above, enter the total revenue of those 3 months for 2019 and 2020.

Total Revenue for the 3 months in 2019 (Required):

Click or tap here to enter Total Revenue for 3 months in 2019 for Affiliate Business 1.

Total Revenue for the 3 months in 2020 (Required):

Click or tap here to enter Total Revenue for 3 months in 2020 for Affiliate Business 1.

Affiliated Business 2

Legal Name of Business (Required):

Click or tap here to enter Legal Name of Affiliate Business 2.

Operating or Trade Name of Business (Optional):

Click or tap here to enter Operating or Trade Name of Affiliate Business 2.

CRA Business Number (Optional): Click or tap here to enter CRA Business Number of Affiliate Business 2.

Total number of employees on April 30, 2021 (Required):

Includes the current number of full-time, part-time and seasonal workers.

Click or tap here to enter Total number of employees of Affiliate Business 2 on April 30, 2021.

When did you start or acquire your business? (Required):

Before July 2, 2019

On or after July 2, 2019

Complete the section below only for those businesses that you started or acquired before July 2, 2019.

Start of 3-month period in 2019 (Required):

Click or tap here to enter Start of 3-month period for Affiliate Business 2.

End of 3-month period in 2019 (Required):

Click or tap here to enter End of 3-month period for Affiliate Business 2.

Based on the 3-month period entered above, enter the total revenue of those 3 months for 2019 and 2020.

Total Revenue for the 3 months in 2019 (Required):

Click or tap here to enter Total Revenue for 3 months in 2019 for Affiliate Business 2.

Total Revenue for the 3 months in 2020 (Required):

Click or tap here to enter Total Revenue for 3 months in 2020 for Affiliate Business 2.

Affiliated Business 3

Legal Name of Business (Required):

Click or tap here to enter Legal Name of Affiliate Business 3.

Operating or Trade Name of Business (Optional):

Click or tap here to enter Operating or Trade Name of Affiliate Business 3.

CRA Business Number (Optional): Click or tap here to enter CRA Business Number of Affiliate Business 3.

Total number of employees on April 30, 2021 (Required):

Includes the current number of full-time, part-time and seasonal workers.

Click or tap here to enter Total number of employees of Affiliate Business 3 on April 30, 2021.

When did you start or acquire your business? (Required):

Before July 2, 2019

On or after July 2, 2019

Complete the section below only for those businesses that you started or acquired before July 2, 2019.

Start of 3-month period in 2019 (Required):

Click or tap here to enter Start of 3-month period for Affiliate Business 3.

End of 3-month period in 2019 (Required):

Click or tap here to enter End of 3-month period for Affiliate Business 3.

Based on the 3-month period entered above, enter the total revenue of those 3 months for 2019 and 2020.

Total Revenue for the 3 months in 2019 (Required):

Click or tap here to enter Total Revenue for 3 months in 2019 for Affiliate Business 3.

Total Revenue for the 3 months in 2020 (Required):

Click or tap here to enter Total Revenue for 3 months in 2020 for Affiliate Business 3.

Affiliated Business 4

Legal Name of Business (Required):

Click or tap here to enter Legal Name of Affiliate Business 4.

Operating or Trade Name of Business (Optional):

Click or tap here to enter Operating or Trade Name of Affiliate Business 4.

CRA Business Number (Optional): Click or tap here to enter CRA Business Number of Affiliate Business 4.

Total number of employees on April 30, 2021 (Required):

Includes the current number of full-time, part-time and seasonal workers.

Click or tap here to enter Total number of employees of Affiliate Business 4 on April 30, 2021.

When did you start or acquire your business? (Required):

Before July 2, 2019

On or after July 2, 2019

Complete the section below only for those businesses that you started or acquired before July 2, 2019.

Start of 3-month period in 2019 (Required):

Click or tap here to enter Start of 3-month period for Affiliate Business 4.

End of 3-month period in 2019 (Required):

Click or tap here to enter End of 3-month period for Affiliate Business 4.

Based on the 3-month period entered above, enter the total revenue of those 3 months for 2019 and 2020.

Total Revenue for the 3 months in 2019 (Required):

Click or tap here to enter Total Revenue for 3 months in 2019 for Affiliate Business 4.

Total Revenue for the 3 months in 2020 (Required):

Click or tap here to enter Total Revenue for 3 months in 2020 for Affiliate Business 5.

Affiliated Business 5

Legal Name of Business (Required):

Click or tap here to enter Legal Name of Affiliate Business 5.

Operating or Trade Name of Business (Optional):

Click or tap here to enter Operating or Trade Name of Affiliate Business 2.

CRA Business Number (Optional): Click or tap here to enter CRA Business Number of Affiliate Business 5.

Total number of employees on April 30, 2021 (Required):

Includes the current number of full-time, part-time and seasonal workers.

Click or tap here to enter Total number of employees of Affiliate Business 5 on April 30, 2021.

When did you start or acquire your business? (Required):

Before July 2, 2019

On or after July 2, 2019

Complete the section below only for those businesses that you started or acquired before July 2, 2019.

Start of 3-month period in 2019 (Required):

Click or tap here to enter Start of 3-month period for Affiliate Business 5.

End of 3-month period in 2019 (Required):

Click or tap here to enter End of 3-month period for Affiliate Business 5.

Based on the 3-month period entered above, enter the total revenue of those 3 months for 2019 and 2020.

Total Revenue for the 3 months in 2019 (Required):

Click or tap here to enter Total Revenue for 3 months in 2019 for Affiliate Business 5.

Total Revenue for the 3 months in 2020 (Required):

Click or tap here to enter Total Revenue for 3 months in 2020 for Affiliate Business 5.

If you have more than 5 affiliated businesses, **complete the information in Schedule “C” for each additional affiliated business and submit with your application.**

Section 4: Payment Information

Should your application be successful, this information will be used to make payments.

Legal Organization Name (Required):Click or tap here enter legal organization name.

Street Address (Required):Click or tap here to enter head office street address

City (Required): Click or tap here to enter head office city.

Province: Ontario

Postal Code (Required): Click or tap here to enter head office postal code.

Section 5: Agreement

The undersigned, being an authorized signatory of the applicant, acknowledges and agrees as follows:

1. the information provided in connection with this application is true, accurate and complete and is subject to review and audit by the Province of Ontario;
2. the undersigned has reviewed the terms and conditions of the Ontario Tourism and Travel Small Business Support Grant attached as Schedule “A” and acknowledges that this application, including such terms and conditions, will form a binding agreement between the applicant and the Province of Ontario if this application is accepted into the program;
3. the undersigned has reviewed the application guidelines for the Ontario Tourism and Travel Small Business Support Grant, a copy of which is attached to this application as Schedule “B”; and,
4. the undersigned has the legal power and authority to make this application and enter into this agreement on behalf of the applicant, and accordingly the hereby agrees to such terms and conditions on behalf of the applicant.

Date: Click or tap here to enter the date.

Signature:



Name (Please Print): Click or tap here to enter name.

Title/Position: Click or tap here to enter title/position.

Schedule “A” Terms and Conditions

Participation in this program is subject agreement to the following terms and conditions, which shall (along with the rest of this application and the rules for this program) form a valid and binding contract between Her Majesty the Queen in right of Ontario (the “Province”) and the applicant identified in this application (the “Applicant”) following the review and acceptance of this application into the program by the Province:

1. The Applicant confirms that all information submitted by the Applicant to the Province in connection with the program is true, correct and complete. The Applicant agrees that neither acceptance into this program nor receipt of any funds will be interpreted as agreement by the Province that any information submitted is accurate or complies with the requirements of this program (including eligibility), and that such information remains subject to audit as described below.
2. The Applicant agrees to keep and maintain all records relating to this agreement, including all supporting documentation, for a period of six years following receipt of funds. The Applicant agrees that the Province, its authorized representatives or an independent auditor identified by the Province may inspect, copy and audit these records, and the Applicant agrees to help them do so, including by providing direct access to these records and providing copies of them upon request.
3. In the event the Applicant breaches any term of this agreement, or if any information provided by the Applicant to the Province in connection with this program is otherwise inaccurate or misleading, or the Applicant is otherwise not entitled to funding under this program, the Applicant shall repay all or a portion of the grant, as determined by the Province, upon the Province’s request. Any amount required to be repaid shall accrue interest from the date of the request in accordance with the *Financial Administration Act* (Ontario). The rights and remedies available to the Province under this agreement are in addition to those that may otherwise be available at law or in equity.
4. The Applicant will indemnify and hold harmless the Province, members of the Executive Council of Ontario and their directors, officers, advisors, agents, appointees and employees from and against any and all liability, loss, costs, damages and expenses (including legal, expert and consultant fees), causes of action, actions, claims, demands, lawsuits or other proceedings, by whomever made, sustained, incurred, brought or prosecuted, in any way arising out of or in connection with this agreement or the Applicant’s participation in the program.
5. The Applicant (i) is, in all material respects, in compliance with all applicable laws, statutes, by-laws, ordinances, decrees, requirements, directives, orders, judgments, licenses, permits, codes or regulations having the force of law, and any applicable determination, interpretation, ruling, order or decree, of any governmental authority or arbitrator, which is legally binding at such time, and (ii) agrees to the Province conducting the necessary due diligence and investigations in connection with such compliance.
6. The Applicant consents to the disclosure (by officials of the Canada Revenue Agency) to the Province of Ontario, for the sole purposes of verifying eligibility and administering funding under the Program, of taxpayer information obtained by the Government of Canada under the *Income Tax Act* (Canada).
7. This agreement shall be governed by the laws of the Province of Ontario and the federal laws of Canada as applicable in the Province of Ontario.
8. The individual submitting this application has the legal power and authority to make this application and enter into this agreement on behalf of the Applicant, and accordingly the hereby agrees to these terms and conditions on behalf of the Applicant.