



The Downtown Ottawa Business Relief Fund is designed to provide targeted relief to downtown Ottawa businesses that were **directly and negatively** impacted by the recent demonstrations near Parliament Hill in January and February 2022.

## What you need to know before you apply

Before you apply, please equip yourself with the following documents and information.

Be prepared to complete the online application in one sitting. It is not possible to save the application mid-process and return to it at a later time.

Please note that the owner of the business is required to fill out the online application.

## In the online application, you will be required to upload the following documents:

- A void cheque or bank letter that includes your business name and confirms details of your bank account (many Canadian banks offer a digital download of a void cheque)
- A screenshot from your CRA account to confirm your 9-digit business number
- A picture of your office or storefront that confirms that your business is currently operational. (A picture taken with your smartphone will provide the metadata needed to confirm when and where the photo was taken)

## In the application, you will be required to provide the following information:

- A description and calculation of the eligible costs your business incurred during the demonstrations between January 22 and February 28, 2022, from a minimum of \$1,000 up to a maximum of \$15,000 (before taxes). These will be broken down into the three (3) categories: security, lost inventory, and operating costs

*You will need to keep all supporting receipts/invoices that you used to calculate the eligible costs on file for seven (7) years should you be selected for audit*

- Details about your business, including address, business type, contact information, and banking details; this enables the direct deposit should your application be approved

## You will also be asked to agree to certain legal obligations that are required to apply:

- Consent and privacy notice
- Legal requirements as defined by the funders (the Government of Canada through the Federal Economic Development Agency for Southern Ontario (FedDev Ontario) and the Government of Ontario)
- An attestation to confirm your business is eligible for the funding
- An attestation to confirm the amount of eligible costs
- A final (digital) signature on the application to confirm that, upon approval from Invest Ottawa, the application will be a legally binding agreement