



SMALL BUSINESS FLOOD RECOVERY FUNDING PROGRAM APPLICATION

The Small Business Flood Recovery Funding Program is for Yukon-based businesses directly impacted by the 2023 Klondike Valley flood. This program provides small businesses with support to help pay the eligible costs directly resulting from the flooding disaster. **The funding shall be determined on a case-by-case basis and shall not exceed a program maximum of \$500,000 per business.**

Before beginning the application, you are strongly encouraged to review the eligibility requirements to ensure that your business meets the basic recipient and cost eligibility criteria. **All fields must be completed unless indicated otherwise.**

Instructions:

- Review the Terms and conditions and eligibility requirements of this program.
- Complete all sections of this form.
- Attach mandatory and required documents or provide them on request.
- Applications will be accepted on a rolling basis until October 3, 2023.
- Submit your application package

In person: 303 Alexander Street, 2nd floor, Whitehorse
Open Monday to Friday, from 8:30 a.m. to 4:30 p.m.

Email: ecdev@yukon.ca

Mail: Government of Yukon
Small Business Flood Recovery (F-1)
Box 2703
Whitehorse, Yukon
Y1A 2C6

For more information, call 867-456-3803 or toll-free (in Yukon) 1-800-661-0408 extension 3803

Download and save this application form to enter information electronically. This form does not have expanding fields. Include additional pages if required.

Applicant/Small business information	
Legal name of business	
Operating name of business (if different than legal name)	
Business registration number	Date of registration YYYY/MM/DD
Physical business address	
Mailing business address (if different than physical address)	
Business phone number	Business email
Owner/Operator name	
Phone number	Email
Is this an owner/operator small business? <input type="checkbox"/> Partnership <input type="checkbox"/> Sole-proprietor	
Is the owner of the business also the day-to-day manager, owning at least 50% of the business? <input type="checkbox"/> Yes <input type="checkbox"/> No	
Is this a home-based business? <input type="checkbox"/> Yes <input type="checkbox"/> No	

Eligibility

My business is in good standing with all applicable licenses and legislative requirements (e.g. Yukon Corporate Registries; Yukon Workers Compensation Health and Safety Board etc.)? Yes No

My business was operating and/or providing services at the time of the May 2023 flooding and experienced damage. Yes No

My business has a yearly gross revenue between \$10,000 and \$2 million. Yes No

My business has less than 20 full-time employees. Yes No

Insurance

Does the business have commercial insurance? (Please attach copy of policy) Yes No

Does the business have overland flood insurance? Yes No

If not, why?

Name of insurer

Name of brokerage

Policy number

Policy expiration date

YYYY/MM/DD

Have you contacted your insurance provider? Yes No

Have you filed a claim with the insurance provider? Yes No

If no, do you intend to file a claim? Yes No

If not, why?

Is the claim currently open? Yes No

Flooding impacts

Was this damage a direct result of the flooding that occurred in May 2023? Yes No

If yes, have you contacted a professional for repairs? Yes No

Were you on site at the time of the May 2023 flooding? Yes No

Did your business cease operations as a result of the May 2023 flooding? Yes No

If yes, when did the business close down operations?

If no, were operations impaired? If so, how?

What was the depth of the floodwaters on your property?

Provide a description of costs and timeline required for repairs, in order to allow business operation to continue (Please attach all quotes and/or invoices).

Has the damage resulted in environmental risks? Yes No

If yes, list risks below.

On the following page, complete the Damage Asset table by listing the flood related costs that you are seeking funding.

*If you require more space, print off an additional copy of this page and attach to your application.

Damaged asset	Was this item insured under your business's flood insurance policy?	If yes, list the coverage amount. If no, list the reason that this item was not covered under your business's flood insurance.
	<input type="checkbox"/> Yes <input type="checkbox"/> No	
	<input type="checkbox"/> Yes <input type="checkbox"/> No	
	<input type="checkbox"/> Yes <input type="checkbox"/> No	
	<input type="checkbox"/> Yes <input type="checkbox"/> No	
	<input type="checkbox"/> Yes <input type="checkbox"/> No	
	<input type="checkbox"/> Yes <input type="checkbox"/> No	
	<input type="checkbox"/> Yes <input type="checkbox"/> No	
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	<input type="checkbox"/> Yes <input type="checkbox"/> No	
	<input type="checkbox"/> Yes <input type="checkbox"/> No	

Required documents and activities

Keep proper records and documentation. These documents may be required to support your claim and application. Be prepared to provide copies.

Take pictures of all damaged property and items before you dispose of or repair anything.

Gather records and keep track of all your flood-related repairs and activities including:

- Labour and equipment hours.
- Materials used, including quantities.
- Specific types of equipment used, including make, model, year, horsepower and attachments.
- Extra mileage.
- Cost breakdown per repairs and activities.

Keep all quotes or estimates of cost for work, receipts, invoices and any other documents for flood-related expenses as they are required to support your claim.

You will be required to provide copies of the following (where applicable):

- A copy of your business's most recent Income Tax return.
- A copy of all applicable insurance policies.
- Description of damages, including before and after photographs.
- Detailed cost breakdown (to date) of flood damage expenditures, including:
 - » Quotes and invoices for all expenditures.
 - » Appraisal value (before and after).
 - » Repair costs.
- Additional documents may be requested, if applicable.

Note: Supporting documents will be accepted until October 1, 2024. You may submit related invoices for payment as they are paid.

Insurance: You are required to provide a copy of your insurance policy from your insurance company stating that insurance coverage on the damaged property/chattels does not cover flood related damages.

The Government of Yukon may contact your insurance provider or broker or require that you do to determine whether overland flooding coverage was available and if so, at what cost.

Inspection: The Government of Yukon may require an engineering damage assessment of the property. If this is the case, a person must be present to meet the engineer. The person should be knowledgeable and able to identify:

- Conditions prior to flooding.
- Damages caused by the flood event.
- Temporary repairs made and conditions prior to repairs.

The Government of Yukon's Department of Economic Development will identify whether an inspection is required, and what records and documents are required as part of your inspection.

Applicant declaration

I understand that:

- This application does not constitute an agreement on the part of Economic Development, or its agents, to provide my business with assistance.
- Any information will be kept strictly confidential and not disclosed except in accordance with the *Access to Information and Protection of Privacy Act*.
- An assessment of the damages may be necessary to qualify for the Flood Recovery Funding Program.
- Economic Development has no direct relationship with any contractor and/or supplier.

I authorize and grant permission to:

- The Department of Economic Development, or its agents, to make any or respond to any inquiries that are necessary to verify the facts contained in this application, including contacting my insurance provider and/or broker.

I certify:

- The information provided in this application is correct and complete and contains only truthful information to the best of my knowledge.
- I am a Yukon resident, as defined below:
“Yukon Resident” means a person who makes the Yukon their permanent and principal home for at least 90 days prior to signing this agreement/declaration.

I am aware that if any part of this declaration is untrue, and I am granted funding based on this declaration, I may be prosecuted.

Access to information and protection of privacy

Personal and/or third-party information on this form is collected under the authority of Section 29(c) of the *Access to Information and Protection of Privacy (ATIPP) Act* for the purpose of carrying out the Economic Development Funding Program, including program evaluation, and/or providing financial assistance to the applicant.

The collection, use and disclosure of your personal and/or third-party information is managed in accordance with the *ATIPP Act*.

For more information about the collection, use and disclosure of personal and third-party information, please contact the Department of Economic Development’s ATIPP Coordinator at 867-667-5946 or our main line at 867-456-3803.

APPLICANT NAME [PRINT]

TITLE

APPLICANT SIGNATURE

DATE

Terms and conditions

The Small Business Flood Recovery Funding Program is a one-time program providing financial assistance to small businesses for relief and recovery costs from damages and loss caused by flooding in the Klondike Valley area in May 2023.

Program information

Eligible items: For a list of eligible and ineligible items, refer to yukon.ca/small-business-flood-fund.

For some eligible items, you may need to meet additional conditions to qualify for the funding.

Important: The Small Business Flood Recovery Funding Program helps applicants recover flood related costs by providing funding for uninsurable damages and losses to basic and essential business-related items and activities. The costs of restoring or replacing items that were insured or insurable are not eligible for funding under this program. These will be reviewed on a case-by-case basis. Discuss your options with Economic Development.

Eligible applicants: The following are eligible to apply for flood recovery funding:

- A business that is managed by the owner on a day-to-day basis and who owns at least 50% of the business;
- The gross revenues of the business are at least \$10,000, but less than \$2 million in the year immediately preceding the disaster; and
- The business employs less than 20 employees at any one time.

You must have an existing small business that is in operation in the Yukon and located in the flood-affected area. You must meet additional eligibility criteria prior to submitting an application.

Refer to the eligibility criteria at yukon.ca/small-business-flood-fund. You will also find a list of who is ineligible to apply.

Funding:

The Department of Economic Development will provide up to a maximum of \$500,000 for eligible and approved costs.

Application process: Contact and discuss your application with the Department of Economic Development to understand the application process and ensure your application meets the program eligibility criteria and terms and conditions. Applicants can submit their applications at any time prior to the program expiring October 3, 2023. Applications are reviewed in the order they're received.

We will review your application and may ask for more information or supporting records and documentation. If this happens, we'll put your application on hold until you provide the information. We will provide you with updates on your application as we process it. When we approve your application, we will send you a confirmation letter. We may reject and return ineligible or incomplete applications.

If this happens, you can:

- discuss how to improve your application with the Department of Economic Development;
- update your original application; and
- resubmit your application.

Funding information

Program lifetime: The Small Business Flood Recovery Funding Program is effective as of June 30, 2023. The program funding intake closes on October 3, 2023.

Limits to program: The Government of Yukon does not approve funding for an amount that is more than the value of the total project or of individual products or services. In the case of repair costs exceeding the appraised value of real property, the latter shall be funded.

For businesses that do not carry insurance, only those losses for which they could not have obtained insurance coverage at reasonable cost will be eligible, to ensure equal treatment with those who had insurance coverage.

Impartiality and conflicts of interest: An applicant approved for funding is required to prevent and avoid conflicts of interest when implementing their project. This includes only purchasing goods and services from businesses that are at arm's length from the applicant. At arm's length means that there is no immediate family member(s) of the applicant (connected by blood relationship, adoption, marriage or common law partnership), no business affiliates of the applicant or any other individuals controlled in any way by the applicant connected to the businesses used or involved in implementing the project.

Documents, receipts and invoices: Where applicable, all supplied supporting documents, receipts and invoices must have the applicant's name as found on this form. Example: Applicant name must match name on a property tax invoice (if this document is requested). Receipts and invoices must be legible, itemized and include: purchase date, purchaser name, retailer/ supplier name, item description and cost. All receipts and invoices must be accompanied by the corresponding proof of payment (e.g. credit/debit slip, cancelled cheque) to be eligible. Every receipt and invoice must have a zero balance owing or be noted as "paid in full" and initialed by the supplier. Funding payment will be made to the applicant identified on this form. It is the applicant's responsibility to ensure that any other parties that may have participated in the purchase or project are aware of this application and approve of these terms. Final funding payment will only be issued upon submission of all receipts and invoices for the completed project.

State of applications and payment: Receipts, invoices and required documents must be dated within one year of the date the application package is submitted to Economic Development. The Government of Yukon is not responsible for lost, late, misdirected, damaged, illegible, incomplete, or ineligible applications. Allow up to 12 weeks for payment. Payment may be done by direct deposit if you

have been employed or under contract with the Government of Yukon.

General

Limitations of liability: The Government of Yukon is not responsible for product installation, the quality of work or service by a contractor, the completion of projects or the quality of products purchased. Under no circumstances will the Government of Yukon, its officers, employees or agents be liable for any injury, losses or damage of any kind arising from the information provided. The applicant releases the Government of Yukon from claims, demands, damages, actions, or causes of actions arising or to arise out of any decision by the applicant not to undertake some or all the repair/ recovery options.

Contact

Department of Economic Development

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