**WEI Regional Relief and Recovery Fund (RRRF)**

**Application for $20,000 Top Up**

**APPLICATION DEADLINE**

* Funding is limited and approved on a ***first come, first served basis***
* Email this application ***before*** **June 30, 2021**
* A copy of your $40,000 RRRF application has been sent to you. Confirm that the information in your application is still current and has not changed. Provide any updates and changes in a separate page.
* Your Business Advisor will send you an email with any required updated information or documents required.

**Email your completed application and all supporting documents to** **wecinfo@wecm.ca**

**Email subject line should read: RRRF $20,000 Loan Application**

**The Regional Relief and Recovery Fund provides funding to support viable businesses that do not qualify for the Canada Emergency Business Account (CEBA) or other government recovery funds.**

Small business owners impacted as a result of the COVID-19 pandemic who received a loan of $40,000 through the Regional Relief and Recovery Fund (RRRF) can apply for an additional loan of up to $20,000 through the RRRF.

The Regional Relief and Recovery Fund provides funding to support businesses that have not been approved for supports through the Canada Emergency Business Account (CEBA) or the Emergency Loan Program delivered through Aboriginal Financial Institutions.

**General Details of the $20,000 Top Up RRRF Loan:**

* Applicant must have borrowed the maximum initial loan of $40,000 from the RRRF;
* Maximum loan of $20,000;
* 0% interest until December 31, 2022;
* No principal payments through December 31, 2022;
* Principal repayments can be voluntarily made at any time without penalty;
* 50% up to a maximum of $10,000 in loan forgiveness is available, provided the outstanding balance is paid back by December 31, 2022;
* If any part of the balance is not paid by December 31, 2022, the remaining balance will be converted to a 5% term loan effective January 1, 2023; and,
* The full balance must be repaid no later than December 31, 2025.

Enter the required information in the space provided. An asterisk (**\***) indicates a required field.

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| organization information |
| Legal name of applicant organization: |  **\*** |
| Operating name if different than legal name: |  |
| How many employees currently work for your organization?  | Full Time #: **X.XX \*** Part Time #: **X.XX \*** |
| Estimate the number of jobs created, maintained or expanded over the next year if approved for this loan program? | Jobs created Total Full Time #: \* Total Part Time #: \*Jobs maintained Total Full Time #: \* Total Part Time #: \* |

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| PRIMARY CONTACT: The Primary Contact will be contacted for any follow-up to this application. |
| First name: | **\*** | Last name: | **\*** | Title: | **\*** |
| Email address: | **\*** | BusinessTelephone: | **\*** | Cell: |  \* |

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| FUNDING REQUEST |
| **What amount of loan funding is being requested?** **NOTE:** Maximum request is $20,000 | **$ XXXX\*** |
| **Please identify the amounts to be used within the following expense categories below. The funds from this loan may only be used by the Borrower to pay non-deferrable operating costs for which the applicant *has not previously received assistance from other federal and provincial funding measures.*** **NOTE: Total should equal the amount of funding requested.** |  |
| **Payroll (salaries and benefits)** – **NOTE**: Cannot be used for payroll costs previously supported through the Canada Emergency Wage Subsidy (CEWS).  | **$ XXXX\*** |
| **Property taxes** | **$ XXXX\*** |
| **Rent** – **NOTE:** Cannot be used to replace occupancy costs previously supported through the Canada Emergency Commercial Rent Assistance (CECRA). | **$ XXXX\*** |
| **Utilities** | **$ XXXX\*** |
| **Cleaning supplies and additional safety measures** | **$ XXXX\*** |
| **Bank interest / charges** | **$ XXXX\*** |
| **Office supplies and vehicle operating expenses** | **$ XXXX\*** |
| **Lease payments for existing equipment / machinery** | **$ XXXX\*** |
| **Professional Fees** | **$ XXXX\*** |
| **Insurance** | **$ XXXX\*** |
| **Regularly scheduled debt servicing** – **NOTE:** Cannot be used to payoff existing loans | **$ XXXX\*** |
| **Other eligible expenses** (retooling, rethinking workflows, automation, robotics, developing new markets etc.).**Please describe:**  | **$ XXXX\*** |
| **TOTAL (must not exceed $20,000)** |  |

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| **GOVERNMENT OF CANADA COVID-19 SUPPORT MEASURES**Recipients of funding from the following federal relief measures may not be eligible for funding under the Regional Relief and Recovery Fund: |
| Has your business applied, received or been deemed ineligible for any of the following federal COVID-19 economic support measures? \*  |
| Canada Emergency Business Account | [ ]  Applied [ ]  Approved [ ]  Rejected [ ]  Do not meet eligibility criteria [ ]  Did not apply \* |
| Canada Emergency Wage Subsidy (CEWS) | [ ]  Applied [ ]  Approved [ ]  Rejected [ ]  Do not meet eligibility criteria [ ]  Did not apply \* |
| Has your landlord applied for Canada Emergency Commercial Rent Assistance (CECRA)? | [ ]  Applied [ ]  Approved [ ]  Rejected [ ]  Do not meet eligibility criteria [ ]  Did not apply \* |
| Manitoba GAP Protection Program (MGPP) | [ ]  Applied [ ]  Approved [ ]  Rejected [ ]  Do not meet eligibility criteria [ ]  Did not apply \* |
| Manitoba Bridge Grant | [ ]  Applied [ ]  Approved [ ]  Rejected [ ]  Do not meet eligibility criteria [ ]  Did not apply \* |
| Canada Emergency Response Benefit (CERB) | [ ]  Applied [ ]  Approved [ ]  Rejected [ ]  Do not meet eligibility criteria [ ]  Did not apply \* |
| Any other federal of provincial COVID-19 emergency relief programs? | [ ]  Applied [ ]  Approved [ ]  Rejected [ ]  Do not meet eligibility criteria [ ]  Did not apply \* |
| If you have selected “Approved” for any of the above programs please state the total amount of funding received and the name of the program(s). |  |

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| **Access to Additional Funds** |
| Does your business have access to any other forms of credit? (loans, LOCs etc.)  | [ ]  Applied [ ]  Approved [ ]  Rejected [ ]  Do not meet eligibility criteria [ ]  Did not apply \* |
| If you selected ‘APPROVED” please state the total amount received and who provided it. |  |

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| **EXPECTED IMPACTS** |
| Have you had to alter your regular operations to manufacture Personal Protective Equipment (PPE)? **\*** |  [ ]  Yes [ ]  No  |

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| AUTHORIZED OFFICIAL OF THE APPLICANT ORGANIZATION ACKNOWLEDGEMENTS |
| The application form must be submitted by a member(s) of your organization with signing power/authority to enter into a legal agreement.  |
| On behalf of the Applicant Organization I declare that:[ ]  The organization suffered a financial hardship resulting from COVID-19 pandemic. \*[ ]  The information provided in this application is accurate. \*[ ]  The organization acknowledges its intention to continue to operate its business in Manitoba.\* *[ ]*  The organization has applied and been declined for Canada Emergency Business Account funding, is not eligible for Canada Emergency Business Account funding, or will not apply for Canada Emergency Business Account funding if their application to the RRRF is successful. \**[ ]*  An audit may be conducted by the Government of Canada or any of its agents to ascertain the veracity of this attestation and the eligibility of the applicant under the program. \**[ ]* The organization will provide the Women’s Enterprise Centre of Manitoba or any of its agents with required financial information.\**[ ]* The organization will use any funding received as working capital in the categories outlined in the operating costs section of this application.\* |
| On behalf of the Applicant Organization, I hereby acknowledge and agree that:* This application does not constitute a commitment from the Women’s Enterprise Centre of Manitoba for funding.
* Any funds received under this program are repayable contributions to the Women’s Enterprise Centre of Manitoba, *less conditionally forgivable portions where and when applicable*.
* The terms and conditions of any financing which may be authorized will be set forth in a Letter of Offer, for agreement and acceptance by the Applicant Organization.
* By signing this form, you are granting the Women’s Enterprise Centre of Manitoba access to personal information under the Personal Information Protection and Electronic Documents Act (PIPEDA). This information will be protected and used in conformity with PIPEDA and the Privacy Act. Under these Acts, each Recipient has access to their personal information and has the right to demand any modification. This information will be maintained by the Women’s Enterprise Centre of Manitoba.

I authorize the Women’s Enterprise Centre of Manitoba, its officials, employees, agents, and contractors to make enquiries of such persons, firms, corporations, federal, provincial and municipal government departments/ agencies, and non-profit, economic development, or other organizations as may be appropriate, and to collect and share information with them, as the Women’s Enterprise Centre of Manitoba deems necessary in order to assess this application, to administer and monitor the implementation of the subject project and to evaluate the results of the project and related Programs.*[ ]* **I have read and agree with the above acknowledgements and certify that all statements and information provided in this application are true, complete, and correct to the best of my knowledge.** \* |
| **Authorizing Official Contact Information** - Official signing affidavit |
|  First name: | **\*** | Last Name: | **\*** |  Title:  | \* |
| Email Address: | **\*** | Telephone: | **\*** | Cell: |  |
| Signature: | **\*** | Date: | **\*** |
| **Second Authorizing Official Contact Information** - Official signing affidavit |
|  First name: | **\*** | Last Name: | **\*** |  Title:  | \* |
| Email Address: | **\*** | Telephone | **\*** | Cell: |  |
| Signature: | **\*** | Date: | **\*** |

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* Email this application ***before*** **June 30, 2021**
* Email any requested information or documents asked by your Business Advisor

**Email your completed application and all supporting documents to** **wecinfo@wecm.ca**

**Email subject line should read: RRRF $20,000 Loan Application**

The Regional Relief and Recovery Fund is provided with the support of the Government of Canada

through Western Economic Diversification Canada.



**PRIVACY NOTICE AND CONSENT \***

The Women's Enterprise Centre of Manitoba (WECM) values our relationship with you and respects your privacy. We do not sell or barter your information to third parties. There may be times when the information you have provided may be used for statistical or research purposes. Your information will be used in a manner that will ensure its confidentiality.

I/we understand and acknowledge that WECM collects, uses and discloses my personal information on the basis outlined in WECM’s [Privacy Code](https://wecm.ca/privacy-policy/).

*[ ]* By requesting and using WECM’s services, I/we hereby consent to the collection, use and disclosure of

 my/our personal information by WECM only as indicated above.

**ACKNOWLEDGEMENT AND RELEASE \***

I/we acknowledge the Women’s Enterprise Centre of Manitoba (WECM) is NOT providing me/us professional

financial or legal advice, butrather offers itself as a source of information, counsel, support and direction to

further resources.

I/we acknowledge that the WECM has advised me/us to seek professional financial and legal advice and to

conduct my/our own investigations into all matters concerning the business. The WECM has advised me/us not

to rely solely on the information and advice provided to me/us by or on behalf of the WECM.

I/we hereby release the WECM, its directors, representatives and employees from responsibility should I/we

choose to act solely on the information and advice provided to me/us by or on behalf of the WECM.

I/we acknowledge as well that the WECM, its directors, representatives and employees have not held

themselves to be expert in any particular field, but rather to be a source of information, support and

encouragement for women in business.

*[ ]* On behalf of myself, the company, partnership or organization that I represent, I acknowledge that I have

 read and understood the above.

**APPLICANT DECLARATION \***

I/we declare that all information provided herein is true, complete and correct, to the best of my knowledge.

I/we further consent to the Women’s Enterprise Centre of Manitoba (WECM) retaining copies of any and all

information and documents received from the undersigned, including my business plan and supporting

documents.

*[ ]* On behalf of myself, the company, partnership or organization that I represent, I acknowledge that I have

 read, understood and consent to the above Privacy Notice and Consent, Acknowledgement and Release,

 and the Applicant Declaration above.