



BC Fires
Support to Small Business and
First Nations Cultural Livelihoods Program
Additional Financial Assistance

Application Instructions
First Nations Cultural Livelihoods

Step 1: Complete the application

You can complete the application form in two ways:

- a. Complete the forms attached to this package **OR**
- b. Complete the same application online by going to www.redcross.ca/bcfires/smallbusiness and clicking on the link for the First Nations Cultural Livelihood Application Form

Step 2: Submit your documents

Find your supporting documents and make a copy to submit along with the application (please keep your originals). Check the list on page 3 for examples

After completing the application, either in paper form, or online, **please remember to mail copies of your required documents to the address noted below.**

You can submit your application form online, or send it in along with your supporting documents in one of the following ways:

By Mail:

Marsh Canada
Attention: Nancy Pratt
#800 - 550 Burrard Street,
Vancouver, BC V6C 2K1

By Fax: 1-416-815-3618

Need help?

If you have any questions or require assistance, please contact:

Email: BCSmallBizSupport@redcross.ca

Phone the Helpline: 1-855-999-3345

The program is open until 11:59 PM PST May 4th, 2018.



BC Fires Support to First Nations Cultural Livelihoods Program *Additional Financial Assistance*

The program is open until 11:59 PM PST May 4th, 2018.

The second phase of the Canadian Red Cross Support to Small Business Program, through the generous funding from and in partnership with the Government of B.C., is providing additional financial and other assistance to eligible small business owners and on-reserve First Nations members who conduct cultural livelihoods that support their communities impacted by the British Columbia 2017 wildfires. This additional financial assistance is to provide support for uninsured financial losses as a result of interrupted business operations, due to the wildfires.

The amount of financial assistance provided to eligible livelihoods will be based on their individual needs, as determined through the application process.

Minimum requirements to apply:

1. Have 50 employees or less.
2. Be located in a community that was under an evacuation order or evacuation alert as a result of the 2017 British Columbia Fires, including First Nations businesses or traditional cultural livelihoods located on-reserve
Additional eligible communities identified by the Province of BC are listed at:
http://www.redcross.ca/crc/documents/Additional-communities-eligible-for-SSB_Aug21.pdf
3. Have been in operation on or before July 7, 2017.
4. Be financially vulnerable as a result of the 2017 BC Fires.
5. Have resumed or are intending to resume operations.
6. Have a net income of less than \$250,000 (calculated as revenue less expenses).
7. Have the business or livelihood be their primary source of income.

Important Notice:

Applicants must submit documentation to support of their application. A list of the types of possible documents you can submit is on the next page (#3). You must submit a copy of one document from each column.



BC Fires Support to First Nations Cultural Livelihoods Program *Supporting Documentation Required to Apply*

In order to participate in Phase 2 of the BC Fires Support to Small Business and First Nations Cultural Livelihoods Program, the business or individual will need to supply documentation from each of the following categories. Please note additional documentation may be requested during the review process.

Please provide a copy of one document from each column:

Financial

Please provide most recent statement of the following:

- For First Nations Cultural Livelihoods, please complete the *Schedule of Revenue and Expenses* (www.redcross.ca/crc/documents/SSB-Schedule-of-Revenue-and-Expenses.xlsx)
- T1 General Income Tax Return (personal) showing business income
- T2 Corporation Income Tax Return
- T2125 Statement of Business or Professional Activities
- Schedule 5 – Tax Calculation Supplementary – Corporation Form
- Schedule 427 – British Columbia Corporate Tax Calculation Form

Please call or email for support with any unique circumstances with providing standard documentation:

Email: BCSmallBizSupport@redcross.ca

Phone the Helpline: 1-855-999-3345

Licensing

- Copy of an invoice or bill from third party for goods or services purchased by the small business or individual, referencing the name of the business or individual and purchased within the last 12 months
- Copy of a receipt provided to a client or customer for goods or services sold by the small business or individual, referencing the name of the business or individual and sold within the last 12 months
- Business License
- Professional License
- BC Registration
- Other Provincial or Federal license
- Farm Registration Number
- Agricultural License
- Trapper License number
- AGR-1 Statement of Farm Support Payments

To protect your privacy, please black-out or cover any Social Insurance (SIN) numbers or other sensitive personal information on your submitted document.



BC Fires

First Nations Cultural Livelihoods Application

For the purpose of the Canadian Red Cross Small Business Support Program

Please submit your application by May 4th, 2018 to be eligible for the program.

PART 1 - APPLICANT INFORMATION

Note: Please complete the entire questionnaire and be as accurate as possible, as this information will be used by the Administrator to determine your funding approval. If you have any questions, please reach out to the support desk at BCSmallBizSupport@redcross.ca or 1-855-999-3345.

Contact Info:

_____	_____
First Name	Last Name
_____	_____
Phone No.	Email Address

Name of the First Nation / Community:

Please identify which of the examples below best describes your cultural livelihood.

- Artist / Artisan
- Carver
- Creates beadwork, quillwork, jewelry, regalia, and/or ceremonial goods
- Hunter, trapper, fisher
- Community wellness (example: conducting circles)
- Ceremony: individual whose livelihood is based on conducting cultural ceremonies and/or the passing of traditional knowledge through cultural practices
- Helper: individual whose livelihood is based on learning to conduct ceremonies or using medicines and acting as a helper to the individuals conducting the ceremony
- Medicine holders: individual whose livelihood is based on being knowledge keepers around medicines and who share this knowledge for the benefit of community
- Other: _____

Please tell us about your livelihood how it supports your income.

What percentage of the Cultural Livelihood activity happens on-reserve?

_____ %

How long have you been doing your Cultural Livelihood?

_____ Years _____ Months

Is this Cultural Livelihood your primary source of income?

Yes No

If yes, approximately how much do you earn in 1 year? \$ _____

If no, please comment on your other sources of revenue:

** Please complete the **Schedule of Revenue and Expenses** in your package. **

Did you experience a loss of income or revenue with your Cultural Livelihood due to the BC Fires?

Yes No

If yes, approximately how much income or revenue did you lose due to the BC Fires?
\$ _____

How was your Cultural Livelihood affected by the BC Fires (select all that apply below)? Please indicate if there was a cost to replace what was damaged or destroyed.

Raw materials damaged/destroyed \$ _____

Tools / Equipment damaged/destroyed \$ _____

Events/Ceremonies cancelled \$ _____

Other (please describe below) \$ _____

Have you resumed your Cultural Livelihood activities?

Yes No

If no, do you intend on resuming your activities?

Yes No

Are you in need of financial assistance?

Yes No

PART 2 – APPLICATION CERTIFICATION

- a. I have read the information provided by the Canadian Red Cross in relation to the BC Small Business/ First Nation Cultural Livelihood Support Program at www.redcross.ca, and acknowledge and consent to having the information provided used to determine this Application's eligibility for funding.
- b. I understand, acknowledge and agree that the Administrator may disclose all information submitted and all information relating to this Application to the Canadian Red Cross, and to others as required for the provision of assistance or as required by law.
- c. I certify that I am in need of financial assistance as a result of the BC Fires 2017 and that I am not seeking duplication of assistance.
- d. I understand that by certifying this Application, I attest that all information is true, accurate and complete.
- e. I understand that any false statements or deliberate omissions may disqualify the application.

By signing below, I affirm that I have read, understand and comply with all certifications listed above.

PRINT NAME

SIGNATURE

DATE



BC Fires Support to Small Businesses and First Nations Cultural Livelihood Schedule of Revenue and Expenses

Only to be used for businesses in operation less than one year
and for First Nations Cultural Livelihood applicants

Registered Business Name or
Name of First Nations individual: _____

Application ID (if applicable): _____

Operating Year: _____

	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Total
Revenue													\$0.00
	-	-	-	-	-	-	-	-	-	-	-	-	
Expenses													\$0.00
	=	=	=	=	=	=	=	=	=	=	=	=	
Net Income (Revenue less Expenses)	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0.00

In lieu of tax documents, I am providing a Schedule of Revenue and Expenses
and attest that this is an accurate accounting of my business or livelihood activities.

Applicant's Name: _____

Signature _____

Please upload a copy of the schedule of revenue and expenses to your online application OR submit it by mail, fax or email.



**Support to Small Business, Not-for-Profit organizations and
First Nations Cultural Livelihoods program
Phase 2: Frequently Asked Questions for
First Nations Cultural Livelihoods Applicants**

What is the First Nations Cultural Livelihood program?

The program provides funding to individuals whose livelihood was impacted as a result of the fire. This includes individuals who support themselves through traditional cultural livelihoods and the value they have in community.

What do we mean by cultural livelihoods?

We recognize that there are individuals whose primary source of income and livelihood is through traditional and cultural activities such as beadwork, making cultural regalia, conducting ceremony, trapping, etc. Our list is not exhaustive, so please tell us about your livelihood if you don't see it on the list. We also recognize that tax requirements for on-reserve businesses and livelihoods are different than off-reserve, and our application process takes this into consideration.

How can you access the program?

This application is available in 3 different ways:

- Online: The application form can be accessed at: www.redcross.ca/bcfires/smallbusiness
- Paper form: This has been provided to the Chief of your community. Red Cross Community Outreach teams will also have copies of this with them for distribution, and individuals can pick them up at the Red Cross Support Centre nearest them.
- Phone: Interested members can call the Small Business Support Helpline at 1-855-999-3145 to provide their information verbally to a call centre agent.

Do I have to submit the required documentation?

Yes, the supporting documentation is required to validate the livelihood activities. The application cannot be reviewed without these documents, so you should remember to send them in with their application. This can be done by email, fax or mail. Look at the application package for more details.

Is the application the same for small businesses and First Nations cultural livelihoods?

No, there is a different application for both. Recognizing that individuals conducting Cultural Livelihoods typically do not operate as a "business", the application for Cultural Livelihoods has been streamlined and simplified.

What if I've already completed the small business application form?

No problem at all, you can still submit that form to us along with the supporting documentation.

I heard there was some financial assistance available for cultural livelihoods, but I missed the deadline. Can I still apply?

If you missed the deadline for the \$1,500 (October 31, 2017), you can apply for Phase 2 of the program (currently open till May 4, 2018) and your application will be reviewed for both phases of the program at the same time.

How does my application get validated?

Once applications and supporting documentation have been received and reviewed by the program administrator, your Chief or his/her designate will be asked to sign a legal attestation confirming that the information provided by the applicant is valid.