

Sector Impact Support Program Application Guide

The Sector Impact Support Program (SISP) will provide assistance to small businesses directly impacted by orders under the Health Protection Act related to the hosting of non-essential events and that are required to comply with the COVID-19 Protocol for Proof of Full Vaccination for Events and Activities.

Please review this guide prior to completing the online application.

Program Overview

The Sector Impact Support Program provides a one-time grant of up to \$7,500 to help small business owners that have been impacted by the new provincewide public health restrictions. The SISP is administered by the Nova Scotia Department of Economic Development. Funding is provided through the Nova Scotia COVID-19 Response Council at Dalhousie University.

Application Instructions

Applications can be submitted online at <https://surveys.novascotia.ca/SISPGrant#>

If you are not able to complete the electronic application and are required to submit a paper-based application, please contact the program administrator at SISPAPP@novascotia.ca

Definitions

Qualified business or eligible business means a business meeting the eligibility criteria as provided in the Sector Impact Support Program guidelines.

Gross payroll cost means the sum of T4 reportable remuneration expense for the month of November 2021.

Primarily business activity means the business activity of the applicant that accounted for 50% or more of the gross revenues of the business in the most recently filed tax year.

Required Business Information

You will be required to provide the Registry of Joint Stock Company Number and Canada Revenue Agency Business Number of the applicant.

Registry of Joint Stock Company Number (RJSC) – this number is assigned to businesses registered in Nova Scotia. Please ensure the registration of the business is current. Payments will not be issued until RJSC status is confirmed as active.

Extra-provincial and federal corporations are eligible to apply, provided they are otherwise registered to operate in Nova Scotia. For more information, please visit: <https://beta.novascotia.ca/register-extra-provincial-federal-or-foreign-corporation>

Canada Revenue Agency Business Number – is a 9-digit number and the standard identifier for businesses, which is unique to a business or legal entity. This number is assigned to the business by the CRA when the business registers for program accounts, such as payroll deductions or HST remittances.

To be eligible for the SISP, the business must have an active CRA Business Number.

Required Documentation

Applicants are required to provide the following documents to confirm the financial information provided in the application. These may be uploaded during the application process. If you are unable to upload the documents at the time of application, please refer to the alternative submission instructions below.

1. Documentation to support grant amount claimed

If you have selected a rebate based on payroll costs, this may include:

- Internal payroll expense summary for the period November 1 to November 30, 2021; or
- Written confirmation of November 2021 payroll cost from a professional, external accountant

If you have selected a rebate based on gross revenue, this may include:

- A copy of your HST return for November 2021; or
- Internal income statement for the period November 1 to November 30, 2021; or

- Written confirmation of November 2021 gross revenue from a professional external accountant

2. Documentation to support to gross revenue amount

To confirm the total gross revenue of the business, your application must include a copy of your T1, T2, or T3010 tax document for the most recently filed tax year. This submission should include any relevant schedules or worksheets that clearly demonstrate the total gross revenue of the business.

If the business has not yet completed its first year, please provide an internal year-to-date income statement.

Document format requirements

The online application supports the following file types: DOC, DOCX, GIF, JPG, JPEG, MP3, PDF, PNG, PPT, PPTX, XLS, XLSX. Maximum file size restricted to 20000 KB.

Alternative document submission procedures

If you are unable to upload the required documents at the time of application, you may provide the documents in one of two ways:

1. You may email the documents to the program administrator at SISPAPP@novascotia.ca
2. You may mail or courier the documents to the Nova Scotia Department of Economic Development at:
Department of Economic Development
Attention: Sector Impact Support Program
1809 Barrington Street (CIBC Building), Suite M103
Halifax, Nova Scotia
Canada B3J 3K8

Multiple Business Locations

As with the Small Business Impact 3 Program, SISP applicants may claim a rebate for additional business locations operated under the same corporate entity. You may claim a rebate of up to \$7,500 for each eligible business location.

You will have the option during the application to indicate you intend to apply for additional locations. If this option is selected, the program administrator will contact you with instructions for making additional claims.

Payments

Funding for the SISP is provided through the Nova Scotia COVID-19 Response Council at Dalhousie University. All payments will be made through cheque or direct deposit issued by Dalhousie University.

By default, payments will be issued by cheque and mailed to the address provided in the application. If you received a payment from Dalhousie University by direct deposit for either the Covid-19 Small Business Impact Grant part 1 or 2, or the Small Business Reopening Grant, you may be eligible to receive your payment through direct deposit if your banking information has not changed. You will have an opportunity to select this option during the application.

Please do not send updated banking information to the program administrator.

Questions?

If you have any questions, please contact the program administrator at SISPAPP@novascotia.ca