

# Strong Recovery Adaptation Rebate (SRAR) Application Instructions

The following document is to help you complete an application for the Strong Recovery Adaptation Rebate.

## General Guidelines

- (1) Application must be submitted as an e-mail attachment to SRAR@gov.sk.ca
- (2) All pages of the application must be completed.
- (3) All receipts for expenses claimed must be attached. Photos of receipts, scanned or other formats are acceptable.

## (1) BUSINESS TYPE

In this section, choose only one business type from the drop-down menu that best reflects your business. The items in bold are the options you will see. The text following each option describes examples of businesses that might fall within each business type option. If your business does not fall within any of these options, please choose “other” and provide a brief description in the box provided similar to one of those in the examples below.

- **Accommodations:** Hotels, Motels, Bed & Breakfast
- **Restaurants and licensed establishments:** Diners, Pubs, Eateries
- **Breweries or distillers:**
- **Food and Beverage Retail:** grocery stores, health and personal care product stores, convenience stores, beer, wine and liquor stores
- **Other Retail:** clothing and accessories, motor vehicles, farmers market, market garden, and other retail, including equipment or vehicle rentals
- **Sport and Recreation:** facilities, dance studios, yoga, arts, and children’s programming
- **Childcare:** licensed centers, home daycares
- **Events facilities and services:** event planning, travel planning, travel agencies
- **Arts, culture and entertainment:** theatres, museums, and drive ins
- **Personal services:** hairdressers, tattooists, funeral services
- **Business consulting services or training providers:**
- **Other:** information services, manufacturing, agriculture, construction, real estate, transportation, warehousing, utilities, mining, quarrying, oil and gas extraction, finance and insurance

## (2) APPLICANT INFORMATION

Only individuals whose names are listed on the application as the claimant or the contact person can be contacted to discuss matters pertaining to the claim; minors (those under the age of eighteen) should not be listed. Payments will be made to the business name listed on the application. If the claimant authorizes the Government of Saskatchewan to correspond with a person other than the claimant, their contact information should also be included.

Contact information listed should be the primary e-mail address where all correspondence will be sent and the telephone number at which the applicant can be reached. An alternate email address should also be included if the applicant will be unavailable or difficult to reach, but it is not required.

If you are a sole proprietor or a partnership, please include the SIN number and full legal name of the business owners. For partnerships, all owners must be included, separated by a comma (",").

### **(3) BUSINESS LOCATION INFORMATION**

Provide the actual address of the business if it is not the same address used by the applicant. Legal land description is accepted.

### **(4) DESCRIPTION OF BUSINESS ADAPTATION INVESTMENT AND ELIGIBILITY**

This program reimburses one-time, incremental investments made to adapt your business model as a result of the COVID-19 pandemic. Please explain how the invoices included with your application meet this requirement. Please do not include expenses that have been reimbursed or compensated for through other government (provincial, federal, municipal) programs. If you are a business that does not meet the standard program criteria, please provide any additional information that supports your application. For example, if you are a new business that was not in operation in April of 2019 please provide alternative information with respect to your losses and how your business model has had to adjust due to COVID-19.

This section also includes questions about how the Rebate will help you retain your workforce. Please indicate if this rebate will help, how many positions it will help you retain, and explain if there will be any training or skills development for your staff associated with your business adaptation.

### **(5) ITEMS CLAIMED**

Please list all items being claimed. Note that expenditures must have been made in order to be claimed. The Government of Saskatchewan reserves the right to investigate and verify any and all expenditures claimed in the application.

### **(6) REVENUE CRITERIA**

To apply, your business must have experienced a loss of sales revenue equal to at least 30% in each of April, May and two other months you select within the eligibility period, as compared to the same months in 2019. If you are claiming January or February 2021 losses, you may use a comparison to the same month in 2020 and provide an explanation in section 4. If you are a new business and do not have data from the same period in 2019, please explain in section 4 how you can demonstrate a loss in sales revenue.

### **(7) BUSINESS ATTESTATION**

Please confirm that your business has met all of the requirements as outlined in the program

regulations and guidelines. If you are unable to answer yes to any of the questions, please explain why you feel you still qualify in section 4.

**(8) DECLARATION, SIGNATURE AND WITNESSES**

Read over this section carefully prior to signing the application.

All applications must be signed and dated prior to processing. Digital signatures are accepted.

**Submit Your Application**

Once you have completed and validated the application form, please include the saved application form and receipts in an email and send to [SRAR@gov.sk.ca](mailto:SRAR@gov.sk.ca)

Once your application is received you will receive email within 3 business days acknowledging receipt of your application and providing instructions on how to set up direct-deposit payment.