

Program Overview and Application Instructions

This document is used for the Saskatchewan Small Business Emergency Payment (SSBEP) program.

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PROGRAM OVERVIEW

The SSBEP program has been launched as a result of the COVID-19 pandemic. The program provides financial assistance to small businesses that have been ordered to temporarily close or substantially curtail operations through the public health orders by the Chief Medical Health Officer of Saskatchewan. The program provides a payment to businesses that can be used for any purpose which may include ongoing fixed costs or reopening once the pandemic is over. The SSBEP program has been extended to the month of May to provide payments to businesses that continue to be ordered to temporarily close or significantly curtail operations through a public health order following May 19, 2020.

The program provides a payment of up to \$5,000 per eligibility period to eligible businesses based on 15% of the business's monthly sales revenue in either the months April 2019 or February 2020. Applicants must select one of these base months to calculate their payment amount.

To be eligible, a Saskatchewan business or not-for-profit must:

- have been carrying on business in Saskatchewan on February 29, 2020;
- have been ordered to temporarily close or curtail operations through a COVID-19 public health order;
- have less than 500 employees;
- attest that they:
 - have experienced a loss in sales revenue due to a COVID-19 public health order;
 - plan to reopen operations within 90 days following the cancellation of the COVID-19 public health order; and,
 - have not received any payments or amounts from any other sources, including insurance, to replace or compensate for the loss of sales revenue other than amounts from other government assistance programs; and,
 - apply on or before July 31st, 2020.

To be eligible for a payment in the second eligibility period, a Saskatchewan business must meet all of the above eligibility requirements and continue to be ordered to temporarily close or substantially curtail operations through a public health order after May 19, 2020.

SEASONAL BUSINESSES

The SSBEP program has been expanded to be more applicable for seasonal businesses such as those affected by provincial travel restrictions to and from Northern Saskatchewan as well as to provincial parks. For the purposes of the SSBEP program a seasonal business is a business that carries on business only for part of a year.

The program provides a payment of up to \$5,000 per eligibility period to eligible seasonal businesses of 15% of the business's average monthly sales revenue based on the full months that the business carried on operations in 2019.

To be eligible a Saskatchewan seasonal business must:

- have been eligible to carry on business in Saskatchewan on February 29, 2020;
- have been ordered to temporarily close or curtail operations through a COVID-19 public health order;
- have less than 500 employees:
 - in the year before the COVID-19 public health order; or
 - averaged for the three years before the COVID-19 public health order;
- attest that they:
 - have experienced a loss in sales revenue due to a COVID-19 public health order;
 - plan to reopen operations after the public emergency period ends;
 - have not received any payments or amounts from any other sources, including insurance, to replace or compensate for the loss of sales revenue other than amounts from other government assistance programs; and
- apply on or before July 31, 2020.

PROGRAM OVERVIEW

Before making a submission of any kind to the SSBEP, the applicant should thoroughly review this document and the program [webpage](#).

To qualify for the SSBEP program, an applicant must submit a complete application and attest to all the eligibility criteria listed above.

APPLICATION STEPS

Businesses should review all the eligibility criteria and *Program Questions and Answers* available on the [webpage](#).

Complete the application form on line at saskatchewan.ca/small-business-emergency-payment:

- Include banking information for automatic deposit;
- Attest to eligibility criteria;
- Declare application to be true and accurate;
- Consent to information being used to confirm eligibility; and
- Click on Submit.

Applications will be processed on a first come first served basis. Complete applications with all required information will be given priority.

Applications may be audited after a payment is provided. Any payments that are deemed to be ineligible will be considered a debt owing to the Government of Saskatchewan and subject to collection activities outlined in *The Financial Administration Act*.

For more information, email ssbep@gov.sk.ca or call 1-800-667-6102 or 306-787-6645 in Regina.