

Full Text Version of:

# **Ontario Tourism and Travel Small Business Support Grant.**

## **How to apply for funding.**

Decorative portraits of people wearing masks appear on the title page and a short musical introduction plays.

Ontario Tourism and Travel Small Business Support Grant.

How to apply for funding.

The speaker icon is shown in a system tray image.

For an optimal learning experience and best performance, turn your audio on.

For this video, there is a text-only version to meet AODA standards, however, if it is not suitable to meet your needs, do not hesitate to contact our call centres.

In Toronto at 416-325-6691,

Toll-free: 1-855-216-3090,

Using TTY: 416-325-3408, and

Toll-free TTY: 1-800-268-7095.

Please note the application may look slightly different, but the instructions are still valid.

A web page appears in a browser tab. Across the top is Ontario, the Ontario logo, a hyperlink for Français, another for Get Help, and the title: Ontario Tourism and Travel Small Business Support Grant. All pages in this application displays those things.

There are three buttons below a paragraph of text: Apply Now, Resume Application, and Check Status, followed by a menu of sections found below: Deadline, Eligibility, What information you'll need to apply, What will happen after you apply, and Returning applicant? Resume your application or check the status of your application.

The Ontario Tourism and Travel Small Business Support Grant provides one-time payments to eligible small businesses in the tourism sector.

First you enter the URL into your browser.

Ontario.ca/covidsupport

We suggest the browser Google Chrome.

Select your language from the top right corner.

Select Get Help for the detailed application guide and scroll down for important information.

Image scrolls down.

The deadline for applications is June 25, 2021.

Refer to the Eligibility information to see if your business might qualify.

Prepare for your application first. Read what information you need when applying and get these images and documents ready to attach to your application, like a picture of a void cheque, and your most recent business bank account statement.

Image scrolls back up.

Start your application here, but you may also save and resume an application from this page.

Select Apply Now.

A page entitled Before You Begin appears, containing questions and multiple-choice answers. A box of information defines the meaning of a business affiliated with another business.

Before we begin, we ask if your business was affiliated with any others. Refer to the definition so you know what that means.

Selects Yes or No.

As answers are selected, more questions appear. At the bottom is an information box describing if you may continue, and this one has a Start button.

And if any have ever received funding from the Ontario Small Business Support Grant.

Selects Yes or No.

When ready, select Start.

Scrolls down. Selects Start.

The page is entitled "Apply for the Ontario Tourism Small Business Support Grant". An information box appears with advice and contact information, followed by a 6-item graphic. The title, box and graphic appear on all application pages. Item 1 - Contact is highlighted. Questions with multiple choice answers and text boxes appear. At the bottom is a Next button.

It can take up to 30 minutes to complete this form. I will show you how to save a draft and be sure to contact us if you need any help.

Scrolls down.

Enter your contact information in the fields below.

Scrolls to Email address.

Be sure to include your email address so we can send important communication to you. When complete, select Next.

Scrolls to the bottom and selects Next.

Item 2 - Business is highlighted. Questions and answer boxes appear, with several links to indicate how answers may be found.

Here, you enter your business information.

Make sure the Legal Name of Business and the CRA Business Number match exactly with how they are registered with Canada Revenue Agency, including any commas, periods and symbols.

Scrolls down and selects "where can I find the CRA business number.

Check your documentation, to be sure.

Scrolls down.

A long list of business types appears for selection, followed by questions that depend on the type selected.

Select the type of business you own. Use the hints and the link shown to make the right choice.

Scrolls down.

Below, you may be asked to attach documentation and answer more questions. Use Select File.

Selects Select File.

A Windows file manager window opens showing folders and files, an Open and a Cancel button.

Locate the document on your computer and double-click it. Each "Select File" button allows just one attachment. If you pick the wrong file, use "Select File" again, and pick the right one.

Double-clicks file, then scrolls down.

At the bottom of the page are some more questions, and three buttons: Back, Save as Draft, and Next, then a link to Cancel Application.

The last question is when did you start your business?

Selects answer.

If it was before Jul 2, 2019, there are a few extra questions we'll ask. We need to see 3-months of revenue from 2019 and 2020, to calculate the revenue decline of your business. First, pick a start date.

Selects Start Date, a month, and a date.

Then enter the revenue amounts in the fields displayed.

If you wish to pause and return later, select Save as Draft.

Selects Save as Draft.

The web page "Ontario Tourism Small Business Support Grant" is displayed again. There are three buttons below a paragraph of text: Apply Now, Resume Application, and Check Status.

Return to the website when you're ready.

Home page appears.

Select Resume application.

Selects Resume application.

Two fields appear with a button: Resume Application.

You enter the "Authorization number" sent by email and your CRA business number, then select "Resume Application".

Selects Resume Application.

A box appears entitled Enter your token to resume your application, a field for entry, and a button: Resume.

We send you a six-digit token number by email.

A token email is shown.

As part of providing a secure application process, the token is valid for only 5 minutes, so enter it and select "Resume".

Selects Resume.

You may then continue from whichever selection you like.

Selects Save Draft again.

However, when some people save, they get this message.

Message appears: There is a problem. A validation error has occurred. Please Correct and Try again. Detail: CRA "123456789 already exists in the system.

If it looks like the CRA business number is already used on an application, that can happen if you forgot to choose, "Resume application".

Choose "Resume application" when finishing an application you've already started.

Advances to the next image.

A page is entitled "Apply for the Ontario Tourism Small Business Support Grant" is displayed again. Item 3 - Affiliates is highlighted. Questions with multiple choice answers and text boxes appear. At the bottom is the Back, Save as draft, and Next buttons.

In step 3 we ask about any businesses affiliated with yours, and for them, we ask for similar details as you entered for your business in step 2.

Select Add another affiliate business as needed. And remember, when we refer to your application, we will always use the CRA number you entered in step 2. When this information is complete, select Next.

Selects Next.

Item 4 - Review is highlighted. A list labels questions and answers given by section, indicating whether the information is present or missing.

Now, you review the information you entered.

For each section, any missing required fields are shown.

Select the correct section to go back and fix or enter your information.

When everything is ready, select Next.

Selects Next.

Item 5 - Banking is highlighted. This statement appears: "Note: Only business bank accounts will be accepted (no personal bank accounts)," followed by an image of a sample cheque, several text entry fields, select file buttons, lastly Back and Next buttons.

In section 5, you provide your bank details.

And note, only business bank accounts will be accepted.

Scrolls down.

At the bottom, attach a void cheque and your most recent bank account statement.

When everything is complete, select Next.

Selects Next.

Item 6 - Submit is highlighted. Terms and conditions appear in several paragraphs, followed by two checkboxes, and the Back and Next buttons.

Read the Terms and Conditions, then answer the two questions at the bottom.

Scrolls down.

Then select Submit.



Selects Submit.

A page appears entitled Thank you for your submission. It says, "your application has been successfully submitted!" At the top of the page appears Get Help.

Once you have submitted your application, you'll receive an email confirmation.

And select "Get Help" whenever you need some.

Selects Get Help.

A page entitled Ontario Tourism Small Business Grants Frequently Asked Questions (FAQ) appears, including contact information, a menu of subjects, and paragraphs of text.

Find contact info and help for your application.

Scrolls down, back to the top, selects Ontario Tourism and Travel Small Business Support Grant.

The web page entitled: Ontario Tourism Small Business Support Grant appears again.

It will take about 15 business days for us to get back to you.

You may check the status of your application here as well.

Selects Check Status, and page jumps to the bottom where there is a section called Returning Applicant? Resume your application or check the status of your application.

Decorative portraits of people wearing masks appear and a short musical ending plays.

In this video we saw how to apply for the Ontario Tourism and Travel Small Business Support Grant.

Thank you for watching.