



**ECONOMIC RECOVERY GRANT
APPLICATION REVIEW FORM**
Schedule B

Application Number: _____

Date Received: _____

Date of Review: _____

Reviewed by: _____

Community Futures Yellowhead East: _____

Administration: _____

The application review process must consider the following elements when allocating program funding for Stream One (Matching Microgrants) of the Whitecourt Economic Recovery Program. Please check all that apply and provide additional explanation or documentation as necessary.

REASONABLE:

Is the initiative reasonable? Does the applicant describe the project in detail and is the budget reasonable to support the project? Yes No

If the cost is not reasonable please explain:

PERMITTED:

Funding must be permitted under Stream One of the Whitecourt Economic Recovery Program and the initiative must be in accordance with the terms outlined in Policy 12-027 – Whitecourt Economic Recovery Grant Program.

Are the costs of the project adequately documented in the Whitecourt Economic Recovery Program application Schedule “A” Yes No

If the funding is not allowable to support the project identified, please explain:

NECESSARY:

Is the initiative necessary to support the immediate needs and recovery efforts for businesses that have been adversely affected by COVID-19 and needed to achieve an important program objective (not considered “nice to have”).

- Yes No

If the proposed initiative is not necessary to support the project identified, please explain:

CORE CRITERIA:

Does the applicant meet one or more of the following core criteria's in the Whitecourt Economic Recovery Grant program? Check all that apply.

- Jobs:

Funds utilized to help people return to work or create new positions. (i.e. grant funding to obtain services from other local businesses such as marketing, consulting, construction companies to help overcome the impacts of COVID-19; funding to provide safety measures or training to allow staff to return to work; update of safety protocols by making a workplace safer and enabling more employees to return to work.)

- Economic Diversification:

Funds contributed to the diversification efforts of a business in order to sustain or implement new revenue sources (i.e. equipment purchases that allow a business to pivot or access new markets; adding new products or services, or changing the business scope.)

- Business Transformation:

Funds utilized to assist business success by responding to a changing market. (i.e. add online sales, delivery to homes, or marketing/delivering existing products or services in a new way.)

- Creative Placemaking:

Funds used to support or contribute to community vibrancy (i.e. funding will attract people to the street by installing a walk-up counter to provide consumers with walk up and order options enabling foot traffic to commercial areas; creation of an outdoor patio space due to complete closures or that are more conducive to social distancing.)

Recommended for approval: Yes No

If the proposed initiative was not recommended please explain:

Is the recommendation for the allocation of the maximum amount per business of \$2,000?

Yes No

If the maximum is not recommended what is the recommended amount?
\$_____

Please explain:

RECOMMENDED FOR APPROVAL:

Economic Development Chair:

Community Futures Yellowhead East:

Date:
