

WORKPLACE ACCESSIBILITY GRANT INFO SESSION

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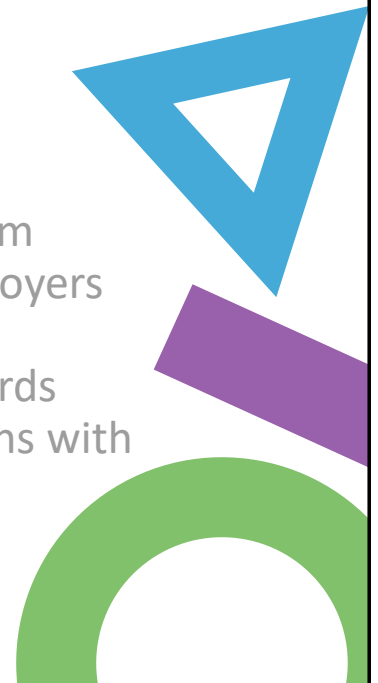


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GRANT OVERVIEW

The Workplace Accessibility Grant program provides supports to small business employers (1-50 employees) in British Columbia by providing direct financial assistance towards creating an inclusive workplace for persons with a disability(ies)

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HOW DOES THE PROGRAM WORK?

The grant will be administered beginning June 21, 2021 through April 30, 2022 on a first come, first served basis.

The maximum allowable grant will be \$1000 per business to assist with costs incurred for approved projects to make the workplace more accessible for persons with disabilities.

There is a detailed list of eligible projects and covered services by type of barrier addressed available on the application website.

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PROGRAM ELIGIBILITY

The Grant Program is available for **REGISTERED** BC companies including sole proprietorships, general partnerships, corporations and non-profit societies with between 1 and 50 employees (both part time and full time), including yourself.

Businesses must be based in and operate within British Columbia and have been registered in BC **at the time of submission**.

Businesses will have to declare their general information - name of business, owner, contact information, BC company registration number, banking information (for an EFT of grant funds).

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STEP 1 VISIT APPLICATION PAGE

- <https://smallbusinessbc.ca/accessibility-resources>
- Review the list of eligible covered services by type of barriers addressed.

STEP 2 CREATE ACCOUNT - REGISTER FOR THE GRANT USING THE ONLINE FORM

- Provide your business details including your BC business registration number.
- Provide a description of your proposed or completed project. This will be reviewed for eligibility prior to dispersing funds.

STEP 3 SUBMIT RECEIPT(S)

- Your receipt can be submitted at any time – when applying in step 2, or upon completion of your project.
- The receipt must show payment. It cannot be a quote or invoice only.

STEP 4 PROJECT APPROVAL AND GRANT FUNDS PAID

- Follow email communications, requests for additional information and instructions.
- Create a SparcPay account for an EFT of grant funds.

WHAT CAN THE GRANT BE USED FOR?

The grant can be used for the following (but not exclusively for):

Environment: ramps, lighting levels, accessible washrooms, adaptations to vehicles, etc.

Attitudes: anti-bias training

Practices: training to review and amend interview processes, ASL interpreting for new staff orientation, accessibility audit of workflow, etc.

Policies: funding for legal and consulting advice in revising policies, time for staff to revise policies, etc.

WHAT CAN THE GRANT BE USED FOR?

The grant can be used for the following (but not exclusively for):

Information and Communication: job task checklists in pictorial form, ASL version of policies, application forms accessible to screen readers, reprinting hardcopies of material in large font, Braille versions of documents, update web-pages for accessibility, etc.

Technologies: purchasing software that enables production of accessible documents, flashing fire alarms for Deaf employees, specialized headsets, tablet for communication, laptop to allow some one to work from home, specialized tools, etc.

Find the list of eligible covered services by type of barriers addressed [here](#).

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TOP TIPS FOR A SUCCESSFUL APPLICATION

Before you start, collect what you will need:

- Contact details (required)
- Legal business information, including your BC Business Registration Number (required)
- Project details and a short project description of how it addresses barriers for persons with disabilities in the workplace (required)
- Invoice/receipt of your purchased item/service (optional – can submit later)

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TOP TIPS FOR A SUCCESSFUL APPLICATION

If you do not have all the information at time of application, (including not having an invoice/receipt yet):

- You will be able to create your account and submit your application with project description for review.
- You will have the opportunity to provide additional details/receipt(s) later.
- Grant applications with all (4) items provided will be expedited.

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TOP TIPS FOR A SUCCESSFUL APPLICATION

Communication:

- You will be contacted via email at the address you provided in your application only.
- Respond to email communications from accessibilitygrant@smallbusinessbc.ca using the same thread (do not create a new thread).
- Use the links provided in the email to upload requested information or respond to requests for clarification or to sign up for SparcPay etc.

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TOP TIPS FOR A SUCCESSFUL APPLICATION

Your receipts must include the following:

- Date(s) of Purchase (not earlier than April 1, 2021)
- Item(s) purchased – it should be clear from the receipt what has been purchased toward approved products and services under this grant
- Retailer/Seller Name/Address
- The receipt(s) for your project may total more than \$1,000 and should be submitted in full, even though maximum payable will be \$1,000
- Upload receipts in the following format - up to 6mb limit in PDF or Image or Word Doc format

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QUESTIONS?

**Workplace
Accessibility
Grant**



Canada

BRITISH COLUMBIA

SMALL BUSINESS BC

Funding provided by the Government of Canada through the Canada-British Columbia Workforce Development Agreement.

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CONTACT US

The Workplace Accessibility Grant Team at Small Business BC is your main point of contact.

Please connect with us Monday to Friday from 9:00 a.m. – 5:00 p.m.:

Email: accessibilitygrant@smallbusinessbc.ca

Phone: 604-775-5525

Toll Free in B.C.: 1-800-667-2272

TTY (Teletypewriter): 1-800-457-8466

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