

Instructions

Completing your recovery plan and direct deposit application

Completing your recovery plan

A recovery plan is a list of specific actions your business can take to support continued operation under the “new normal” conditions of COVID-19. It must be realistic and easy to put in place. It must explain the timeframe for the action to be complete and how much each action will cost.

The recovery plan is a required component of your grant application. You must also provide your direct deposit application at the time of submission.

[Get started](#)

[Download the recovery plan template \(PDF, 997KB\)](#)

Submitting your recovery plan and direct deposit application

[Access document upload webform](#)

To access the webform you will need to know your application number and the email address used to submit your application.

Submit your information through the [document upload webform](#)

[Upload information](#)

To upload required information please:

- Go to the [document upload webform](#)
- Upload your completed recovery plan
- Fill out direct deposit application
 - Use the [direct deposit and banking information instructions](#)
 - Direct deposit application **must be completed in full and accompanied by a void cheque** or alternate encoded banking document verifying the information provided on the form
 - The business name on your application must match your void cheque or banking document to avoid delays

Submitted recovery plans will be evaluated to ensure it provides a realistic and implementable path to stabilizing your business.

Once the recovery plan is approved, grant funding will be provided.

If you have any questions or need help with your application, please contact BusinessRecoveryGrantProgram@gov.bc.ca, and make sure to include your **contact information and business name** or **application number**.