

INSTRUCTIONS FOR COMPLETING YOUR BUSINESS PROPOSAL

1. The Business Proposal allows us to determine eligibility for support available through the Metis Entrepreneur Assistance Program. Therefore, it is important that you answer all questions completely; use attachments if space is insufficient. Include any additional information that supports your proposal, such as business studies, market studies, financial statements and relevant industry information.
2. Before making a commitment to provide assistance, the Metis Entrepreneur Assistance Program may require an assessment of the potential impact of your project on the environment. To minimize delays, you should submit with your Business Proposal a copy of environmental studies or any other available information concerning possible environmental impacts.
3. Please ensure that your Business Proposal is signed and dated.
4. Please submit your completed Business Proposal, including attachments, to the Metis Entrepreneur Assistance Program delivery office nearest you. Retain a copy for your files.
5. Before completing the assessment of your Business Proposal, a development officer will review the information in the document and contact you to discuss your proposal in more detail.
6. Following a review and discussion of the information provided, and depending on the nature of your application, you may be asked to supply a comprehensive business plan.



Apeetogosan (Métis) Development Inc.

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INFORMATION TO ASSIST YOU WHEN APPLYING TO THE METIS ENTREPRENEUR ASSISTANCE PROGRAM

1. The Metis Entrepreneur Assistance Program supports opportunities that help Aboriginal firms grow in regional, national or international economies. Before completing your Business Proposal, we strongly recommend that you refer to the literature available from the Metis Entrepreneur Assistance Program so that you can discuss your project in detail.

Information materials are available at each of the offices listed on the previous page or on-line at <http://www.apeetogosan.com>.

Note: This material is provided for information purposes only. Specific questions concerning eligibility and program criteria should be discussed with a development officer.

2. In order to determine eligibility, and to assess your request for financial assistance, Apeetogosan Metis Development Inc. is authorized to collect limited personal information, including the following:

- We require documented proof of Aboriginal ancestry of applicants to confirm eligibility for the program.
- We collect the gender of applicants for statistical purposes only, to allow us to report on the demographics of our client base.
- We collect the date of birth of applicants to establish their eligibility for youth entrepreneurial support and to facilitate the completion of a credit check that may be required as part of our assessment.
- We collect the education/experience of applicants to help us assess their collective business and management experience.
- We collect personal financial information of applicants to help us assess their ability to contribute capital and obtain commercial funding.

All information provided as part of this business proposal is subject to the provisions of the Access to Information Act and Privacy Act, and will be treated accordingly.

All personal information collected will be retained for six years from the project completion date. To access your information, please contact us.

For internal use only:
Project Number

BUSINESS PROPOSAL

To help us with our information and marketing efforts, please tell us where you learned about the Metis Entrepreneur Assistance Program. (Check all that apply.)

- | | |
|---|--|
| <input type="checkbox"/> Advertising | <input type="checkbox"/> Economic development officer |
| <input type="checkbox"/> Business contact | <input type="checkbox"/> Aboriginal Business Canada Web site |
| <input type="checkbox"/> Indian and Northern Affairs Canada office | <input type="checkbox"/> Other Web site (please specify) |
| <input type="checkbox"/> Canada Business Service Centre | <input type="checkbox"/> Conference/workshop/trade show (please specify) |
| <input type="checkbox"/> Past/current Aboriginal Business Canada client | <input type="checkbox"/> Friend or family member |
| <input type="checkbox"/> Aboriginal business or financial organization | <input type="checkbox"/> Other (please specify) |

A. APPLICANT INFORMATION

Applicant legal name	Business operating name
Mailing address	Business address (if different from mailing address)
Residence telephone number	Work telephone number
E-mail address	Facsimile number

OWNERSHIP INFORMATION

Owner(s) name	Ancestry (please attach documentation) (Status Indian, Non-Status Indian, Métis, Inuit, Non-Aboriginal)	Gender (Information for statistical purposes only)	Percentage of ownership	Date of birth

EDUCATION/EXPERIENCE

For each owner, please attach a statement of education, training, employment history and management experience (resumé). Summarize below how the education/experience relates to this proposal.

[illegible]

If the business has multiple owners, please submit a separate personal statement of net worth for each.

Assets	\$	Liabilities	\$
Cash / bank balances (confirmation required)		Charge account balances	
Real estate		Mortgages	
Equipment Vehicle(s)		Loans outstanding	
		Vehicle(s)	
Other investments		Other accounts owing	
Total assets (A)		Total liabilities (B)	
		Net worth (A) – (B)	

I am seeking assistance for one of the following (check only one):

- ☐ Support to start or acquire a business
- ☐ Support for an existing business
- ☐ Support for a youth entrepreneur
- ☐ Support for an Aboriginal business organization

What product or service will you be providing, or are you currently providing? Identify your current and/or target market and any existing competitors. Attach any additional information that helps support your proposal, such as business studies, market studies and relevant industry information. For advocacy projects (i.e., projects designed to improve the climate for Aboriginal business), please outline the objectives, expected participants, timing, location, and any other significant information. The funding for advocacy projects is not intended for individual entrepreneurs or commercial ventures, but is available to business or sector organizations to support conferences, economic and sectoral research with widespread application, or other activities that promote Aboriginal economic opportunities.

[illegible]

IS THE PROJECT LOCATED IN A FIRST NATION COMMUNITY?

☐ Yes _____ ☐ No

name of First Nation community

Information for statistical purposes only.

STRUCTURE OF BUSINESS (check only one):

☐ Individual/sole proprietorship ☐ Corporation ☐ Incorporated company, band-owned or Aboriginal community-owned
☐ Partnership ☐ Joint venture ☐ Other (please specify) _____

Please note that businesses and organizations must be majority Aboriginal-owned and controlled.

ESTIMATED PROJECT COSTS AND FINANCING

Please itemize major projected expenditures, and set out the proposed financing package. Total project costs must equal Total project financing. These are estimates only and are intended to provide the Metis Entrepreneur Assistance Program with information on the expected size and scope of your project.

Estimated project costs	\$	Estimated project financing	\$
Business planning		Minimum applicant cash equity • Business plan and business support: 25% of cost • Capital and operating: 10% of cost	
Capital			
Land			
Building			
Equipment		Metis Entrepreneur Assistance Program assistance	
Inventory			
Other (specify)			
		Other government assistance	
Operating			
Insurance			
Utilities			
Other (specify)		Commercial financing	
Marketing			
Business support		Other financing	
Other (specify)			
Total estimated project costs		Total estimated project financing	

SOURCES OF COMMERCIAL FINANCING

Please identify the contact person and telephone number of financial institutions, government organizations or others you have approached to finance this project.

Contact person	Telephone	Organization

C. OTHER INFORMATION

Have you, or any business that you own or have previously owned, received financial assistance from the Government of Canada (including the Metis Entrepreneur Assistance Program)? If yes, please describe. ☐ Yes ☐ No

Are you applying to any other government programs for financial assistance for this project? If yes, please describe. ☐ Yes ☐ No

Do you, or your business, owe money to the Government of Canada? If yes, please indicate to which department or agency and list amount(s). ☐ Yes ☐ No

Have you already made any financial commitments for the project? If yes, please list amount(s). Note: Any costs for which you have made a legal commitment prior to project approval will not be eligible for the Metis Entrepreneur Assistance Program's support. ☐ Yes ☐ No

Note: **To be eligible for support, the applicant should be involved full time with the proposed business in a management capacity.**

WHEN SENDING YOUR COMPLETED BUSINESS PROPOSAL PLEASE ENSURE THAT YOU HAVE INCLUDED THE FOLLOWING:

- ☐ evidence of Aboriginal ancestry;
- ☐ evidence of sufficient personal financial resources to undertake the project you are proposing;
- ☐ a resumé that highlights experience, training and/or education related to your business activity;
- ☐ for existing businesses, a copy of your most recent financial statements (up to three years, if available);
- ☐ any additional information that supports your proposal, such as business studies, market studies or relevant industry information; and
- ☐ a copy of any partnership agreements or incorporation documents.

Note: Failure to provide these documents with your Business Proposal will cause delays in assessing your project.

D. DECLARATION

Note: Each applicant must sign and date this Business Proposal.

To Apeetogosan Metis Development Inc.:

The statements herein and the attachments hereto reflect an accurate description and estimate of costs regarding the intended project.

I (We) authorize duly appointed representatives of Apeetogosan Metis Development Inc. to obtain from and share with persons or organizations, public or private, any information necessary to complete the assessment of the project outlined in this Business Proposal.

I (We) certify that I am (we are) of Aboriginal ancestry and/or represent a company that is majority-Aboriginal owned.

I (We) consent to the Metis Entrepreneur Assistance Program sharing my (our) name(s), phone number, and e-mail address with third party service providers (who are required to safeguard the handling of this information under the Personal Information Protection and Electronic Documents Act (PIPEDA) and/or the Privacy Act) for statistical, research and evaluation purposes for the Metis Entrepreneur Assistance Program.

Signature

Date

Signature

Date

Signature

Date