



## APPLICATION FOR BUSINESS SUPPORT

Prior to completing your application, please contact a Nunavut CEDO Business Development Officer to discuss your project. Visit [www.ncedo.ca](http://www.ncedo.ca) for more information.

### Part A – Preliminary Information

Applicant name: \_\_\_\_\_

**Business**

- status:**  New business  
 Existing business, since: \_\_\_\_\_

Name of business: \_\_\_\_\_

**The basis of the proposal:**

- I need assistance to develop a business plan.  
 I need assistance to implement a business development project.

*Please note: Applications for project funding require a comprehensive business plan.*

**Eligibility information**

Please check one box which best describes the applicant

- is an Inuk or other Aboriginal individual.  
 is a sole proprietorship which is 100% Inuit/Aboriginal owned and controlled.

- is a partnership at least 51% Inuit/Aboriginal owned and controlled.  
 is a corporation at least 51% Inuit/Aboriginal owned and controlled.  
 the corporation is an Inuit/Aboriginal community-owned incorporated company.

**How did you learn about Nunavut CEDO? (Check all that apply)**

- |  |   |   |
|--|---|---|
| <input type="checkbox"/> Business Development Officer (NCEDO or other) | <input type="checkbox"/> Community Economic Development Officer         | <input type="checkbox"/> Canada Northern Economic Development Agency (CanNor) |
| <input type="checkbox"/> Business contact                              | <input type="checkbox"/> Nunavut CEDO community visit                   | <input type="checkbox"/> Other (specify below)                                |
| <input type="checkbox"/> Newspaper Advertising                         | <input type="checkbox"/> Aboriginal Business Canada                     | <input type="checkbox"/> Other Inuit CEDO (specify below)                     |
| <input type="checkbox"/> Community Liason Officer                      | <input type="checkbox"/> Conference/workshop/trade show (specify below) |   |

Other, please specify here:

\_\_\_\_\_

*Please note: Applications to support the implementation of a business development project require a comprehensive business plan. New and existing businesses can receive support for the development of a business plan.*



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## PART B – Business/Owner Applicant Information

### BASIC INFORMATION

Contact name: \_\_\_\_\_

The contact person is:

- the sole owner
- one of the owners
- designated representative  
and/or manager

The main commercial activity of this business is:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Please note:** If the contact person is identified as a designated representative or manager Nunavut CEDO may still want to meet with and/or communicate directly with the owner(s) of the company and/or request documentation indicating that the designated representative is authorized to act on behalf of the owner(s).

### Business Address:

Box Number: \_\_\_\_\_ Building Number: \_\_\_\_\_

Street Name: \_\_\_\_\_

Municipality: \_\_\_\_\_

Territory: \_\_\_\_\_ Postal Code: \_\_\_\_\_

Home Telephone: \_\_\_\_\_ Work Telephone: \_\_\_\_\_

E-mail address: \_\_\_\_\_ Facsimile: \_\_\_\_\_

### Primary Contact Information (if different from the business address):

Name: \_\_\_\_\_

Box Number: \_\_\_\_\_ Building Number: \_\_\_\_\_

Street Name: \_\_\_\_\_

Municipality: \_\_\_\_\_

Territory: \_\_\_\_\_ Postal Code: \_\_\_\_\_

Home Telephone: \_\_\_\_\_ Work Telephone: \_\_\_\_\_

E-mail address: \_\_\_\_\_ Facsimile: \_\_\_\_\_



**PART B – Business/Owner Applicant Information (continued)**

**OWNERSHIP INFORMATION**

Please complete the following for each owner. Attach additional information if necessary.

**OWNER 1**

% Ownership of the business

First name: \_\_\_\_\_

Last name: \_\_\_\_\_

NTI Beneficiary # \_\_\_\_\_ (or proof of Aboriginal status) \_\_\_\_\_

SIN # (optional): \_\_\_\_\_

Gender:  Male  Female

Birth date: \_\_\_\_\_  
 mm      dd      yy

**OWNER 2**

% Ownership of the business

First name: \_\_\_\_\_

Last name: \_\_\_\_\_

NTI Beneficiary # \_\_\_\_\_ (or proof of Aboriginal status) \_\_\_\_\_

SIN # (optional): \_\_\_\_\_

Gender:  Male  Female

Birth date: \_\_\_\_\_  
 mm      dd      yy

**Please note:** We request your birth date only to establish eligibility for youth entrepreneurial support and to facilitate the completion of a credit check that may be required as part of our assessment. Your gender is used for statistical purposes only.

Each owner must include a resume with the application. The resume should summarize all relevant education, training, employment, and management experience. In the case of a cooperative, only the resume of the general manager will be requested. For your convenience, there is a **Resume template** available (see Appendix A).



## PART C – An Overview of your Business Plan

### Project description and details:

What product or service will you be offering, or are you currently providing?

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What is your current target market? (For example, business travellers or local youth)

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Who are your existing competitors? (Provide the names of businesses if you know of any)

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**Attach** any additional information that helps support your proposal, such as business studies, market studies, quotes from suppliers, and other relevant industry information.

**Please note:** Applications to support the implementation of a project require a **comprehensive business plan**. If you require a business plan please talk to a Nunavut CEDO Business Development Officer



## PART D – Financial Information

### BASIC FINANCIAL INFORMATION

Please provide the following:

**Summary of owner personal net worth**

All applicants must complete this form.

One form must be filled out for each owner. You can obtain a standard form on our website [www.ncedo.ca](http://www.ncedo.ca) or from a Nunavut CEDO Business Development Officer

**Financial statements**

Applicants with an EXISTING business must provide historical financial statements for the previous 3 years or from the start date of the operations, whichever is less.

### ADDITIONAL FINANCIAL INFORMATION

Please answer the following questions:

1) Have you – or has any business that you own or have previously owned – received financial assistance from the Government of Canada? (For example, Aboriginal Business Development Canada, Indian and Northern Affairs Canada, Canadian Northern Economic Development Agency, Aboriginal Affairs and Northern Development)

<input type="checkbox"/> Yes	<input type="checkbox"/> No	Amount: _____	Date: _____ mm dd yy
		Amount: _____	Date: _____ mm dd yy
		Amount: _____	Date: _____ mm dd yy

2) Do you, or does your business, owe money to the Government of Canada?

Yes     No    Amount owing: \_\_\_\_\_



## PART E – Estimated Project Costs and Proposed Financing

PROJECT	COSTS	FINANCING		% OF PROJECT
Cost Components	Amount	Source	Amount	
Business Plan		Client Equity		
Marketing Plan		NCEDO/ABDP Equity		
Capital Assets				
Equipment				
Inventory				
Operating Capital				
Marketing Project				
<b>Sub Total Project Costs</b>		<b>Total Equity Financing</b>		
<b>GST</b>				
<b>Total All Eligible Costs</b>				
<b>Total Ineligible Costs</b>		<b>Total Debt Financing</b>		
<b>Total Project Costs</b>		<b>Total</b>		

**Please note:** It is strongly recommended that clients do not make any legal or financial commitments prior to approval. Any costs for which you have made a legal or financial commitment prior to project approval, may not be eligible for NCEDO support.

Determining the best possible financing for your project is an important part of your plan. In order to complete this section your NCEDO Business Development Officer will work with you to identify the financing requirements and the available sources of equity and debt financing, however please note the following:

For business or marketing plans the client must contribute a minimum of 25% in client equity and NCEDO can contribute ABDP equity for up to 75% of the costs. Debt financing is not required for the preparation of a plan.

For the implementation of marketing plans the client must contribute a minimum of 40% in client equity and NCEDO can contribute ABDP equity for up to 60% of the costs. Debt financing is not required for the implementation of a marketing plan.

For the implementation of capital projects the client must normally contribute a minimum of 15% of the total project costs as cash equity. NCEDO can contribute a maximum of \$99,999.00 in ABDP equity however the combination of client equity and ABDP equity should not exceed 50% of the total project costs

Debt financing is a required component of the financing for the implementation of a capital project and should be no less than 30% of the total project financing.





**PART G – Declaration**

I understand that the application process can only be completed and considered for approval upon receipt of all required information and documents. I have read and understand the Disclaimer in this application form.

I hereby acknowledge that I make this application as the applicant/business owner, or on behalf of the applicant(s)/business owner(s), as the applicant(s)/business owner(s)' legal and rightful representative.

I understand that any offer of an equity contribution by NCEDO will require that the recipient provide a minimum of 15% unencumbered cash equity or as required depending on the type of project.

I understand that the term of any agreement with NCEDO that results from this application shall be three (3) years. Within the term of such an agreement, the recipient shall agree not to:

- a) transfer, sell or in any way assign to any other person or body corporate the ownership of any or all goods or services funded by Nunavut NCEDO as a result of that agreement, including all such goods and services identified in any Schedule attached to that agreement;
- b) use the assets or equipment in any other business or for any other purposes but those purposes identified in the agreement;
- c) change ownership of the business;
- d) stop using the assets for the project; or
- e) transfer that agreement to anyone else without the express written approval of NCEDO.

I understand that any offer made by NCEDO to provide an equity contribution is voluntary and may be withdrawn at any time without prior notice due to changes in the client's eligibility status, lack of funds, or any other reason NCEDO may consider necessary. Receipt of an equity contribution will not make the recipient an employee, contractor, or agent of NCEDO or of the program.

I agree that for the purposes of assessing my application, NCEDO is authorized to verify my credit history and that of my business, to make inquiries and credit checks and to obtain any other information, including, but not limited to, information concerning my employment, income and social assistance status. I further agree that NCEDO is authorized to inspect the financial books, accounts and records of my business and 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 application including, but not limited to, other funding agencies.

I hereby promise that any contribution of funds received from NCEDO as a result of this application shall be used for the purposes stated herein. I promise that all of the written and verbal statements that I have made to representatives of NCEDO in relationship to my application for funding are true and are not misleading in any way. The statements herein and the attachments hereto reflect an accurate description and estimate of costs regarding the intended project.

I make this declaration conscientiously believing it to be true and knowing that it is of the same force and effect as if made under oath.

\_\_\_\_\_  
 Signature

Date:    |    |    |  
           mm    dd    yy

\_\_\_\_\_  
 Print Name

**Please note:** *if there is more than one owner each applicant must sign and date a copy of the declaration.*



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## PART H – Disclaimer

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.

If your project is approved for a financial contribution from NCEDO as the delivery agent for the Aboriginal Business Development Program, it may be subject to the Government of Canada's proactive disclosure reporting requirements. This means that certain information about your authorized contribution (excluding any information for which disclosure would be prohibited under the Access to Information Act or the Privacy Act) could be posted on the Treasury Board Secretariat of Canada's external website.

### **Retention and disposition schedule for Aboriginal Business Development (ABD) Canada records.**

As per Library and Archives Canada the Records Disposition Authority (RDA) 76/009 is applied to all ABD Canada records for which the relevant Ministry is responsible.

The records from ABD are archival after their retention period.

### **Public Acknowledgement and Recognition**

The recipients of contributions approved under this program shall give appropriate recognition and acknowledgment of the contribution to the project in all promotional programs, advertising and related publications. Recognition of Canada's support of the project will be in accordance with the Federal Identity Program.



## PART I – Application and Completion Checklist

The final assessment of your application can only be completed upon receipt of all required documents and information. Please review the checklist below to ensure your application is complete. If you are unsure about any of the information required, contact your NCEDO Business Development Officer for assistance.

### **When submitting your Funding Application the following general information will be required so, please ensure you have included:**

- This Funding Application form completed, signed and dated. (Each applicant must sign and date the Funding Application's Declaration).
- Evidence of Inuit beneficiary status for each owner/applicant, i.e. a legible copy of the NTI Beneficiary card for each and every applicant or other proof of Aboriginal status.
- A legible copy of the Social Insurance card for each and every applicant (optional).
- Evidence of sufficient personal financial resources to undertake the project you are proposing, in the form of a bank statement.
- For each owner/applicant, a resume that highlights experience, training, and/or education related to your business activity, (see Appendix A for a Resume template).
- A written statement that you will have substantial involvement with the proposed business in a management capacity.
- A copy of any partnership agreements or incorporation documents (see the list of documents below for incorporated companies).
- A copy of a municipal Business License and any other applicable certificates or licenses including your business registration with Canada Revenue Agency.
- Any additional information that supports your proposal, such as business studies, market studies or relevant industry information.

### **For business plan applications, in addition to the general information required also include:**

- At least two detailed quotations from reputable business planning consultants. If required NCEDO can assist you to prepare and distribute a request for proposals to qualified consultants.

### **For project applications, in addition to the general information required, also include:**

- A summary of personal net worth form completed for each owner. A standard form is available on our website [www.ncedo.ca](http://www.ncedo.ca) or from a NCEDO Business Development Officer
- Annual financial statements for the previous 3 years or from the start date of the operations, whichever is less.
- A comprehensive business plan for the project including but not limited to: a detailed description of the project; detailed quotes for any materials, goods or services; pro forma monthly cash flow projections, annual balance sheets and statements of income reflecting the impact of the proposed project over the next three years of operation and sources of financing.
- Attach a quote or confirmation that the business has or will enter into an acceptable bookkeeping contract with a reputable accountant/bookkeeper or has internal capacity to meet accounting requirements including payroll, remittances to CRA and the preparation of annual financial statements.



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## PART J – Application and Completion Checklist (continued)

**If the applicant is a corporation, please also include the following:**

- A list of the board of directors, and contact information (addresses, telephone, etc.).
- A legible copy of the shareholder registry, showing the individual percentages of corporate ownership.
- If the applicant corporation is a subsidiary of another corporation, a legible copy of the shareholder certificates for all shareholders of the applicant corporation and a statement indicating the percentage of corporate ownership held by each shareholder of the parent company.
- A legible copy of the Nunavut Tunngavik Inc. certificate or a certificate of Birthright Corporation status.

Failure to provide the required documents and other information will cause delays in assessing your application.