

ʔaqam Community Enterprises
BUSINESS DEVELOPMENT
GRANT PROGRAM
APPLICATION PACKAGE
2020



ʔAQ'AM
COMMUNITY
ENTERPRISES

ʔaᓄam Community Enterprises Business Development Grant Program 2020 APPLICATION CHECKLIST

Please attach the completed checklist with application. Incomplete applications without all supporting documentation will not be considered for funding.

APPLICATION START DATE: Monday, March 16th, 2020

DEADLINE: Friday, April 17th, 2020 – Applications must be submitted to Christopher McCurry, no later than 4:30pm on **Friday, April 17th, 2020**

Applications may be addressed to:

Attention: Christopher McCurry
ʔaᓄam Community Enterprises
7470 Mission Road
Cranbrook BC V1C 7E5

(You can drop your application in a sealed envelope at the administration desk)

Or emailed to: cmccurry@aqam.net

Or

rphillips-clement@aqam.net

We will aim to notify all applicants by Thursday, April 30th, 2020.

APPLICATION CHECKLIST:

- Are you a member of ʔaᓄam?
- Did you remember to include your Application Form and additional requested info?
- In what category are you requesting funds?
Business Start-up Business Expansion
- Have you completed your business plan?
- Have you read and agreed to the terms and conditions noted within this application package?

**Please note that a requirement of receiving grant funds will be for you to provide a full, written report on the one-year anniversary of receiving the funds. This report will detail:

- 1) How the money was spent.
- 2) The ways in which these purchases benefit the business.
- 3) All of the key successes and challenges for the business - one year after funding was awarded.
- 4) The outlook of the business. What goals, achievements, or improvements do you envision in the near future?

By signing below, I indicate that I have included the documentation necessary and have read / understand the terms and conditions noted within this application package:

PRINT NAME: _____

SIGNATURE: _____

APPLICATION DATE: _____

ᑭᐱᑭᐱ Community Enterprises

Business Development Grant Program 2020

POLICIES & PROCEDURES

1. Purpose:

The ᑭᐱᑭᐱ Community Enterprises Business Development Grant Program is intended to financially support entrepreneurial spirit and activities, which in turn helps to promote the economic development strategies of the ᑭᐱᑭᐱ Community. Funding in the form of non-repayable grants, will be provided to assist ᑭᐱᑭᐱ Band Members in paying for the start-up costs of a new business or to expand an existing business.

A second aim of the program is to promote detailed research into a proposed business venture to help the applicant determine viability. Satisfying the requirements of applying for this grant funding will also prepare an individual entrepreneur to seek funding through complimentary agencies like Kootenay Aboriginal Business Development Agency (KABDA) and Community Futures East Kootenay.

2. Eligibility:

Applicants must be an ᑭᐱᑭᐱ Band Member. A proposed business venture from the Band Member must be majority controlled (minimum 51% ownership) by a Band Member(s).

3. Maximum:

The Business Development Grant budget is \$6,000.00 (subject to change) per fiscal year. Applicants are eligible to receive up to this amount, through an open “call for submission” process. Quorum of the ACE Board of Directors will award a maximum of 2 (two) grants per annum with a maximum value of \$3,000.00 each; or one (1) valued at \$6,000.00.

Individuals may receive a maximum of \$6,000 over a lifetime PER BUSINESS. Individuals that receive the maximum funding of \$6,000 for one business may reapply for a separate business entity. Should the individual receive \$3,000 one year, they are permitted to re-apply to receive a further \$3,000 in subsequent years. The ranking criteria will take these previous awards into account.

4. Classification System for Grants:

Business Development Grants may be approved for activities falling under any of the following two categories:

A. Business Start-Up Assistance Grant:

Applications must be accompanied by a document outlining the highlights from your completed business plan and all required associated paperwork in order to be

considered by ACE for funding. The creation of new job(s) within the ʔaḡam Community is desirable, but is not essential to qualify for a grant under this category. All complete submissions will be ranked against an established priority weighting matrix in order to determine which will be recommended for funding.

B. Business Expansion Grant:

Applications must be accompanied by a document outlining the highlights from your completed business expansion plan and all required associated paperwork in order to be considered by ACE for funding. To apply under the business expansion category, a proposed expansion must create a minimum of one additional job or add to existing product/service offerings. All complete submissions will be ranked against an established priority weighting matrix in order to determine which will be recommended for funding.

5. Application Packages:

Application Packages for the Business Development Grant Program are available at the ʔaḡam Band Administration office or by contacting the CEO for ACE, Christopher McCurry. Packages include a copy of the policy governing the delivery of the Grant program, and a Checklist allowing applicants to ensure that they have met all of the program requirements in applying for funding.

6. Open Call for Submissions Procedures:

Each fiscal year, an open call will be announced and information packages will be made available for pick-up at the ʔaḡam Band Office.

For the 2020 fiscal year, the call will be open until Friday, April 17th 2020 after which all complete submissions (with all required back-up documentation that meet the basic eligibility criteria) will be assessed and given a score according to a priority weighting matrix. The ACE board of Directors will use the results of the ranking scheme in order to make a decision for awarding the year's grant budget. Late or incomplete submissions will not be considered for funding.

7. Approval:

All applications for Business Development Grants will be brought forward for the consideration of the ACE board of Directors at a regularly scheduled meeting. Approval must be obtained by a quorum of the ACE Board of Directors. Selection will be made utilizing the Ranking Criteria document as found within the application package.

8. Payment of Approved Grants:

Payment is in accordance with Ṣaqam Community Enterprises Financial Policies.

- A.** The amount approved will be paid to the recipient after the Grant Agreement Letter is signed by both the recipient and the ACE CEO.

- B.** At the one year anniversary of the grant a brief written report for the ACE Board of Directors is required. The purpose of this report is to briefly summarize the successes of the business, the challenges and opportunities faced, and the outlook for the business venture. Your report submission is important to share so that we can all learn from and support your successes and challenges and to continue the entrepreneurial spirit in the Ṣaqam community.

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Business Development Grant Program 2020
APPLICATION FORM

To apply for a Business Development Grant, an individual must:

- 1.) Be an ᲗᲗᲗᲗ Member*
- 2.) Have at least 51% ownership in the business/business idea.*

1. Basic Information:

Grant Category (tick one):

- Start-Up Grant
- Expansion Grant

Band Member Applicant Name:

Name of Business:

Address:

Business Contact Person:

Phone Number:

Fax:

Email:

Have you applied to ᲗᲗᲗᲗ for business development funding before?
(If no, please proceed to next section; if yes, please complete the following information)

- Previous grant application was denied:
 - This grant application is for the same business development project. The key changes are (no more than 15 words):

- This grant application is for an entirely different business.

- Previous grant application was approved:

- This grant application builds upon the previous grant by (No more than 15 words):

- This grant application is unrelated to the previous business.

2. Project Information:

Project/Business Title:

In 35 words or less, please provide a summary of this grant application*:

*(*example: A grant to pay for marketing materials and an updated computer for social networking.)*

In 35 words or less, please provide a brief description* of product or service of your business (if known):

*(*example: convenience store and gas station)*

Grant Amount Requested from ʔaqam Community Enterprises (\$3,000 or \$6,000?)

3. Grant Application Budget:

Budget item	Match Contribution*		Grant expected from ACE	Total Budget
	Other Source	Personal/ Business Investment		
Total				

**Note: Matching contributions cannot include general overhead expenses (i.e. rent, utilities, etc.) or expenses for expenditures/business activities undertaken prior to the awarding for this ACE business development grant.*

Note: on own will purchase hard case carrying cases and protective covers if request is successful.

4. Grant Description:

Please describe your proposed grant application project. Attach no more than Three (3) pages of description to this application, one for each section:

A. Your Business: (no more than one (1) page)

B. Funding Request: (no more than one (1) page)

C. Your Commitments: (no more than one (1) page)

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Business Development Grant Program 2020
RANKING CRITERIA

Ranking Criteria:

All application requirements must be met and the application checklist completed and signed) in order to be considered for funding. The Business Development Grant Program is available strictly to ᲗᲗᲗᲗ membership.

Criteria		Points	Total	Comments
1. Previous Funding (per individual)	Last Fiscal	-3 Points		
	Prior Fiscal(s)	-1 Point per occasion		
	Never Funded	+2 Points		
	Funded more than 3 times within past 5 fiscal years	-3 Points		
2. Business creates at least ONE job opportunity for an ᲗᲗᲗᲗ Member		+3 Points per full-time job created		
		+1 Point per every seasonal or part-time job created		
3. Business creates positive economic spin-offs for the community		+2 Points per economic spin-off (as described within application)		
4. Member/Business Owner (and/or partner) contribution (as % of grant \$ requested)		0 Points for 0% Contribution		
		+1 Point for 10-25% Contribution		
		+2 Points for 26-50% Contribution		
		+3 Points for 50+% Contribution		

5. Proof of alternate sources of funding/financing for project	+2 Points for every confirmed source (letter and contact info of funder is required)		
6. Proof of commitments	+1 Point for every confirmed investment or commitment		
6. Viability of business idea and/or start-up project (assessment of grant description section).	Rank (out of 10 Points)	___/10	
7. Total Money requested	+1 Point for \$3,000 request		
	0 Points for \$6,000 request		
TOTAL POINTS			
Additional Comments:			

* Please note that decisions regarding funding are made by the ʔaḳam Community Enterprises Board of Directors in accordance with recommendations derived from the above priority matrix and in addition to careful consideration of documentation received. All decisions are final.