



## BUSINESS PROPOSAL

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### Instructions for completing your Business Proposal

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1. The Business Proposal allows us to determine eligibility for support available through Aboriginal Business Canada. 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, Aboriginal Business Canada 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 the completed Business Proposal, including attachments, to the Aboriginal Business Canada delivery office nearest you (*see below*). 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.

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### For more information

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We provide a range of support, information products and services to Aboriginal entrepreneurs and business organizations. For more information, please contact the Aboriginal Business Canada delivery office nearest you, or visit [ainc-inac.gc.ca/eac-abc](http://ainc-inac.gc.ca/eac-abc).

Area	Telephone	Facsimile
Halifax	(902) 426-2018	(902) 426-1643
Montréal	(514) 283-1828	(514) 283-1843
Toronto	(416) 973-8800	(416) 973-2255
Ohsweken	(519) 445-0470	(519) 445-9254
London	(519) 680-2843	(519) 680-7040
Winnipeg	(204) 983-7316	(204) 983-4107
Saskatoon	(306) 975-4361	(306) 975-5334
Edmonton	(780) 495-2954	(780) 495-4172
Calgary	(403) 292-8807	(403) 292-4578
Vancouver	(604) 666-3871	(604) 666-0238
Yellowknife	(867) 669-2624	(867) 669-2839

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## Information to assist you when applying to the Indian and Northern Affairs Canada Aboriginal Business Canada Program

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1. Aboriginal Business Canada 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 Aboriginal Business Canada so that you can discuss your project in detail.

Information materials are available at each of the Aboriginal Business Canada delivery offices listed on the previous page or on-line at [ainc-inac.gc.ca/eac-abc](http://ainc-inac.gc.ca/eac-abc).

*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, Indian and Northern Affairs Canada 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 and transferred to National Archives of Canada for selective retention. To access your information, please contact us.

3. If your project is approved for a financial contribution from Aboriginal Business Canada 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 Web site. Please speak to a development officer for more information.

4. Indian and Northern Affairs Canada and its clients are required to adhere to the provisions of the federal *Lobbyists Registration Act*.

For example:

- No contribution may be offered to an applicant that, for the purposes of his/her/its application for financial assistance, has retained a lobbyist that is not in compliance with the *Lobbyists Registration Act*.
- No contribution may be offered to an applicant that has retained a lobbyist for a commission, contingency fee or any other consideration that is dependent upon the execution of the Agreement.

For the purposes of these requirements, three categories of lobbyists are defined:

- consultant lobbyists paid to lobby on behalf of a client, e.g., government relations consultants, lawyers, accountants or other professionals who provide lobbying services for their clients.
- in-house lobbyists employed by persons (including corporations) and partnerships that carry on commercial activities for financial gain.
- in-house lobbyists employed by non-commercial organizations such as advocacy groups, and industry, professional and charitable organizations.

Please note that all lobbyists must register with the Office of the Registrar of Lobbyists.

The examples cited above illustrate the kinds of issues involved, but do not cover all of the requirements. For additional information and to ensure compliance, please speak to a development officer, or visit the Office of the Registrar of Lobbyists at <http://infosource.gc.ca/inst/lob/fed01-eng.asp>

**For internal use only**

Project Number (Business Proposal)

**Business Proposal**

To help us with our information and marketing efforts, please tell us where you learned about Aboriginal Business Canada.  
(Check all that apply.)

- Advertising
   
  Economic Development Officer  
 Business Contact
   
  Aboriginal Business Canada Web site  
 Indian and Northern Affairs Canada Office
   
  Other Web Site (*Specify*) \_\_\_\_\_  
 Canada Business Service Centre
   
  Conference/Workshop/Trade Show (*Specify*) \_\_\_\_\_  
 Past/current Aboriginal Business Canada Client  
 Aboriginal Business or Financial Organization
   
  Friend or Family Member  
 Other (*Specify*) \_\_\_\_\_

**A. Applicant Information**

Applicant Legal Name	Business Operating Name
Mailing Address	Business Address (If different from mailing address)
Telephone Number (Residence)	Telephone Number (Business)
Email Address	Facsimile Number

**Ownership Information**

Owner(s) Name	Ancestry (Please attach documentation) (Status Indian, Non-Status Indian, Metis, 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.

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**Education/Experience (Cont'd)**


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**Summary of Owner's (Owners') Net Worth**

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

<b>Assets</b>	<b>\$</b>	<b>Liabilities</b>	<b>\$</b>
Cash/Bank Balances (Confirmation required)		Charge Account Balances	
Real Estate		Mortgages	
Equipment		Loans Outstanding	
Vehicle(s)		Vehicle(s)	
Other ( <i>Specify</i> )		Other ( <i>Specify</i> )	
Other Investments		Other Accounts owing	
<b>Total Assets (A)</b>		<b>Total Assets (B)</b>	
		<b>Net Worth (A) – (B)</b>	

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**B. Project Information**

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

Please refer to our on-line information by visiting [ainc-inac.gc.ca/eac-abc](http://ainc-inac.gc.ca/eac-abc).

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**Description of the Project**

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.

**Is the Project located in a First Nation Community?** (Information for statistical purposes only.)

- Yes                      If Yes – Name of First Nation Community \_\_\_\_\_
- No

**Structure of Business** (check only one):

- Individual/Sole Proprietorship     Corporation     Incorporate Company, Band-Owned or Aboriginal Community-Owned
- Partnership                       Joint Venture     Other (*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 Aboriginal Business Canada with information on the expected size and scope of your project.

Estimated Project Costs	\$	Estimated Project Financing	\$
<b>Business Planning</b>		Minimum Applicant Cash Equity	
<b>Capital</b>		• Business plan and business support: 25% of cost	
Land		• Capital and operating: youth entrepreneurs 10%; others 15%	
Building			
Equipment		Aboriginal Business Canada Assistance	
Inventory			
Other ( <i>Specify</i> )			
		Other Government Assistance	
<b>Operating</b>			
Insurance			
Utilities			
Other ( <i>Specify</i> )		Commercial Financing	
<b>Marketing</b>			
Business Support		Other Financing	
Other ( <i>Specify</i> )			
<b>Total Estimated Project Costs</b>		<b>Total Estimated Project Financing</b>	

**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 Number	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 Aboriginal Business Canada)? 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).  Yes  No

*Note: Any costs for which you have made a legal commitment prior to project approval will not be eligible for Aboriginal Business Canada support.*

*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 the Minister of Indian Affairs and Northern Development:

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 the Minister 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 Aboriginal Business Canada 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 Aboriginal Business Development Program.

I (We) declare that if I (We) have used or are using the services of a lobbyist for the purposes of my (our) application for financial assistance, the lobbyist(s) is (are) in compliance with the *Lobbyists Registration Act*.

Signature	Date (YYYYMMDD)
Signature	Date (YYYYMMDD)
Signature	Date (YYYYMMDD)