



BUSINESS PROPOSAL

Instructions for completing your Business Proposal

1. The Business Proposal allows us to determine eligibility for the support available through the Aboriginal Business Development Program. Therefore, it is important that you answer all the 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 Aboriginal Business Development 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 the completed Business Proposal, including attachments, to the Aboriginal Business Development Program delivery office nearest you (see below). Retain a copy for your files.
5. Before completing the assessments 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.

For more information

We provide a range of support, information products and services to Aboriginal entrepreneurs and business organizations.

For more information, please contact Aboriginal Affairs and Northern Development Canada delivery office nearest you, or visit <http://aadnc-aandc.gc.ca/eng/1100100033140>

| Area | Telephone | Facsimile |
|--|----------------------|----------------|
| For products and services provided by Aboriginal Affairs and Northern Development Canada | | |
| Halifax | (902) 426-2018 | (902) 426-1643 |
| Montréal | (514) 283-1828 | (514) 283-1843 |
| Toronto | (416) 973-8800 | (416) 973-2255 |
| Brantford | (519) 751-4148 | (519) 751-2666 |
| 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 |



Information to assist you when applying to the Aboriginal Affairs and Northern Development Canada - Aboriginal Business Development Program

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

Information materials are available at each of the Aboriginal Affairs and Northern Development Canada delivery offices listed on the previous page or on-line at <http://aadnc-aadnc.gc.ca/eng/11001000331>.

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, Aboriginal Affairs and Northern Development Canada is authorized to collect limited personal information, including the following:

- We require documented proof of Aboriginal heritage of applicants 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 for statistical purposes 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 five 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 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 Web site. Please speak to a development officer for more information.

4. Aboriginal Affairs and Northern Development 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 compliant with the *Lobbyists Registration Act*.
- No contribution may be offered to an applicant that has retained a lobbyist for 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 the 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 Commissioner of Lobbying of Canada at <http://ocl-cal.gc.ca/epic/site/lobbyist-lobbyiste1.nsf/en/home>.



BUSINESS PROPOSAL

For internal use only

Project Number (Business Proposal)

Privacy Act Statement

The information that you provide is collected under the authority of the *Department of Indian Affairs and Northern Development Act* for the purpose of administering the Aboriginal Business Development Program. Personal information is used to evaluate and process requests for financial assistance and in referrals to other possible sources of financing or business support. Personal information is shared with other government departments and private sector organizations, as required, in order to fulfill the Aboriginal business development mandate of Aboriginal Affairs and Northern Development Canada. Personal information will be kept for a period of five years and then will be transferred to Library and Archives Canada. Under the *Privacy Act* individuals have the right to the protection of, and access to, their personal information. A copy of the *Privacy Act* is located at <http://laws-lois.justice.gc.ca/PDF/P-21.pdf>. A detailed description of the information stored in Personal Information Bank INA PPU 901 can be found at <http://www.infosource.gc.ca/inst/1501/1501-fedemp02-eng.asp>.

Survey

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

- | | |
|--|--|
| <input type="checkbox"/> Advertising | <input type="checkbox"/> Economic Development Officer |
| <input type="checkbox"/> Business Contact | <input type="checkbox"/> Friend or Family Member |
| <input type="checkbox"/> Aboriginal Affairs and Northern Development Canada Office | <input type="checkbox"/> Aboriginal Affairs and Northern Development Canada Web site |
| <input type="checkbox"/> Canada Business Service Centre (Specify) | <input type="checkbox"/> Other Web Site (Specify) |
| <input type="checkbox"/> Past/Current Client (Specify) | <input type="checkbox"/> Conference / Workshop / Trade Show (Specify) |
| <input type="checkbox"/> Aboriginal Business or Financial Organization (Specify) | <input type="checkbox"/> Other (Specify) |

Applicant Information

Structure of the business

- | | |
|--|--|
| <input type="radio"/> Individual / Sole Proprietorship | <input type="radio"/> Corporation |
| <input type="radio"/> Partnership | <input type="radio"/> Joint Venture |
| <input type="radio"/> Other (Specify) | <input type="radio"/> Incorporated Company, Band-Owned or Aboriginal Community-Owned |

Applicant Type

- | | | | | |
|---|--|-----------------------------|----------------------------------|--------------------------------------|
| <input type="radio"/> Status Indian | <input type="radio"/> Métis | <input type="radio"/> Inuit | <input type="radio"/> Non-Status | <input type="radio"/> Tribal Council |
| <input type="radio"/> Provincial / Territorial Organization | <input type="radio"/> National Aboriginal Organization | | | |
| <input type="radio"/> Other (Specify) | <input type="radio"/> Aboriginal Community (Specify) | | | |

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

- Yes No

Indicate where the project is located

- Urban Rural Area Remote Area Other (Specify)

Applicant Legal Name

Mailing Address (Number/Street/Apartment/P.O. Box)

| | | | |
|---------------|---------------|-----------------------|---------------|
| City | | Province or Territory | Postal Code |
| Telephone No. | Extension No. | Fax No. | Email Address |



Business Operating Name

Business Address (If different from mailing address)

| | | | | |
|---------------|---------------|-----------------------|---------------|-------------|
| City | | Province or Territory | | Postal Code |
| Telephone No. | Extension No. | Fax No. | Email Address | |

Ownership Information (If applicant is more than one owner; e.g. partnership, please enter information for all partners.)

| Owner(s) Name | Heritage (Please attach documentation) | Gender (Information for statistical purposes only) | Percentage of Ownership | Date of Birth (YYYYMMDD) |
|---------------|---|---|-------------------------|-----------------------------|
| | | | | |

Project Information

I am seeking assistance for one of the following:

- Support to start or acquire a business
 Support for an existing business
 Support for a resource or energy project
 Support for an Aboriginal business organization

Please refer to our on-line information by visiting <http://aadnc-aandc.gc.ca/eng/1100100033140>.

Description of Project - Describe your project/proposal, answering the following questions if applicable:

What product or service will you be providing, or are you currently providing? What stage is your project at? When did it start? Identify your current and/or target market and any existing competitors. Identify projected outcome, major risk and benefits. Who are the partners, where are they located? 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 organization to support conferences, economic and sector research with widespread application, or other activities that promote Aboriginal economic opportunities.

Education/Experience

Is the applicant:

- an individual / sole proprietor or partnership
 a legally incorporated organization or Aboriginal community



Estimated Project Costs and Financing

Itemize major projected expenditures and the proposed financing package. Total Project Costs must equal Total Project Financing. These are estimates only and are intended to provide the Aboriginal Business Development Program with information on the expected size and scope of your project.

| Estimated Project Costs | | Estimated Project Financing | |
|--------------------------------------|-----------|--|-----------|
| | \$ | | \$ |
| Capital | | Minimum Applicant Cash Equity | |
| Land | | | |
| Building | | Aboriginal Business Development Assistance | |
| Equipment | | | |
| Inventory | | | |
| Other (Specify) | | Other Government Assistance (Specify) | |
| | | | |
| Operating | | | |
| Insurance | | Commercial Financing | |
| Utilities | | | |
| Other (Specify) | | Other Financing (Specify) | |
| | | | |
| Marketing | | | |
| Business Support | | | |
| Other (Specify) | | | |
| | | | |
| Development | | | |
| Business Plan / Feasibility Study | | | |
| Environmental Assessment | | | |
| Other (Specify) | | | |
| | | | |
| Total Estimated Project Costs | | Total Estimated Project Financing | |

Sources of Commercial Financing

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

| Contact Person | Telephone Number | Organization |
|----------------|------------------|--------------|
| | | |



Other Information

Have you, or any business that you own or have previously owned, received financial assistance from the Government of Canada (including Aboriginal Affairs and Northern Development Canada)?

Yes No

Are you applying to any other government programs for financial assistance for this project?

Yes No

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

Yes No

Have you already made any financial commitments for the project?

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 Form, indicate that you have provided the following mandatory documents:

- Evidence of Aboriginal heritage (if not attaching evidence of Aboriginal heritage at this time, please sign self-declaration form);
- Evidence of sufficient personal financial resources to undertake the project you are proposing;
- A résumé 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;
- A copy of any partnership agreements and/or incorporation documents; and
- Board/Council Resolution.

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



Declaration

To the Minister of Aboriginal 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 heritage and/or represent a company that is majority-Aboriginal owned.

I (We) consent to Aboriginal Affairs and Northern Development Canada sharing my (our) name(s), phone number(s), and e-mail address(es) 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.

Identify which case applies to your situation and application:

- I (We) declare that I (we) are not or have not used the services of a lobbyist for the purposes of my (our) application for financial assistance.
- I (We) declare that I (we) have used or are using the services of a lobbyist for the purposes of my (our) application for financial assistance and the lobbyist(s) is (are) in compliance with the *Lobbyists Registration Act*.

Note: Each applicant must sign and date this Business Proposal. Identify how many applicants there are: _____

| | |
|-----------|------|
| Signature | Date |
|-----------|------|