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**Kakivak Association**  
 Parnaivik Building 924  
 P.O. Box 1419  
 Iqaluit, NU X0A 0H0

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 Toll free: 1-800-561-0911  
[www.kakivak.ca](http://www.kakivak.ca)

## APPLICATION FOR BUSINESS FUNDING

### Part 1: The Applicant

Contact last name:		First name:
The contact listed is	<input type="checkbox"/> The applicant	<input type="checkbox"/> An agent for the following business:
Business name:		
Post office box #:		House or street #:
Municipality:		
Territory/Province:		Postal Code:
Home Telephone:		Work Telephone:
E-mail address:		Facsimile:
Business status	<input type="checkbox"/> Proposed	<input type="checkbox"/> Existing since:
The main commercial activity of this business is:		

### Part 2: Eligibility of the Applicant

#### a) Please check one box which best describes the applicant.

- ☐ The **individual** applying is Inuk and has lived in Baffin Region for 6 months or more.
- ☐ The **partnership** applying is at least 51% Inuit owned and controlled.
- ☐ The **corporation** applying is at least 51% Inuit owned and controlled.
- ☐ The **corporation** applying is an Inuit firm certified by Nunavut Tunngavik Inc. for inclusion on the Inuit Firm Registry under Article 24 of the Nunavut Land Claims Agreement and has its principle place of business in Nunavut, Canada.

#### b) For individual applicants or partnerships, please complete the following for each and every applicant (attach additional applicant information if necessary).

Last name:	First name:
Birth (m/d/y):	NTI #:
% Ownership of the business:	SIN # (optional):

Last name:	First name:
Birth (m/d/y):	NTI #:
% Ownership of the business:	SIN # (optional):

Last name:	First name:
Birth (m/d/y):	NTI #:
% Ownership of the business:	SIN # (optional):

#### c) Has the applicant ever received a grant or loan from Kakivak Association?

<input type="checkbox"/> No	<input type="checkbox"/> Yes	Amount:	Date:
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### Part 3: The Project (only check one box)\*

- ☐ **Business Plan.** This application is for funding the development of a business plan.  
 At least one quotation from a reputable business planning consultant is included.  
 The project costs are summarized below in Part 5.
- ☐ **Project under \$5,000.** This application is for a project not exceeding \$5,000 in total cost.  
 A business plan is not required.  
 Written quotations confirming prices from suppliers for goods and services to be purchased are attached.  
 Prices include 5% GST tax and delivery charges to the applicant's community.  
 The project costs are summarized below in Part 5.
- ☐ **Project \$5,000-\$20,000.** This application is for a project ranging from \$5,000-\$20,000 in total cost.  
 A brief business plan (including a pro forma statement of income, monthly cash flow projection and annual balance sheet for the next year of operation) is required and enclosed.  
 The project costs are summarized below in Part 5.
- ☐ **Project \$20,000 and over.** This application is for a project exceeding \$20,000 in total cost.  
 A comprehensive business plan (including pro forma monthly cash flow projections and annual balance sheets and statements of income for the next three years) is required and enclosed. The project costs are summarized below in Part 5.

(\* the above requirements are general and may be waived at the discretion of Kakivak Association)

### Part 4: Job Creation Statistics

<b>State the number of <u>new</u> jobs that will be created by this funding:</b>		
Full-time (20 hours per week or more):	Inuit:	Other:
Part-time (under 20 hours per week):	Inuit:	Other:
<b>State the number of <u>existing</u> jobs that will be <u>maintained</u> if funding is approved:</b>		
Full-time (20 hours per week or more):	Inuit:	Other:
Part-time (under 20 hours per week):	Inuit:	Other:

**Operating costs:** list the total cost of goods and services you pay for that are not directly related to the things you sell, include telephone fees, insurance, office supplies, utility costs, rent, accounting fees, etc..



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## Part 6: Checklist of Other Required Documents to be Included

**This application can only be considered upon receipt of all relevant information and documents requested below. Please submit only after all documents are collected.**

### All applicants please include the following;

- ☐ This "Application for Business Funding" form completed, signed and dated.
- ☐ A copy of a municipal Business License or any other applicable.

### If the applicant is an individual or partnership, please also include the following;

- ☐ A legible copy of the NTI Beneficiary card for each and every applicant.
- ☐ A legible copy of the Social Insurance card for each and every applicant (optional).
- ☐ A letter from the Hamlet or Hunter and Trappers' Association acknowledging support for your business proposition (if this is impossible to obtain, explain why in a separate statement).

### If you are applying for project funding not exceeding \$5,000 in total cost, please also include the following;

- ☐ A letter from at least one customer stating that they now buy or intend to buy from your business.
- ☐ Written quotations from suppliers confirming prices for all equipment or goods and services listed in Part 5 above (include 7% GST tax and delivery charges to your community).

### If you are applying for funding for an outfitting business, please also include the following;

- ☐ A quotation or certificate for business liability insurance appropriate to your industry or enterprise.

### If you are applying for business plan funding, please also include the following;

- ☐ At least one detailed quotation from a reputable business planning consultant.

### If this is an application for a project ranging from \$5,000-\$20,000 in total cost please also include the following;

- ☐ A brief business plan for the project (including a pro forma statement of income, monthly cash flow projections and an annual balance sheet for the next year of operation).

### If this is an application for a project exceeding \$20,000 in total cost, please also include the following;

- ☐ A comprehensive business plan for the project (including pro forma monthly cash flow projections and annual balance sheets and statements of income reflecting the impact of the proposed project over the next three years of operation).

### If the applicant is a corporation or an association, please also include the following;

- ☐ A list of the board of directors, and contact information (addresses, telephone, etc.)
- ☐ A legible copy of the shareholder certificates for all shareholders and a statement indicating the percentage of corporate ownership held by each shareholder of the company.
- ☐ 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. Inuit Firm Registry certificate **or** a legible copy of certification as a Birthright Corporation or 100% owned subsidiary of a Birthright Corporation located in Nunavut.

### If the applicant is an existing business, please also include one of the following;

- ☐ Annual financial statements for the previous 3 years of operation **or**
- ☐ A written statement explaining why financial statements are unavailable for previous 3 years of operation.



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## Part 7: Declaration of the Applicant

I understand that this application can only be considered upon receipt of all relevant information and documents requested in Part 6 of this application.

I hereby acknowledge that I make this application as the applicant or on behalf of the applicant as the applicant's legal and rightful representative.

I understand that any offer of funding for this project made to the applicant by Kakivak Association will normally require that the applicant provide a minimum of 10% equity toward the total costs listed in Part 5 of this application form.

I understand that the term of any agreement with Kakivak Association that results from this application shall be two (2) years and that within the term of such an agreement, the applicant 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 Kakivak Association 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 this application; c) change ownership of the business; d) stop using the assets for the project; e) transfer that agreement to anyone else without the express written approval of Kakivak Association.

I understand that any offer made by Kakivak Association to contribute funds on behalf of the applicant 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 Kakivak Association may consider necessary.. My receipt of funding will not make me an employee, contractor, or agent of Kakivak Association or the programs; and,

I agree that Kakivak Association is allowed verify the applicant's credit history and, from time to time, to inspect the applicant's financial books, accounts and records; to make inquiries and credit checks; and to obtain any other information, including information concerning the income and social assistance status of the client.

I hereby promise that any contribution of funds received from Kakivak Association 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 Kakivak Association in relationship to my application for funding are true and are not misleading in any way. 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.

Name:

Signature

Date