



GGDL – Entrepreneurial Grants Program

RATIONALE

The GGDL Entrepreneurial Grants Program provides business advisory services and support to Gordon First Nation members. This document describes how we work with you, what we look for and how we can help your business succeed in developing new opportunities.

ELIGIBILITY CRITERIA

Who is eligible for support?

- Applicants must be a Gordon First Nation Member who is eighteen (18) years of age and older.
- Applicants must not be indebted to the band in excess of \$500.00 from all sources.
- Applicants must possess majority ownership of business.
- Applicants must operate a working email address. All communications will be done so via email.

SCOPE

What kind of services does the GGDL Entrepreneurial Grants Program provide for businesses?

Financial assistance can be made available to:

- 1) Small Business Start Up – Entrepreneur Training & Business Plan Development
- 2) Business Enhancement Program – To provide existing business operators an opportunity to expand or diversify.

Technical support can be available by the GGDL Entrepreneurial Grants Program to:

- Assist clients in processing applications.
- Assist clients in preparing pre-business plan outline.
- Provide referral services to other agencies.
- Build capacity through training or community workshops.

[All support will be provided by the Workforce Development Manager of George Gordon Developments Ltd.]

If I am eligible for support, what is expected of me as the client?

You must be actively involved in operating the business and the business must demonstrate that it can support an appropriate income.

To qualify for a max grant contribution, you will need:

- To be Aboriginally majority owned business
- To be employed full-time by your company
- To display 3-year financial history, or 3-year financial projections
- To be pre-approved for a loan of 50% of your total financial needs from your desired financial institution
- A complete Business Plan (w/ 3 quotes for any equipment larger than \$3,000)
- Proof of your certificate of incorporation
- Demonstrated capacity (resume to reflect your education and experience towards your desired business)

What financing can the program offer?

The program is designed to support business initiatives that will contribute to the sustainability of the local economy. Therefore, the program financing options are limited to building capacity and providing basic start-up costs for small business operators. The scope of the program is to provide advice and referral services so that the client can leverage additional financing from the relevant agencies.

- 1) **Small Business Start Up** – Grant available of **\$5,000 to \$15,000** plus business plan training
- 2) **Business Enhancement Program** – Maximum of **\$2,500.00** for majority owned existing businesses for capital equity and or operating

Is there maximum contribution?

YES, the maximum contribution is up to ***Fifteen Thousand Dollars (\$15,000.00)*** per Band Member, per business, per fiscal period. Band Members receiving a contribution will not be eligible for additional financial support prior to the three (3) year period following receipt of a contribution. Successful applicants will have: 3-year financial history, or 3 year projections; financing confirmation(s); Business Plan, quotes for equipment needed over \$3,000.00; incorporation documents; and, demonstrate capacity through a resume.

Do I have to repay this contribution?

NO...providing that you are in compliance with the terms and conditions of the program guidelines outlined herein.

If I have a business idea or proposal for consideration, what is the next step?

Step 1: Call the ***GGDL Workforce Development Manager*** and set up an appointment

Step 2: Meet with the ***GGDL Workforce Development Manager*** who will provide further information and discuss your plans with you.

Step 3: After determining whether your ideas fit the criteria, you will develop a letter of request, business plan and complete the application form.

Step 4: Submission of the application form, letter of request and a copy of your business plan begins the application process. Applications must be submitted via email. Faxed and hardcopies of your application will not be accepted.

Step 5: Application Process – the **Application and a one-page letter** is filed and forwarded to the GGDL Board of Directors for consideration.

How can I obtain more information?

For additional information, please call the GGDL Business Development Manager at (306) 949-4230 or e-mail reception@ggdevelopments.com

Business Plan/Application Scoring Process

Grant applications will be processed and forwarded to the Board of Directors of George Gordon Developments Ltd. for grant funding consideration. The GGDL Board of Directors will choose successful applications based on the following selection criteria:

1. Whether or not the business plan/application employs or proposes to employ a GGFN Band Member;
2. Whether or not the business is currently in operation and/or qualifies for additional financing options;
3. Whether or not the applicant has received a grant in the past 3 years;
4. Whether or not the business plan/application provides a needed service or product;
5. Whether or not the business plan/application requires low start-up costs;
6. Whether or not the applicant has invested in own capital;
7. Whether or not the business plan/application/letter indicates the appropriate level of capacity (education, experience, character) required to execute the plan.

***Bonus Point** awarded to those who attend seminars that GGDL hosts (e.g. SIEF forum, Networking Workshop, Square One Luncheon, etc.)

***Bonus Point** awarded to those who meet financing pre-approval through a lending institution.

**Applications will be reviewed quarterly.
(February, April, July, and October)**

Priority acceptance for applications being accepted will be as follows:

1. Highest scoring Business that are eligible for SIEF Grants
2. Businesses that are eligible for SIEF Grant
3. Businesses that are pre-qualified for traditional loans
4. Businesses that score highest for Business Enhancement Grant



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Application Form

APPLICANT INFORMATION

Applicant Legal Name:

Business Operating Name:

Mailing Address:

Business Address:

Home Phone Number:

Work Phone Number:

Email Address:

Facsimile Number:

OWNERSHIP INFORMATION

Owner(s) Name	Treaty Number	Date of Birth	Gender	Percentage of Ownership

BUSINESS INFORMATION

If the business has multiple owners please submit a separate statement of net worth for each. For incorporated companies or businesses, please attach the most recent balance sheet.

PROJECT INFORMATION

I am seeking assistance for one of the following (check one only)

- Small Business Start Up** – Grant available of **\$5,000 to \$15,000**

- Business Enhancement Program** – Maximum of **\$2,500.00** for majority owned existing businesses for capital equity and or operating

DESCRIPTION OF THE BUSINESS

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 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

BUSINESS DEMOGRAPHICS

Is the business located in a First Nations Community? If yes, please indicate which community it is situated in. _____

If no, please specify the location. _____

This information is for statistical use only.

STRUCTURE OF BUSINESS

Please indicate the structure and type of business you are proposing or currently engaged in

- Individual/Sole Proprietorship
- Corporation
- Joint Venture
- Partnership
- Other (please specify)

ESTIMATED COSTS AND FINANCING

Please itemize major projected expenditures and set out the proposed financing package. Total project costs must equal total business financing. These are estimates only and are intended to provide GGDL with information on the expected size and scope of your business.

Estimated Costs	\$	Estimated Financing	\$
Business Planning		Cash Equity	
Capital			
Land			
Building			
Equipment			
Inventory			
Other (specify)		Partner Equity	
		Equipment Equity (please list)	
Operating		GGDL Entrepreneurial Grant	
Insurance			
Utilities		Commercial Financing	
Other (specify)		Other Financing	
Marketing			
Business Support			
Other (support)			
Total Costs	\$	Total Financing Package	\$

OTHER INFORMATION

Please provide the information requested below

- Is this an existing business?
If yes, please provide financial statements for the last three years.

- Have you ever received financial assistance from the Gordon First Nation or any other aboriginal institutions and or government agencies?
If yes, please describe.

- Is this application for a business or a hobby?
Please explain.

- Do you or your business owe money to the Gordon First Nation?
If yes, please describe.

- Have you already made any financial commitments for this business?

If yes, please describe. NOTE: Any costs for which you have made a legal commitment prior to applicant approval will not be eligible for financial support.

Signature of Applicant

Date: _____

Business Plan

A detailed business plan is essential before starting a new business or expanding an existing business. It is important for your own purposes to determine whether an idea is viable and profitable. It is also necessary if you are approaching a financial institution or any government program for funding. This outline is an example of what will be expected in a formal business plan.

BUSINESS PLAN OUTLINE:

EXECUTIVE SUMMARY

- A brief description of the business, product, market, location, etc.
- A brief description of management, directors, and key persons.
- The amount of money required and for what purpose.
- A summary of the potential or existing business's financial projections.
- What security will you pledge?

BACKGROUND INFORMATION

- History of the business (should be brief and concise.)
- Provide the legal status of the business (indicate whether the business is a sole proprietorship, partnership, or corporation). Include dates of commencement or incorporation. Include a list of names and addresses of the owners and what percentage of the business they own.

PRODUCTS AND SERVICES

- Provide a description of your products and services with an assessment of their strengths and weaknesses.
- Technologies used and technical advantages.
- Historical information on the industry in general, current status as well as future prospects of the industry.
- Describe competitive advantages such as: products, price, quality, customer service, product service, reliability, expertise, image/reputation, location, credit policy, and advertising.
- Competitive edge – How they are performing, strengths and weaknesses, including financial and market trend information.
- A review of implication of relevant government regulations such as environmental impacts, etc.

MANAGEMENT

- Provide brief management biographies of key personnel including experience in this type of business.
- Provide a formal organization chart identifying relationships between owners and managers.

FINANCIAL STATEMENTS

- Provide a detailed list of all start up costs for new business ventures.
- Provide cash flow projections showing anticipated revenue and expenses for start up year.
- Provide projected operating expenses for a five (5) year period.

Criteria	Grant Selection Criteria	Units	1	2	3	4	5
1	Employs Band Members	# of Employees	1	2	3	4	5+
2	Currently in Operation	# of Years	1 to 3	3 to 5	5 to 7	8 to 10	11 +
3	No previous grant	# of Years since last grant	1	2	3	4	no previous application
4	Provides needed service or product	at discretion					
5	Eligible for SIEF Funding	Pass/fail system			may be approved		Applicant has secured grant
6	Has invested own capital	at discretion					
7	Capable management available	at discretion					
8	Provides significant training	at discretion					
9	Does the applicant have capacity	at discretion					
10	Bonus Point awarded to those who attend seminars that GGDL hosts (e.g: SIEF forum, Networking Workshop, Square One Luncheon, etc.)						
11	Bonus Point awarded to those who meet financing pre-approval through a lending institution.						
Notes:							
	Criteria #2 not used for Start Up Grant Scoring						
	Criteria #5 not used for Business Enhancement Score						
	Enhancement Distribution Recommendations						
	0 to 9 Points = \$0 Grant						
	10 to 19 Points = \$1,000.00 Grant						
	20+ Points = \$2,500.00 Grant						
	Start Up Distribution Recommendations						
	Applicant is eligible for SIEF Funding and score above 15 points						
	Applicant score above 25 points but does is not SIEF eligible = 10% of their total need, to a max of \$10,000.						