

Business Support Program

RATIONALE

The Business Support Program provides business advisory services and support to Pasqua 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 Pasqua 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.

When are the deadlines?

- ❖ Applicants must apply by the following dates each year;
 - March 31st
 - June 30th
 - September 30th
 - December 31st

SCOPE

What kind of services does the Business Support 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 Economic Development Department 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.

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.

What financing can the Business Support 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 based on criteria and scoring system
- 2) **Business Enhancement Program** – Grant available for majority owned existing businesses for capital equity and or operating.

Do I have to repay this contribution?

NO...providing that you follow 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 Economic Development Office and set up an appointment

Step 2: Meet with the Economic Development Officer who will provide further information and discuss your plans with you.

Step 3: If the idea appears to fit the criteria, you will be provided with an application form.

Step 4: Submission of this form in addition to two (2) copies of your business plan begins the application process.

Step 5: Application Process

How can I obtain more information? For additional information, please call the Pasqua First Nation Economic Development Office at (306) 332-5697 or e-mail pasquafirstnation@sasktel.net.

NOTE: This material is provided for general information purposes only. Specific details concerning eligibility and program criteria should be discussed with an economic development officer.

ESTIMATED COSTS AND FINANCING			
<i>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 Pasqua's Economic Development office with information on the expected size and scope of your business.</i>			
Estimated Costs	\$	Estimated Financing	\$
Business Planning		Cash Equity	
Capital			
Land			
Building			
Equipment			
Inventory			
Other (specify)		Partner Equity	
Operating		Equipment Equity (please list)	
Insurance		Pasqua Economic Development	
Utilities		Commercial Financing	
Other (specify)		Other Financing	
Marketing			
Business Support			
Other (support)			
Total Costs	\$	Total Financing Package	\$
OTHER INFORMATION			
<i>Please provide the information requested below</i>			
Is this an existing business? If yes, please provide financial statements for the last three years.			
Have you ever received financial assistance from the Pasqua First Nation or any other indigenous institutions and or government agencies? If yes, please describe.			
Are you applying to any other Government programs for financial assistance for this business? If yes, please describe.			
Do you or your business owe money to the Pasqua 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 Outline

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:

1.0 EXECUTIVE SUMMARY

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

2.0 BACKGROUND INFORMATION

- 2.1 Past history of the business (should be brief and concise.)
- 2.2 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.

3.0 PRODUCTS AND SERVICES

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

4.0 MANAGEMENT

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

5.0 FINANCIAL STATEMENTS

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