# 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 30<sup>th</sup>
- ➤ September 30<sup>th</sup>
- ➤ 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 I: 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.

| Pasqua First Nation Economic Development Grant  |   |  |  |   |  |  |  |
|---|---|--|--|---|--|--|--|
| Application Form  |   |  |  |   |  |  |  |
| To help us with our information and marketing efforts, please tell us where you learned about the program:   Friends   Band Office   Newsletter   Economic   Development Office   Website   Conference/Workshop   Other |   |  |  |   |  |  |  |
| APPLICANT INFORMATION   |   |  |  |   |  |  |  |
| Applicant Legal Name:   |   |  | Business Operating Name:   |   |  |  |  |
| Mailing Address:  |   |  | Business Address:  |   |  |  |  |
| Home Phone Number:  |   | Work Phone Number:   |  |   |  |  |  |
| Email Address:  |   |  | Facsimile Number:  |   |  |  |  |
| <u>INFORMATIO</u>   |   |  | T  |   |  |  |  |
| Treaty<br>Number  | Date of Birth                             | of   | Gender   | Percentage of<br>Ownership  |  |  |  |
| owner, please attach a .  | statement of ed                           | lucation, tre  |  |   |  |  |  |
|   | our information and pre program:  Fiffice | Application and marke the program:   Friends   Iffice   Website   Conference of the Internal o | Application Four information and marketing efform the program: Friends Band Offfice Website Conference/Website Conference/Website Service Busine Busi | Application Form  our information and marketing efforts, please teles program: Friends Band Office Newsloffice Website Conference/Workshop  NFORMATION al Name: Business Operation  SS: Business Address  Number: Work Phone Num  Facsimile Number  INFORMATION  Treaty Date of Number  Number Birth  Our information please teles please |  |  |  |

| 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 – \$2,500 - \$5,000 for grant and business plan   |  |  |  |  |  |  |
| development   |  |  |  |  |  |  |
| ☐ Self Employed Trades Skill & Equipment Program – Maximum of \$500.00 for  |  |  |  |  |  |  |
| commercial trades & skills  |  |  |  |  |  |  |
| ☐ 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 indigenous business) please outline the objectives, expected participants, timing, location and any other significant information                          |  |  |  |  |  |  |
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| 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.  |  |  |  |  |  |  |
| 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   |              |   | Taralamai ar     |  |  |  |  |
|---|--------------|---|------------------|--|--|--|--|
| costs must equal total busines  | s financing. | es and set out the proposed financing package<br>These are estimates only and are intended to p | provide Pasqua's |  |  |  |  |
| _   |              | ation on the expected size and scope of your b  |                  |  |  |  |  |
| Estimated Costs   | \$           | Estimated Financing   | \$               |  |  |  |  |
| Business Planning   |              | Cash Equity   |                  |  |  |  |  |
| Capital   |              |   |                  |  |  |  |  |
| Land  |              |   |                  |  |  |  |  |
| Building  |              |   |                  |  |  |  |  |
| Equipment   |              |   |                  |  |  |  |  |
| Inventory   |              | Partner Equity  |                  |  |  |  |  |
| Other (specify)   |              | Equipment Equity  |                  |  |  |  |  |
|   |              | (please list)   |                  |  |  |  |  |
| Operating   |              | Pasqua Economic   |                  |  |  |  |  |
| operating   |              | Development   |                  |  |  |  |  |
| Insurance   |              | Development   |                  |  |  |  |  |
| Utilities   |              | Commercial Financing  |                  |  |  |  |  |
|   |              | Commercial Financing  |                  |  |  |  |  |
| Other (specify)   |              | Other Financing   | _                |  |  |  |  |
| Marketing   |              |   | _                |  |  |  |  |
| Business Support  |              |   |                  |  |  |  |  |
| Other (support)   |              |   |                  |  |  |  |  |
|   |              |   |                  |  |  |  |  |
|   |              |   |                  |  |  |  |  |
| Total Costs   | \$           | Total Financing Package   | \$               |  |  |  |  |
|   |              |   |                  |  |  |  |  |
| OTHER INFORMATION   |              |   |                  |  |  |  |  |
| Please provide the infe   | ormation i   | requested below   |                  |  |  |  |  |
|   |              | provide financial statements for the last   |                  |  |  |  |  |
|   |              | om 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 mone  |              |   |                  |  |  |  |  |
| Have you already made any financia  |              |   |                  |  |  |  |  |
| NOTE: Any costs for which you have made a legal commitment prior to applicant approval will not be eligible for financial support.                                  |              |   |                  |  |  |  |  |
|   |              |   |                  |  |  |  |  |
|   |              |   |                  |  |  |  |  |
|   |              |   |                  |  |  |  |  |
| Cianatura of Acculiance   |              |   |                  |  |  |  |  |
| Signature of Applicant  |              | Date  | 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.