

INSTRUCTIONS FOR COMPLETING YOUR BUSINESS PROPOSAL

1. The Business Proposal allows us to determine eligibility for support available through Aboriginal Business Canada. Therefore, it is important that you answer all 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, Aboriginal Business Canada 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 your completed Business Proposal, including attachments, to the Aboriginal Business Canada delivery office nearest you (*see below*). Retain a copy for your files.
5. Before completing the assessment 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 the Aboriginal Business Canada delivery office nearest you, or visit ainc-inac.gc.ca/eac-abc.

AREA	TELEPHONE	FACSIMILE
Halifax	(902) 426-2018	(902) 426-1643
Montréal	(514) 283-1828	(514) 283-1843
Toronto	(416) 973-8800	(416) 973-2255
Ohsweken	(519) 445-0470	(519) 445-9254
London	(519) 680-2843	(519) 680-7040
Winnipeg	(204) 983-7316	(204) 983-4107
Saskatoon	(306) 975-4329	(306) 975-5334
Edmonton	(780) 495-2954	(780) 495-4172
Calgary	(403) 292-8807	(403) 292-7197
Vancouver	(604) 666-3871	(604) 666-0238
Yellowknife	(867) 669-2624	(867) 669-2839



INFORMATION TO ASSIST YOU WHEN APPLYING TO THE INDIAN AND NORTHERN AFFAIRS CANADA ABORIGINAL BUSINESS CANADA PROGRAM

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

Information materials are available at each of the offices listed on the previous page or on-line at ainc-inac.gc.ca/eac-abc.

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, Indian and Northern Affairs Canada is authorized to collect limited personal information, including the following:
 - We require documented proof of **Aboriginal ancestry** of applicants to confirm eligibility 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 to establish their eligibility for youth entrepreneurial support 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 six 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 under the Aboriginal Business Canada 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. Indian and Northern Affairs 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 in compliance with the *Lobbyists Registration Act*.
- No contribution may be offered to an applicant that has retained a lobbyist for a 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 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 Registrar of Lobbyists at infosource.gc.ca/inst/lob/fed01-eng.asp

For internal use only.

Project Number (Business Proposal)

BUSINESS PROPOSAL

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

- | | |
|---|--|
| <input type="checkbox"/> Advertising | <input type="checkbox"/> Economic development officer |
| <input type="checkbox"/> Business contact | <input type="checkbox"/> Aboriginal Business Canada Web site |
| <input type="checkbox"/> Indian and Northern Affairs Canada office | <input type="checkbox"/> Other Web site (please specify) _____ |
| <input type="checkbox"/> Canada Business Service Centre | <input type="checkbox"/> Conference/workshop/trade show (please specify) _____ |
| <input type="checkbox"/> Past/current Aboriginal Business Canada client | <input type="checkbox"/> Friend or family member |
| <input type="checkbox"/> Aboriginal business or financial organization | <input type="checkbox"/> Other (please specify) _____ |

A. APPLICANT INFORMATION

Applicant legal name	Business operating name
Mailing address	Business address (if different from mailing address)
Residence telephone number	Work telephone number
E-mail address	Facsimile number

OWNERSHIP INFORMATION

Owner(s) name	Ancestry (please attach documentation) <small>(Status Indian, Non-Status Indian, Métis, Inuit, Non-Aboriginal)</small>	Gender <small>(Information for statistical purposes only)</small>	Percentage of ownership	Date of birth

EDUCATION/EXPERIENCE

For each owner, please attach a statement of education, training, employment history and management experience (résumé). Summarize below how the education/experience relates to this proposal.

IS THE PROJECT LOCATED IN A FIRST NATION COMMUNITY?

Yes _____ No

name of First Nation community

Information for statistical purposes only.

STRUCTURE OF BUSINESS (check only one):

Individual/sole proprietorship Corporation Incorporated company, band-owned or Aboriginal community-owned
 Partnership Joint venture Other (*please specify*) _____

Please note that businesses and organizations must be majority Aboriginal-owned and controlled.

ESTIMATED PROJECT COSTS AND FINANCING

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

Estimated project costs	\$	Estimated project financing	\$
Business planning		Minimum applicant cash equity • Business plan and business support: 25% of cost • Capital and operating: youth entrepreneurs 10%; others 15%	
Capital			
Land			
Building		Aboriginal Business Canada assistance	
Equipment			
Inventory			
Other (<i>specify</i>)			
		Other government assistance	
Operating			
Insurance			
Utilities			
Other (<i>specify</i>)		Commercial financing	
Marketing			
Business support			
Other (<i>specify</i>)		Other financing	
Total estimated project costs		Total estimated project financing	

SOURCES OF COMMERCIAL FINANCING

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

Contact person	Telephone	Organization

C. OTHER INFORMATION

Have you, or any business that you own or have previously owned, received financial assistance from the Government of Canada (including Aboriginal Business Canada)? If yes, please describe. Yes No

Are you applying to any other government programs for financial assistance for this project? If yes, please describe. Yes No

Do you, or your business, owe money to the Government of Canada? If yes, please indicate to which department or agency and list amount(s). Yes No

Have you already made any financial commitments for the project? If yes, please list amount(s). *Note: Any costs for which you have made a legal commitment prior to project approval will not be eligible for Aboriginal Business Canada support.* 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 PLEASE ENSURE THAT YOU HAVE INCLUDED THE FOLLOWING:

- evidence of Aboriginal ancestry;
- evidence of sufficient personal financial resources to undertake the project you are proposing;
- a resumé 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; and
- a copy of any partnership agreements or incorporation documents.

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

D. DECLARATION

Note: Each applicant must sign and date this Business Proposal.

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

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

I (We) declare that if I (We) have used or are using the services of a lobbyist for the purposes of my (our) application for financial assistance, the lobbyist(s) is (are) in compliance with the Lobbyists Registration Act.

Signature	Date
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Signature	Date
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Signature	Date
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