



SUCKER CREEK FIRST NATION

ECONOMIC DEVELOPMENT DEPARTMENT

SMALL BUSINESS ASSISTANCE PROGRAMS

March 2018

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FORWARD

The Nation is committed to the enhancement of self-reliance and the economic well-being of its members - through entrepreneurship and business development - encouraging members to undertake opportunities in all areas of business through the Small Business Assistance Programs.

The Small Business Assistance Programs may be amended from time to time, by the Chief & Council. Notice of amendments will be provided to members before they take effect. The length of the notice will be at the discretion of Chief & Council and will depend on the nature and extent of the amendment(s).

Developing a successful business is extremely challenging. In order to increase the probability of success, the Nation will assist entrepreneurs in the development of their businesses by providing training and orientation in the areas of opportunity identification, business planning, financial management, marketing & market research.

The Small Business Assistance Programs will provide financial support to individual business enterprises/activities to assist with the purchase of supplies or other costs related to the start-up, and/or operation of the business and to assist with accessing finance/business loans (where applicable).

Program applications must be submitted in writing to the Economic Development Director.

This program applies solely to the Sucker Creek First Nation Members who are residents of the Nation's reserve. Members must provide proof that s/he has been a resident for a minimum of six (6) consecutive months.

Recognizing that members will be considering opportunities in many different areas and recognizing each applicant will have different experiences, skills, equipment, financial strength and support, the following programs have been created:

- **New Company Start-up Program**
- **Existing Business Assistance Program**
- **Business Expansion Program**

Each program has specific criteria, but all will operate under the following shared eligibility criteria:

- Applicants must be a Sucker Creek First Nation Band member.
 - Members must provide proof that s/he has been a resident for a minimum of six (6) consecutive months prior to the submission of their application.
 - **Members must not owe any money to the Sucker Creek First Nation.**
 - A person is eligible to apply to only one (1) program per year.
 - **All repeat** applications must include information of the outcome of the previous grant funding provided.
 - Sucker Creek Nation employees are not eligible to receive any financial assistance under the program.
 - The Chief and Councillors are not eligible to receive any program financial assistance during their term of office and 3 months after leaving their term of office
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- A maximum of \$10,000 in funding assistance can be provided to members over their lifetime.

NOTE. Employees, Councillors and the Chief are welcome to attend any business information/training classes, workshops or seminars.

All applications must include a business plan with cash flow projections and identify personal contributions towards the business. An explanation as to how a person is qualified to operate the proposed new or existing business. (i.e. years of experience working in the industry or have the required skill and knowledge acquired through apprenticeship or schooling)

Members receiving Social Assistance are eligible to apply to the programs. They should note that they might not qualify for full Social Assistance once their application has been approved. A subsidy may be paid if they qualify after completing the proper paper work within the Social services department and after exploring other options that may be available through other programs.

Any Member, who is not satisfied with the Grant request decision of the Economic Development Director, may appeal the decision in writing to the Nation Manager.

New Company Start-up Program

Application Process Requirements/Assessment Criteria:

- Completed application form or business plan (see attached);
- Paragraph explaining a vision of the proposed business, explaining how it will work;
- Evidence of skill and/or knowledge of the business/industry (such as any licences or trades certifications related to the new business);
- Identification of personal assets which will be contributed to the enterprise - equipment (chain saw, skidoo, etc.), vehicles, livestock, etc.;
- Where applicable, explanation of personal & sweat equity which will be invested (the value of the work you will do in order to start the business that you would otherwise have to pay for – such as repairing a vehicle that will be used for the business);
- The amount of equity (your cash investment) that you will be contributing to your new enterprise.

Contribution Limits

The New Company Start-up program can cover up to 100% of eligible project costs, up to a limit of \$2,500 per applicant.

Existing Business Assistance Program

It is the desire of the Sucker Creek First Nation that all member- owned businesses succeed. Successful businesses generate wealth and create employment, both which enhances the Nation economically.

To assist existing businesses which have a need for funds to cover costs to continue to operate or repair or replace equipment, a non-repayable grant is available.

The grant is up to a maximum of 20% of the capital or non-capital costs to a maximum of five thousand dollars (\$5,000). See chart below.

Applicants must make a personal contribution of a minimum of 10% equity towards their project.

Application Process Requirements/Assessment Criteria:

All applicants will need to submit a business plan, including a cash flow statement showing the estimated income and expenses for three (3) years.

To determine past business performance, historic financial information must accompany the application.

The application processing time will be one – three (1-3) weeks, upon receipt of full information.

Contribution Limits

Allowable contribution is 20% of the requested amount to a maximum of \$5,000, as per the following table:

Requested Amount	Allowable Contribution
\$1,000	\$200
\$2,000	\$400
\$3,000	\$600
\$4,000	\$800
\$5,000	\$1,000
\$15,000	\$3,000
\$20,000	\$4,000
\$25,000	\$5,000

Business Expansion Program

Successful businesses usually expand, employing even more people. To assist businesses which have demonstrated solid management and a reasonable degree of success, over the last three (3) years and which are planning to expand, a non-repayable grant is available.

The grant is up to a maximum of 20% of the capital or non-capital costs to a maximum of five thousand dollars (\$5,000). See chart below.

Applicants must make a personal contribution of a minimum of 10% equity towards their project.

Application Process Requirements/Assessment Criteria:

All applicants will need to submit a business plan, including a forecasted cash flow statement showing the estimated income and expenses for next three (3) years of operations.

To determine past business performance, historic financial information must accompany the application.

The application processing time will be one – three (1-3) weeks, upon receipt of full information.

Contribution Limits

Allowable contribution is 20% of the requested amount to a maximum of \$5,000, as per the following table:

Requested Amount	Allowable Contribution
\$1,000	\$200
\$2,000	\$400
\$3,000	\$600
\$4,000	\$800
\$5,000	\$1,000
\$15,000	\$3,000
\$20,000	\$4,000
\$25,000	\$5,000

SMALL BUSINESS SKILLS DEVELOPMENT – ORIENTATION & TRAINING

“Are you interested in starting your own business? There is a lot to know about launching a company from writing a convincing business plan to securing the right amount of financing.”(*Business Development Bank of Canada*).

To support business development and the creation of new companies, Sucker Creek provides the support and services, commonly provided by a business incubator. Such services include, but are not limited to, the following:

- Business idea feasibility analysis
- Business plan development assistance
- Mentoring/coaching/advisory boards
- Marketing & marketing research
- Business information library
- Business training
- Finance/lender advice
- Budgeting
- Bookkeeping and invoicing training and
- Seed capital

These services will be made available through consultants, internet and public institutions, all coordinated and scheduled by the Economic Development Department.

The above services are available to existing companies, however, companies wanting to expand, to operate more efficiently or develop managerial skills require different services. To help address these needs, workshops, group training sessions and individual advisors will be provided.

Some topics which the Nation will help address are:

- Planning for growth
- Financing growth
- Human resource training
- Cash flow management
- Communication skills and
- Reducing operating and inventory costs

To access the above services and others, contact the Economic Development Director.

APPEAL PROCESS

Any declined Small Business Assistance Program application for program support may be appealed, in writing, to the Sucker Creek First Nation Manager.

All eligible and interested members residing on the reserve will be approved for Small Business Skills Development – Orientation & Training.

SCFN SMALL BUSINESS ASSISTANCE PROGRAMS APPLICATION FORM	
Applicant Information	
Name:	
Band #:	Phone Number:
Current address:	
E-mail:	Unit #
Length of time of living on reserve/on-reserve residence:	
SPOUSE INFORMATION (only for new start up enterprises that will be jointly-owned)	
Name:	
Band #:	Phone Number
Current address:	
E-mail:	Unit #
Length of time of living on reserve/on-reserve residence:	
Work experience related to the proposed enterprise:	
Employment Position:	How long were you employed:
Duties/responsibilities:	
Employment Position:	How long were you employed:
Duties/responsibilities:	
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Duties/responsibilities:	

SCFN SMALL BUSINESS ASSISTANCE PROGRAMS APPLICATION FORM

New Business Information

Type of Business/ Industry Sector:

One-Time Start-Up Costs & Sources of Funds (equipment, furniture, etc.):

Item	Estimated Cost	Sources of Funds	Amount
		Cash Equity	
		SCFN SBP Funding Assistance Requested	
		Financing	
		Other	
Total Estimated Costs		Total Sources of Funds	

Equity Contribution to New Company

Personal dollar contribution currently available to contribute to the new company:

Equipment that will be used in the operation of the company (list year, make, model and purchase price):

Year	Make	Model	Purchase Price

Economic Development Department Workshop attended

Business Idea Feasibility Analysis: _____ Yes _____ No

Marketing/Market Research: _____ Yes _____ No

Business Idea Feasibility Analysis: _____ Yes _____ No

Financial Management –
bookkeeping, invoicing training,
budgeting _____ Yes _____ No

Other training workshops attended:

Preliminary Financial Projections

Estimated Revenues:	Per Month	Per Year

**SCFN SMALL BUSINESS ASSISTANCE PROGRAMS
APPLICATION FORM**

Total Estimated Revenues:		
Projected Expenses:	Per Month	Per Year
Total Estimated Expenses:		

Signatures	
I authorize the verification of the information provided on this form as to my credit and employment. I have received a copy of this application.	
Signature of applicant:	Date
Signature of spouse (<i>only if for a jointly owned company</i>):	Date