

Siksika Small Business Grant

Application Checklist

To apply for the Siksika Small Business Grant you must complete the following:

- Application form is complete and signed
- Business Plan is complete, and a hard copy is attached to your application. The following must be included in your business plan:
 - Executive Summary
 - Company Description
 - Products and Services
 - Marketing Plan
 - Operational Plan
 - Management and Organization
 - Financial Plan (see additional information below)
- A Financial Plan must be included in your Business Plan. If your business is a new startup then you must complete a financial plan that includes a 5 year projection. If your business is not a new start up then you must provide financial summary and statement of your financials in the last 4 years or since start up if less than 4 years. Your Financial Plan must include the following:
 - Income Statement
 - Balance Sheet
 - Statement of Retained Earnings
 - Cash Flow
- Attach Certificates and/or licenses pertaining to business operation
- Attach proof of small business training and/or proof of business ownership experience
- Does your Business require a BCR and/or business license? If unsure please contact the Siksika Lands department and complete the correct process. Attach a copy of your official documentation and/or BCR to your application.
- Attach quotes from suppliers and vendors
- Proof that your business is a viable and/or feasible venture
- Submit your application and all required and supporting documents to the Siksika Economic Development office prior to the application deadline. Applications submitted after this time/date will not be accepted.

Siksika Small Business Grant

Application Guidelines

PURPOSE:

To provide financial support for Siksika Entrepreneurs to start up, expand, or acquire a small business.

REQUIREMENTS:

- Must be a Siksika Nation member
- Business must be a majority (51%) Siksika Nation member owned
- A successful applicant is eligible for an initial amount of up to \$15,000. After 3 years, a second application may be submitted for an additional and FINAL amount of up to \$10,000. All applications and amounts are subject to approval.
- Receipts must be submitted to the Siksika Economic Development Office, as per the terms of the signed Grant Agreement, to verify funding is used for the agreed upon terms.
- Approved applicants/recipients must spend the grant funds as per business plan and application information that was submitted.

PROCEDURE:

In order to apply for the Siksika Small Business Grant you must complete the following:

- Ensure you have read and understand the “Siksika Small Business Grant Policy and Procedures” prior to submitting your application.
- Complete Small Business Training offered through the Siksika Economic Development Office or provide proof of prior training, education, or experience. Business Training or verified experience is required to access the Siksika Small Business Grant.
- Complete the “Application Form” and “Application Checklist”. Ensure all information is complete.
- Complete and submit a business plan for your small business. Your business plan must be attached to your application. The business plan must be recent in that it was completed within the last 6 months.
- Compile all supporting and required documents as per the “Application Checklist” and attach them to your application.
- Return your completed application to the Siksika Economic Development Office prior to the deadline.
- As per the Siksika Small Business Grant Policy, you may be required to present your business and application details to a panel selected by the Siksika Economic Development Office. Once your application is received and reviewed you will be notified of panel details and presentation date.

- If approved, you will be notified by letter and you will be required to meet with an employee of the Siksika Economic Development Office to complete a "Grant Agreement". Once this is completed a payment will be issued to the appropriate supplier(s) or vendor(s). It is the applicant's responsibility to ensure vendors/suppliers accept payment by electronic funds transfer or cheque.
- If you are NOT approved, you will be notified by letter outlining the reasons and recommendations for any future applications.
- The application deadline: _____

I have read and understand the above information.

Signature of Applicant: _____

Siksika Small Business Grant Application

**THERE MAY BE A NUMBER OF APPLICATIONS TO BE REVIEWED.
INCOMPLETE APPLICATIONS CANNOT BE CONSIDERED
*A CURRENT and DETAILED BUSINESS PLAN IS REQUIRED FOR ALL APPLICATIONS***

Date of Application: _____

A. PERSONAL DATA

Name: _____ Date of Birth: _____

Treaty Number: _____

Mailing Address: _____

City/Town: _____ Province: _____ Postal Code: _____

Phone Number: _____ Cell: _____

Email Address: _____

Business Name: _____

Business Address and Phone Number: _____

Are you currently employed? YES or NO

Present source of income: _____

Marital Status (single) (common law) (married)

Spouse's Name: _____ Treaty Number: _____

FOR OFFICE USE ONLY:

Date Received: _____ Time: _____ am/pm

Received by: _____

Application complete? Yes or No

Status: APPROVED DECLINED Amount: _____

Siksika Economic Development Office Employee Signature: _____ Date: _____

B. EDUCATION

Complete High School? Y N if no, state last grade completed: _____

College or University? Y N Location and program: _____

Credential obtained? Y N If yes, please attach a copy

Other Training? Y N Please provide program and date of completion:

C. EMPLOYMENT HISTORY

Job Title	From	To	Employer Name and Phone Number	Supervisor

D. PREVIOUS BUSINESS FUNDING

(List any funding that you previously obtained from any Government and/or lending institutions and/or any other entity)

Date	Source of Funding	Purpose	Amount	Repayment

E. PERSONAL REFERENCES

NAME	Address/Phone #	Job Title

F. BUSINESS INFORMATION

Business Name: _____

Type of Business: _____

What education, knowledge, or experience do you have in this industry? _____

List any education, knowledge, or experience you have in business: _____

Business Location: ON RESERVE or OFF RESERVE

If on reserve, please provide land description: _____

Business Structure: Individual _____
 Partnership _____
 Corporation _____
 Other _____

If partnership, specify percentage of ownership and partner name: _____

Business Phase: Start-up _____
 Expansion _____
 Purchase existing _____

What progress have you made to date on the development of your business?

Date business established (if applicable): _____

Number of jobs created by your business: _____

What product and/or services does your business offer: _____

What is the demand for your product and/or services: _____

Who are your major customers: _____

Who are your major competitors: _____

Who are your major suppliers: _____

Amount you are requesting for your business: _____

What will the grant be used for (be specific): _____

Have you or will you be obtaining or applying for other sources of financing? If yes, state below which funding and amounts will be obtained: _____

Source and Use of Funds:

SOURCE:

Grant Contribution: \$ _____
Owner Contribution: \$ _____
Loan Financing: \$ _____
Other: \$ _____

TOTAL \$ _____

USE:

Equipment \$ _____
Inventory \$ _____
Other \$ _____
Other \$ _____

TOTAL: \$ _____

Summary of Net Worth of Business

(If business has multiple owners, please provide a Summary of Net Worth for each)

Assets	\$	Liabilities	\$
Cash and/or Bank Balances			
Real Estate			
Vehicles			
Equipment			
Inventory			
Other			
Total Assets		Total Liabilities	

Net worth (Assets less Liabilities) \$ _____

Have you invested your own funds into your business? If so, how much have you invested and what were these funds used for: _____

How do you plan to fund your business to support growth: _____

List any additional information you consider relevant to your business and this application:

Have you or your spouse received a grant from Siksika Nation in previous years? If yes, please provide the amount and date received:

The undersigned hereby declares that all information provided in this application is true, complete, and correct, to the best of my knowledge. The Siksika Economic Development Office is hereby authorized to check the accuracy of the information by means of background checks and credit reports. I understand that I will be ineligible to receive funding if false information or representation of the facts is discovered.

I give consent to have my information verified with Siksika Membership.

I agree to have Siksika Economic Development Office discuss my application with any other organization, department, or financial institution that may be involved with my application.

I am aware that funding will be granted based on the content and feasibility of my business and business plan. I also understand that this application does not guarantee funding approval but is required to aid in the decision process.

DATE: _____ SIGNATURE: _____