

SIKSIKA ECONOMIC DEVELOPMENT OFFICE

**SIKSIKA SMALL BUSINESS
GRANT POLICY**

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PART ONE: Interpretation

1. Definitions

Unless the context indicates the contrary, in this Policy:

"Administration" means the Siksika Nation Tribal Administration, being all service areas of the Siksika Nation government;

"Administrator" means an employee of the Administration whose duties include the day-to-day administration of the Siksika Small Business Grant Program and the implementation of this Policy. The Administrator shall report to, and be under the direction of, the senior Manager or Director;

"Agency" means an "agency of the Siksika Nation" as that term is defined in the Financial Administration Law.

"Applicant" means a member or a Qualified Business that makes an application to access a Grant from the Siksika Small Business Grant Program for business development purposes in accordance with this Policy;

"Application Guidelines" means the Siksika Small Business Grant Guidelines attached to this Policy as Appendix "B";

"Council" means the duly elected Chief and Council of the Siksika Nation;

"Chief Financial Officer" means the person appointed chief financial officer pursuant to the Siksika Nation Financial Administration Law;

"Executive Director" means the senior Manager of a service area;

"Executive Committee" means a committee comprised of the Executive Director, Tribal Manager, and/or the Chief Financial Officer;

"Financial Administration Law" means the Siksika Nation Financial Administration Law, as amended from time to time;

"Fiscal Year" means the twelve-month period beginning on April 1st of each calendar year and ending on March 31st of the subsequent calendar year;

"Grant" means the provision of (or agreement to provide) funds from the Siksika Small Business Grant Program, which funds may be granted to an Applicant, or to

the business of an Applicant, or to designated third parties, as determined in accordance with this Policy;

"Grant Agreement" means a written agreement between the Siksika Nation and an Applicant, in the form attached to this Policy as Appendix "A" (as the same may be amended by the Executive Committee from time to time) outlining, among other things, the terms and conditions pursuant to which a Grant will be provided pursuant to this Policy;

"Grant Application Review Committee" means a committee of three (3) or more individuals appointed by the Siksika Economic Development Office from time to time to review and evaluate Grant applications. Each of the committee members shall have experience in relation to:

- i. the operation or management of profitable businesses;
- ii. reviewing and analyzing business proposals; and
- iii. commercial banking;

"Immediate Family", means an individual's spouse (including a common-law spouse), child, father, mother, brother, sister, father-in-law, mother-in-law, uncle, aunt, nephew, niece, grandparent, son-in-law, or daughter-in-law, including any other relative permanently residing in such individual's household;

"Manager" means an employee who exercises management function within a service area and includes service area managers and Executive Directors;

"Member" means an individual who is a member of the Siksika Nation, whose name is included on the Siksika Membership List pursuant to the Siksika Nation Membership Code;

"Policy" means this Siksika Small Business Grant Policy, as amended from time to time;

"Qualified Business" means a business that meets all eligibility criteria set out in Part 4;

"Related Body" means a "related body" as that term is defined in the Financial Administration Law;

"Siksika Small Business Grant Program" means the grant program administered pursuant to this Policy for the benefit of Members and Qualified Businesses;

"Tribal Manager" means the senior executive officer of the Administration;

"Working Day" means any day other than a day which is a Saturday, a Sunday, or a statutory holiday in the Province of Alberta.

2. Interpretation Rules

In this Policy, the following rules of interpretation apply:

- (a) in the event of a conflict between this Policy and the provisions of the Financial Administration Law, the provisions of the Financial Administration Law will prevail.;
- (b) in the event of a conflict between this Policy and any other enactment of the Siksika Nation relating to the subject matter herein, the provisions of this Policy will prevail;
- (c) words in the singular include the plural, and words in the plural include the singular; and
- (d) words importing female persons include male persons and bodies corporate and words importing male persons include female persons and bodies corporate.

PART TWO: Purpose and Principles

- 1. The Siksika Nation, acting through Council, hereby establishes this Policy to ensure that Grants from the Siksika Small Business Grant Program are provided to approved Applicants for *bona fide* small business development purposes in the manner contemplated by this Policy.
- 2. Council, Administration, the Executive Committee, the Grant Application Review Committee, and the Administrator will act in the best interests of the Siksika Nation when administering this Policy and managing the associated expenditures.
- 3. Grant monies will not be provided or released without following the rules, practices, and procedures established by this Policy and the Financial Administration Law.
- 4. Council is responsible for ensuring this Policy is established, adhered to, and amended, as needed.
- 5. The Administrator is responsible for:
 - (a) day-to-day administration of the Siksika Small Business Grant Program;
 - (b) implementing and monitoring this Policy; and

- (c) appointing individuals to sit on the Grant Application Review Committee from time to time.
- 6. The Grant Application Review Committee is responsible for approving or rejecting Grant applications that have been presented by the Administrator.
- 7. The Executive Committee is responsible for:
 - (a) reviewing the approval or rejection decisions of the Grant Application Review Committee, where necessary; and
 - (b) overseeing the overall administration of this Policy.

PART THREE: Application Process

1. Any Applicant wishing to access a Grant from the Siksika Small Business Grant Program must apply by providing the information set out in the Application Guidelines, as amended from time to time.
2. Applicants must submit a comprehensive business plan that includes information on the product, market research, competition, team information, operations and financing, and any other documents that support the business plan. The business plan must be current (completed within the last 6 months).
3. Only one (1) Grant application will be considered for each Applicant. For example, two (2) Members cannot apply for the Grant, for the same business, in each of their names. Any subsequent Grant to family members (blood and/or legal relation) of such Members will be for separate businesses only.
4. Applicants may be required to attend an interview with the Administrator and/or with the Grant Application Review Committee as part of the application process.
5. Upon receiving an Applicant's Grant application, the Administrator will make best efforts to:
 - (a) conduct a preliminary review of the application to ensure that it is complete and conforms to the Application Guidelines;
 - (b) determine whether the Applicant meets the eligibility criteria specifically outlined in Part 4 of this Policy; and
 - (c) determine whether the application and the Applicant meet all other criteria set out in this Policy

- 6. If the Grant application is deficient, or the application and/or the Applicant does not meet the criteria set out in this Policy, the Administrator will not further review, process, or otherwise deal with the application until the deficiencies are corrected. In such cases, the Administrator will notify the Applicant in writing that the application and/or the Applicant does not meet the requirements set out in this Policy and is not eligible for further consideration and notify of next steps. The Administrator will make best efforts to communicate the specific deficiencies in the application to the Applicant.**
- 7. If the Grant application appears to meet the eligibility criteria set out in Article 4 of this Policy, the Administrator will submit the application for consideration at the next meeting of the Grant Review Application Committee.**
- 8. At the first meeting of the Grant Review Application Committee, the Committee shall approve or reject Grant applications that have been presented to it by the Administrator, solely based on whether a Grant application meets the eligibility criteria set out at Article 4 of this Policy.**
- 9. The Grant Application Review Committee may approve a grant on the condition that an Applicant, prior to receiving any Grant monies, attend a business training session or provide proof of experience and/or previous training.**
- 10. Within 10 business days of the Grant Application Review Committee's decision, the Administrator shall give the Applicant notice of whether the Grant application has been approved or rejected.**
- 11. Subject to the terms of this Policy, the Grant shall be made available to the successful Applicant by way of payment made directly to the vendor(s) and/or supplier(s) within 10 business days of signing the Grant Agreement.**
- 12. Grants used as equity to secure additional financing from other sources will be considered conditional and subject to approval from other sources;**
- 13. If a Grant application is rejected by the Grant Application Review Committee, the Applicant shall have 10 business days from the date the Applicant was notified of the decision to inform the Administrator that the Applicant wishes to have the decision reviewed.**
- 14. If an Applicant exercises their right to have a rejected Grant application reviewed, the decision shall be reviewed by the Executive Committee solely for the purpose of determining whether the Grant Application Review Committee rejected the Grant application on the basis of the eligibility criteria set out at Article 4 of this Policy.**
 - (a) If the Executive Committee determines that a Grant application was rejected because it did not satisfy one or more of the criteria for eligibility set out at**

Article 4 of this Policy, then the rejection of the Applicant's Grant application shall be final.

- (b) if the Executive Committee determines that a Grant application was rejected for a reason other than the criteria for eligibility set out at Article 4 of this Policy, then the Grant application shall be re-submitted to the Grant Application Review Committee for further consideration, with the direction that the application be approved or rejected solely on the basis of the eligibility criteria set out at Article 4 of this Policy.**

- 15. In reviewing the decision of the Grant Application Review Committee, the decision of the Executive Committee shall be final and binding upon the Applicant, the Administrator, and the Grant Application Review Committee.**

PART FOUR: Eligibility Criteria

- 1. In order for the Grant Application Review Committee to approve an Applicant's request for a Grant from the Siksika Small Business Grant Program, the Applicant must demonstrate that:**
 - (a) the business is operated on or near Siksika Nation reserve lands;**
 - (b) the business is majority (51%) owned and controlled by a Member;**
 - (c) the business has an identifiable legal structure such as a sole proprietorship, a limited company, a corporation, or a partnership;**
 - (d) the Applicant is engaged in for-profit activities, as Grants are not available to charities or non-profit organizations;**
 - (e) the Applicant and business are compliant with all applicable laws and regulatory requirements;**
 - (f) the Applicant meets all business, certification, legal, and environmental regulations required to operate the business;**
 - (g) the Grant will promote the establishment of a new Qualified Business or the expansion of an existing Qualified Business;**
 - (h) any significant environmental effects and mitigation activities are addressed;**

- (i) the business is not detrimental to the health, welfare, safety, and environment of inhabitants of the community;
- (j) any business that occupies space on the Siksika Nation is approved by the Siksika Lands Service Area by way of land approval and band council resolution;
- (k) the Applicant has a business plan that identifies clearly defined goals and objectives for the business, and sets out a plan for achieving these goals and objectives;
- (l) If the Grant will be used to expand a business that has already been funded through a prior Grant, the Applicant has a system in place to monitor and evaluate results to demonstrate compliance with the goals and objectives identified in the Applicant's business plan;
- (m) the Applicant has an operating budget and/or financial plan that clearly defines revenues and expenses and, where necessary, provides for a capital budget;
- (n) the business is financially sustainable;
- (o) any Applicant who is re-applying for the Grant can account for previous years of operation through financial statements since they originally obtained the Grant;
- (p) the Applicant has investigated other sources of financial support from potential investors, financial institutions and from governments other than the Siksika Nation; and
- (q) any outside investment/investors or interests are fully disclosed.

2. Applicants should be aware that preference will be given to new business start-ups.

3. The following will not be approved and/or are ineligible uses for the Grant:

- a. an application that lacks credit or worthiness;
- b. a business that involves illegal activities;
- c. the creation or operation of an ineligible business, which includes those associated with passive investment, residential real estate transactions, and consumer financial services;

- d. multi-level marketing business;
 - e. fund deficits or shortfalls of revenue, regardless of the reasons for such deficits or shortfalls;
 - f. fund or pay off outstanding debts to lending institutions and/or suppliers;
 - g. retroactively covering the cost of any expenses that were incurred prior to any final Grant decision being made pursuant to this Policy;
 - h. fund debt retirement;
 - i. provide emergency funding; and
 - j. vehicle and technology purchases and/or repairs will only be considered if they are business specific. Proof of this must be included in the business plan and application.
4. If an Applicant is gainfully employed by the Siksika Nation or by any of the Nation's Agencies or its Related Bodies, then the Grant Application Review Committee and/or the Administrator must be satisfied that the provision of the Grant will not result in a conflict of interest as defined under Article 10 of this Policy. An Applicant may be required to attain a letter from their employer acknowledging the application and that no conflict of interest exists. If requested, this letter must be submitted to the Grant Application Review Committee and the Administrator before the Applicant's application will be considered.
5. The Administrator and Grant Application Review Committee, acting reasonably, will take into consideration the total amount of available funding allocated by Council to the Siksika Small Business Grant Program that year when approving or rejecting any Grant application.
6. A Qualified Business or an individual Applicant that has at any time received a Grant under the Siksika Small Business Grant Program must wait a minimum of three (3) years before applying again.
7. All Grant applications will be reviewed and graded based on an evaluation criteria. The Application Criteria is attached to this Policy as Appendix "C".

PART FIVE: Amount of Grants

1. **No Applicant or Qualified Business shall be eligible to receive Grants that, collectively over the course of their lifetime, exceed a maximum of \$25,000, or any other maximum amount determined by Council by through a band council resolution.**
2. **If the Grant being applied for will be used to expand a business that has already been funded through a prior Grant, the total amount of the Grant will not exceed fifty (50%) percent of the total cost of capital assets required for the expansion of the existing business.**
3. **The maximum initial amount of any Grant approved under the Siksika Small Business Grant Program shall be \$15,000. The Administrator and/or Grant Application Review Committee shall:
 - (a) **not be authorized to increase the maximum amount of any Grant approved under the Siksika Small Business Grant Program above \$25,000 without the prior approval of Council as evidenced by a written motion; and**
 - (b) **base any decision to increase or decrease the maximum annual amount of any Grant, on the total amount of available funding allocated by Council to the Siksika Small Business Grant Program that year.****

PART SIX: Proceedings of the Grant Application Review Committee

1. **Applications for Grants will be reviewed by the Grant Application Review Committee quarterly. The Administrator will be responsible for appointing committee members and arranging Grant application review meetings.**
2. **The Quorum for the transaction of business at a meeting of the Grant Application Review Committee shall be three (3) members. A meeting of the Grant Application Review Committee where quorum is present shall be competent to exercise all of the authorities, powers and discretions that are vested in or exercisable by the Grant Application Review Committee under this Policy.**
3. **A member of the Grant Application Review Committee may participate in Grant Application Review Committee meeting, by means of telephone or other communications facilities that permit all individuals participating in the meeting to communicate with each other. A member of the Grant Application Review Committee participating shall be considered present.**

PART SEVEN: Applicant Responsibilities

1. **An Applicant who obtains a Grant from the Siksika Small Business Grant Program will:**
 - (a) **execute a Grant Agreement;**
 - (b) **if requested, provide the Administrator or the Grant Application Review Committee, the Applicant's books, accounts, records and supporting documentation;**
 - (c) **if requested, provide a copy of the Applicant's financial statements to the Administrator within ninety (90) days of the fiscal year end of the relevant business; and**
 - (d) **adhere to all terms of the Grant Agreement that have been entered into.**
2. **All Applicants will be responsible for ensuring that all Grant monies received from the Siksika Small Business Grant Program are only spent for *bona fide* business development purposes in accordance with this Policy, the Applicant's Grant application, and any resulting Grant Agreement with the Siksika Nation.**
3. **All Applicants who have received Grant funds are required to report any and all changes pertaining to the business to the Administrator via email or written notice. Changes must be reported within 30 calendar days of the change. For the purpose of this section, "Changes" means changes in ownership, business status, name change, location, additions to physical and procedural components of the business, legal status, funding, and/or business objectives.**
4. **All Applicants who have received Grant funds are required to complete and submit a report to the Administrator within ninety (90) days of the end of the fiscal year. If an extension is required, the Applicant must make a written request to the Administrator. The report must include the following:**
 - (a) **a financial summary of how Grant funds were expended;**
 - (b) **a business update on progress; and**
 - (c) **any successes and challenges identified.**

PART EIGHT: Program Administrator

1. **The Administrator's powers in relation to the Siksika Small Business Grant Program are subject to direction by the Executive Committee, the provisions of the Financial Administration Law, and this Policy.**

2. **In addition to the Administrator's other duties, the Administrator shall be responsible for:**
 - (a) **reviewing all applications for Grants from the Siksika Small Business Grant Program;**
 - (b) **providing assistance and, if requested by the Grant Application Review Committee, recommendations to the Grant Application Review Committee respecting the proposed expenditure of funds from the Siksika Small Business Grant Program;**
 - (c) **negotiating and concluding all Grant Agreements between Applicants and the Siksika Nation arising out of this Policy; and**
 - (d) **providing regular reporting in relation to the Siksika Small Business Grant Program to the Executive Committee.**

PART NINE: Payment of Grants

1. Process for Receiving Grant

- (a) **Upon written notice of Grant approval, an Applicant will have 10 business days to accept the Grant by notifying the Administrator. Applicants who fail to do so may have their Grants terminated at the discretion of the Executive Committee.**
- (b) **Each Applicant must sign a Grant Agreement with the Siksika Nation, prior to the release of a Grant.**
- (c) **Grants may be provided by way of one lump-sum payment to the recipient, or by installments over a pre-determined period of time based on quotes or invoices provided by supplier/vendor.**
- (d) **Any costs incurred and/or purchases that were made on or before the date noted on the signed Grant Agreement are not eligible for reimbursement.**

2. Receipt of Funds

The Administrator will only release Grant funds on the condition that the Administrator is in receipt of:

- (a) **an executed Grant Agreement with the Applicant, in accordance with this Policy;**

(b) any financial records, receipts, invoices, contracts, statements, reports, or other evidence as may be requested by the Administrator to confirm the purposes for which Grant funding will be applied; and

(c) any other necessary documentation incidental to the Grant Agreement.

- 3. The Administrator will provide or advance the Grant according to the provisions of the Grant Agreement.**
- 4. The Administrator or the Executive Committee, acting reasonably, shall have the right to withhold or cancel any portion of any Grant where the Applicant has not complied with this Policy or the terms of the Grant Agreement.**

PART TEN: Conflict of Interest

- 1. This section applies to each member of Council and each person who is an employee of Administration, its Agencies and/or Related Bodies (including the Executive Committee, the Grant Application Review Committee, and the Administrator) dealing with a Grant application under this Policy.**
- 2. For the purposes of this Policy, a conflict of interest is defined as follows;**
 - (a) An individual has a “conflict of interest” when the individual exercises a power or performs a duty or function and at the same time knows or ought to reasonably to have known that in the exercise of the power or performance of the duty function there is an opportunity to benefit the individual’s private interests.**
 - (b) An individual has an “apparent conflict of interest” if a reasonably well informed person would perceive that the individual’s ability to exercise a power or perform a duty or function of their office or position must be affected by the individual’s private interest.**
 - (c) An individual’s “private interests” mean the individual’s personal and business interests and include the personal and business interests of**
 - i. The individual’s spouse;**
 - ii. A person under the age of eighteen (18) years in respect of whom the individual or the individual’s spouse is a parent or acting in parental capacity;**
 - iii. A person in respect of whom the individual or the individual’s spouse is acting as a guardian;**
 - iv. A person, other than an employee, who is financially dependent upon the individual or the individual’s spouse or on whom the individual is financially dependent; and**

- v. An entity in which the individual or the individual in combination with any other person described in this subsection has controlling interest.
 - (d) An individual's private interests do not give rise to a conflict of interest if those interests
 - i. Are the same as those of a broad class of members of the Siksika Nation; or
 - ii. Are so remote or insignificant that they could not be reasonably regarded as likely to influence the individual in the exercise of a power or performance of a duty or function.
3. If a person has an interest, financial or otherwise, in a matter being dealt with that might involve that person, his or her Immediate Family, or the Applicant, then that person will:
 - (a) promptly and fully disclose his or her interest to the Grant Application Review Committee prior to the matter being dealt with;
 - (b) not take part in any deliberations or recommendations on that matter; and
 - (c) not vote on that matter.
 4. If the Administrator or a majority of the members of the Grant Application Review Committee are unable to act in relation to an application for a Grant due to a conflict of interest, then the matter will be referred to the Executive Committee.
 5. If a person has a conflict of interest that has not been disclosed, and that person participates in relation to an application for a Grant, then that person may be suspended or terminated pursuant to the Siksika Nation's policies and procedures.

PART ELEVEN: Confidential Information

1. Employees of Administration, its Agencies and/or Related Bodies (including the Executive Committee, the Grant Application Review Committee, and the Administrator) dealing with Grant applications will, in carrying out their duties and responsibilities under this Policy, have access to Applicant's personal information.
2. All personal information will be dealt with in accordance with the *Personal Information and Electronic Documents Act*, S.C. 2000, c. 5, and in compliance with Administration's Confidentiality Policy.
3. The use of Applicant's personal information will be limited to the purpose of administering the Siksika Small Business Grant program and will only be retained as long as needed for the purpose of the program.

PART TWELVE: Costs

1. Applicants are responsible for all costs related to the preparation of an application under this Policy.
2. Council, the Administration, its employees, Agencies and/or Related Bodies (including the Executive Committee, the Grant Application Review Committee, and the Administrator) shall not be liable for any costs, expenses, losses or damages incurred by an Applicant because of the acceptance or non-acceptance of any application, or because of any delay in the acceptance of an application.

PART THIRTEEN: Review and Amendments

1. The Administrator and Executive Committee will determine when a review of this Policy is necessary.
2. When the Administrator and Executive Committee conduct and complete a review of this Policy from time to time, it will recommend to Council whether this Policy should be revised or amended.
3. This Policy will only be amended or repealed by means of a written resolution of Council.

THIS POLICY is hereby enacted with effect as of April 23/2024 pursuant to Band Council Resolution # 2024-10 dated APRIL 22, 2024.



Chief or Councillor of the Siksika Nation
Name:



Tribal Manager, Siksika Nation

Appendix "A"
Grant Agreement

Siksika Small Business Grant Agreement

I, _____, (the "Recipient") acknowledge that I have received \$_____ in Grant funds from the Administrator, acting on behalf of the Siksika Nation in accordance with the Siksika Small Business Grant Program. By my acceptance and receipt of the Grant funds, I agree to comply with the Siksika Small Business Grant Policy, as amended from time to time, in addition to the following terms:

1. I agree that the Grant shall be used for the following purpose(s):

2. The Grant shall be provided to the following suppliers, individuals, or businesses, on the following payment dates and in the amounts shown:

1. _____

2. _____

3. _____

4. _____

Invoices or quotes confirming the amounts set out above and payees' information are attached to this Agreement.

3. I agree that the Grant shall be used for the above purpose(s), and spent in its entirety on or before March 31st, 20____. Any portion of the Grant that remains unused after that date shall be returned to the Administrator immediately. I acknowledge that, once the unused Grant funds have been returned, I will have no right or entitlement to those funds.
4. If requested, I agree to provide the Administrator my books, accounts records and any supporting documentation;
5. If requested, I agree to provide a copy of my financial statements to the Administrator within ninety (90) days of the fiscal year end of the relevant business;
6. I agree to ensure all Grant funds are only spent for *bona fide* business development purposed in accordance with this Agreement;
7. I agree to notify the Administrator of any and/or all changes in the operations and/or status of my business via email or written notification. "Changes" means changes in

ownership, business status, name change, location, additions to physical and procedural components of the business, legal status, funding, and/or business objectives. I will report these changes to the Administrator no later than 30 calendar days of the change(s).

8. I agree to provide a report to the Administrator within ninety (90) days of the end of the fiscal year which includes a financial summary of how Grant funds were expended, a business update on progress and any successes and challenges identified;
9. I agree that I will not assign the rights, duties, and obligations of this Agreement to any party without the prior written consent of the Administrator;
10. I agree to indemnify and hold harmless the Siksika Nation and all its employees, officers and agents from and against all claims, losses, damages, costs, expenses, actions and associated liabilities arising from the Grant;
11. I agree that no alterations, amendments, changes, or additions to this Agreement will be binding unless agreed to by the Administrator in writing;
12. I agree that nothing in this Agreement shall constitute a partnership or joint venture between myself, the Administrator or any other employees, officers and agents of the Siksika Nation;
13. I acknowledge and agree that the Siksika Nation, without prejudice to any other right or remedy it may have, may retain from any monies owing to me from the Siksika Nation, an amount sufficient to cover any outstanding liabilities arising from or related to my material breach of this Agreement, including Section 3 above, or the Siksika Small Business Grant Policy.
14. I agree that if any provisions of this Agreement is deemed invalid by any court, that provision shall be severed and the remaining provisions shall remain intact with the necessary amendments;
15. I affirm that I have read and understood this Agreement in its entirety. By my signature below, I signify my agreement to all terms and conditions of this Agreement.

Signature of Recipient

Signature of Administrator

Signature of Witness

Print Witness Name: _____

Dated: _____, 20__

Appendix "B"
Siksika Small Business Grant Guidelines

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 majority (51%) Siksika Nation member owned
- A successful applicant is eligible for an initial amount of up to \$15,000.00. After 3 years, a second application may be submitted for an additional and FINAL amount of up to \$10,000.00. 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 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 payments 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.

- o If you are NOT approved, you will be notified by letter outlining the reasons and recommendations for any future applications.
- o The application deadline: _____

I have read and understand the above information.

Signature of Applicant: _____

Appendix "C"
Siksika Small Business Grant Evaluation Criteria

Siksika Small Business Grant

Evaluation Criteria

Evaluation Criteria	Point Range (out of 100)	Points Earned
A. Business Viability/Business Plan	30	Notes
B. Employment Creation	5	Notes
C. Work Ethics/Accountability/Credibility	10	Notes
D. Business Related Experience and Organizational Skills	30	Notes
E. Social and/or Economic Benefits to the Community	15	Notes
F. Budget Sheet	10	Notes
BONUS Applicants under 30 years of age at the time of the grant application	10	Notes

Instructions for Use:

- *Weighted Score Calculation: Add subcriteria for each criterion to calculate the weighted score.
- *Total Score: Sum the weighted scores for an overall total score for each proposal.
- *Decision Making: Use the total scores in conjunction with qualitative judgments about which proposal best meets the Siksika Nation's needs, values, and project objectives.
- *This structured matrix ensures a fair, comprehensive, and transparent evaluation process