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APPLICATION FOR FINANCIAL ASSISTANCE

The Business Development Fund (BDF) is used to help meet the financial needs of small businesses in Nunavut by providing contributions. These contributions, which do not have to be repaid, are given to businesses that are working to build a stronger economy in Nunavut. Projects approved for funding will promote community development, business growth, training and increase in jobs and income.

A) Financial Assistance Requested: (Please check all that apply)

- ☐ Planning & Development
- ☐ Business Creation & Expansion
- ☐ Marketing
- ☐ Training
- ☐ Business Relief

Contact Person:	Position in the business:
Business Name:	Phone: (Home/Work/Cell)
Community:	Email:
Address: (Street, Postal Code, PO Box)	☐ Proposed Business ☐ New Business ☐ Existing Business, Since:
Commercial Activities:	☐ Sole Owner ☐ Partnership* ☐ Corporation* ☐ Co-operative ** Provide list of partners or shareholders/officers*

B) Business Project Description: Brief description of project/training needs:

Project Start Date: Project Finish Date:

C) Application Information:

Name:	Date of Birth:
SIN #:	Beneficiary #:
Home Address: (Street, Town, Postal Code, PO Box)	Home Phone:
Occupation: ☐Traditional Economy (harvester/arts&crafts) ☐Stay-at-home parent ☐Between Jobs ☐Receiving E.I. ☐Receiving Social Assistance ☐Receiving Disability Assistance ☐Employed (full time ☐ part time ☐) Position: _____ ☐Self Employed ☐Student ☐Other (clarify):	Education: ☐Primary School, Grade Completed: ☐High School ☐Trade School ☐On-the-Job Training ☐College/University ☐Other (clarify):

D) Estimated Project Costs:

Feasibility Study/Business Plan	$
Equipment/Tools	$
Operating Costs (for new businesses, first months only)	$
Training (program and/or materials)	$
Marketing (plan and/or activity)	$
Relief (overdue taxes ineligible, recovery efforts only)	$
Other (clarify)	$
Ineligible (GST, overdue taxes, applicant's required cash)	$
Total Project Costs:	**$**

E) Previous Assistance Received (during the past 5 year):

Date (Year)	Organization	Amount
	Kivalliq Partners in Development	$
	GN, Economic Development & Transportation	$
	Canadian Northern Economic Development Agency	$
	Other	$

F) Funding Stream: Total project cost x 90% for KIA Contributions & 10% for client unless otherwise stated

Contributions to Business Development	90% of Total	Applicant	10% of Total
☐Planning & Development ☐Business Creation/Expansion ☐Marketing & Product Development ☐Training (Business Skills) ☐Business Relief		☐Cash ☐In-kind (clarify)	
Other Contributions	Total	Loans	Total
☐CanNor (EBD)* ☐ED&T (SBSP, SIP)* ☐Other (clarify):		☐KBDC* ☐NDC* ☐NBCC* ☐Atuqtuarvik Corp	
Total Project Funds (add all columns): $			

* *Definitions*: **CanNor (EBD)** = Canadian Northern Economic Development Agency, Entrepreneurship and Business Development
ED&T (SBSP, SIP) = GN, Economic Development & Transportation, Small Business Support, Strategic Investment Program
KBDC = Kivalliq Business Development Centre
NDC = Nunavut Development Corporation
NBCC = Nunavut Business Credit Corporation

G) Project Benefits:

How many people will be employed? (# of new jobs created/maintained) Beneficiary: Non-Beneficiary:	Support for project/business received from: ☐Hamlet Council ☐Inuit Association ☐Community Organization (Clarify): ☐Other (Clarify):
How many people will be trained? Beneficiary: Non-Beneficiary:	
Percentage of total project costs spent in Nunavut: 0%	This project supports: ☐Youth ☐Elders ☐Women ☐Men ☐Environment ☐Healthy Communities ☐Sustainable Livelihoods ☐(Hunting/carving/arts & crafts) ☐Other (Clarify):
Total amount of wages to be paid:	
Expected increase in business's assets:	
Are there environmental concerns related to the project? ☐Yes ☐No	

H) Financial Net-Worth Statement:

Assets	Amount & Est. Value	Debt	Balance
Cash & Bank Account Vehicles & Equipment Real Estate Other (clarify): Other (clarify):		Loans Mortgages Credit Cards Other (Clarify): Other (Clarify):	
Total Asset Value:		**Total Debt:**	

I) Sources of Income	**Annual Amount**
Employment Self-employment Passive Income Social Assistance Employment Insurance Disability Assistance Other (Clarify):	
Total Income	

J) Checklist of Supporting Documents:

Supporting Documents*	Required by Business Type		
	Proposed	New	Existing
Copy of NTI Beneficiary card	x	x	x
Proof of Applicant's Cash Contribution	x	x	x
Proof of Inuit ownership (51%+)	x	x	x
Resume of Owner(s) and Partner(s)	x	x	x
Business Proposal (Description of the business, the proposed project and benefits)	x	x	x
Official/Written Quotes	x	x	x
CRA Business Number, GST Number, Payroll Number		x	x
Municipal Business License		x	x
WSCC Certificate of Registration or Compliance		x	x
Proof of Insurance Coverage		x	x
Financial Statement (up to three years back)			x

** More documents may be request by the Manager of Business Development*

Declaration of Application

I do swear that I have personal knowledge of the matters discussed in this application and state that:

- To the best of my knowledge, all statement made and material provided by or on behalf of the undersigned are true and correct;
- The proposed business plan or project complies with municipal, territorial or federal laws;
- I agree to let representatives of Designated Inuit Organizations, Nunavut Tunngavik Inc., and the Kivalliq Inuit Association, access to the site and premises of the project, to inspect books, accounts, records, to make inquiries and to obtain any other information necessary to evaluate the application or the resultant project;
- I authorize the Kivalliq Inuit Association to obtain personal and credit information about me from any source;
- If approved, I agree to supply relevant receipts requested by Designated Inuit Organizations and the Kivalliq Inuit Association; and
- I make this declaration believing that it to be true and knowing that it is of the same force and effect as if made under oath.

Signed this _____ day of _____ , 20____, in the community of _____, Nunavut.

Print Name - Applicant	**Print Name - Witness**
Signature of Applicant	**Signature of Witness**