

**ʔaqam Community Enterprises**  
**BUSINESS DEVELOPMENT**  
**GRANT PROGRAM**  
**APPLICATION PACKAGE**  
**2022**



**ʔAQ'AM**  
**COMMUNITY**  
**ENTERPRISES**

# ʔaᑭam Community Enterprises Business Development Grant Program 2022 APPLICATION CHECKLIST

Please attach the completed checklist with application. Incomplete applications without all supporting documentation will not be considered for funding.

**APPLICATION START DATE: Monday, April 4<sup>th</sup> 2022**

**DEADLINE: Friday, April 22<sup>nd</sup>, 2022** – Applications must be submitted to Christopher McCurry or Ryan Phillips-Clement, no later than 4:30pm on **Friday, April 22<sup>nd</sup>, 2022**

**Applications may be addressed to:**

Attention: Christopher McCurry/Ryan Phillips-Clement  
ʔaᑭam Community Enterprises  
7470 Mission Road  
Cranbrook BC V1C 7E5

(You can drop your application in a sealed envelope at the administration desk)

**Or emailed to:** [cmccurry@aqam.net](mailto:cmccurry@aqam.net)

Or

[rphillips-clement@aqam.net](mailto:rphillips-clement@aqam.net)

**We will aim to notify all applicants by Friday, April 29<sup>th</sup> 2022.**

**APPLICATION CHECKLIST:**

- Are you a member of ʔaᑭam?
- Did you remember to include your Application Form and additional requested info?
- In what category are you requesting funds?  
Business Start-up  Business Expansion
- Have you completed your business plan?
- Have you read and agreed to the terms and conditions noted within this application package?

\*\*Please note that a requirement of grant funds will be for you to provide a bi-annual report (by email) to the ACE board of directors. This report will include

- **Confirmation of an ʔaḡam business permit**
- **An update on how your business utilized your grant funds**
- **An update on the how your business is doing**
- **Your business needs moving forward**

These reports will be due on:

**Monday October 3<sup>rd</sup>, 2022 &**

**Monday May 1<sup>st</sup>, 2023**

**By signing below, I indicate that I have included the documentation necessary and have read / understand the terms and conditions noted within this application package:**

PRINT NAME: \_\_\_\_\_

SIGNATURE: \_\_\_\_\_

APPLICATION DATE: \_\_\_\_\_

# **ᑭᐱᑭᐱ Community Enterprises**

## **Business Development Grant Program 2022**

### **POLICIES & PROCEDURES**

#### **1. Purpose:**

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ᑭᐱᑭᐱ Community Enterprises Business Development Grant Program is intended to financially support entrepreneurial spirit and activities, which in turn helps to promote the economic development strategies of the ᑭᐱᑭᐱ Community. Funding, in the form of non-repayable grants, will be provided to assist ᑭᐱᑭᐱ Community citizens in paying for the start-up costs of a new business or to expand an existing business.

A second aim of the program is to promote detailed research into a proposed business venture to help the applicant determine viability. Satisfying the requirements of applying for this grant funding will also prepare an individual entrepreneur to seek funding through complimentary agencies like Kootenay Aboriginal Business Development Agency (KABDA) and Community Futures East Kootenay.

#### **2. Eligibility:**

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Applicants must be an ᑭᐱᑭᐱ Band member. A proposed business venture from the Band Member must be majority controlled (minimum 51% ownership) by a Band Member(s).

#### **3. Maximum:**

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Applicants may receive a maximum funding of \$6,000 per application. Applicants are eligible to receive up to this amount, through an open “call for submission” process. Quorum of the ACE Board of Directors will award the grant funds.

#### **4. Classification System for Grants:**

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Business Development Grants may be approved for activities falling under any of the following two categories:

##### **A. Business Start-Up Assistance Grant:**

Applications must be accompanied by a document outlining the highlights from your completed business plan and all required associated paperwork in order to be considered by ACE for funding. The creation of new job(s) within the ᑭᐱᑭᐱ Community is desirable, but is not essential to qualify for a grant under this category. All complete submissions will be ranked against an established priority weighting matrix in order to determine which will be recommended for funding.

**B. Business Expansion Grant:**

Applications must be accompanied by a document outlining the highlights from your completed business expansion plan and all required associated paperwork in order to be considered by ACE for funding. To apply under the business expansion category, a proposed expansion must create a minimum of one additional job or add to existing product/service offerings. All complete submissions will be ranked against an established priority weighting matrix in order to determine which will be recommended for funding.

**5. Application Packages:**

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Application Packages for the Business Development Grant Program are available at the ʔaqam Band Administration office or by contacting the CEO for ACE, Christopher McCurry or the Business Development Manager, Ryan Phillips-Clement. Packages include a copy of the policy governing the delivery of the Grant program, and a Checklist allowing applicants to ensure that they have met all of the program requirements in applying for funding.

**6. Open Call for Submissions Procedures:**

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Each fiscal year, an open call will be announced and information packages will be made available to be emailed or for pick-up at the ʔaqam Band Administration Office.

For the 2022 fiscal year, the call will be open until Friday, April 22<sup>nd</sup> 2022 after which all complete submissions (with all required back-up documentation that meet the basic eligibility criteria) will be assessed and given a score according to a priority weighting matrix. The ACE board of Directors will use the results of the ranking scheme in order to make a decision for awarding. Late or incomplete submissions will not be considered for funding.

**7. Approval:**

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All applications for Business Development Grants will be brought forward for the consideration of the ACE board of Directors at a regularly scheduled meeting. Approval must be obtained by a quorum of the ACE Board of Directors. Selection will be made utilizing the Ranking Criteria document as found within the application package.

**8. Payment of Approved Grants:**

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Payments will be made in two instalments and in accordance with ʔaqam Financial Policies.

- A. Ninety percent (90%) of the amount approved will be paid to the recipient after approval a Business Development Grant Agreement letter is signed by both the recipient and the ACE CEO, which specifies the payment protocol.

- B. The remaining funds (10% of the amount approved) will be paid to the recipient upon submission of the required bi-annual reports as stated on page 2 of this application.

## **9. Reporting Requirements:**

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Successful applicants will be required to provide a bi-annual report (by email) to the ACE board of directors. This report will include:

- **confirmation of an ʔaqam business permit**
- **an update on how your business utilized your grant funds**
- **An update on the how your business is doing**
- **Your business needs moving forward**

These reports will be due on:

**Monday October 3<sup>rd</sup>, 2022 &  
Monday May 1<sup>st</sup>, 2023**

**ᐃᐱᓄᐱ Community Enterprises**  
**Business Development Grant Program 2022**  
**APPLICATION FORM**

*To apply for a Business Development Grant, an individual must:*

- 1.) Be an ᐃᐱᓄᐱ Member*
- 2.) Have at least 51% ownership in the business/business idea.*

**1. Basic Information:**

Grant Category (tick one):

- Start-Up Grant
- Expansion Grant

Band Member Applicant Name:

Name of Business:

Address:

Business Contact Person:

Phone Number:

Fax:

Email:

Have you applied to ᐃᐱᓄᐱ for business development funding before?  
*(If no, please proceed to next section; if yes, please complete the following information)*

- Previous grant application was denied:
  - This grant application is for the same business development project. The key changes are (no more than 15 words):  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
  - This grant application is for an entirely different business.

- Previous grant application was approved:
  - This grant application builds upon the previous grant by (No more than 15 words):  

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  - This grant application is unrelated to the previous business.

**2. Project Information:**

Project/Business Title:

In 35 words or less, please provide a summary of this grant application\*:

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*(\*example: A grant to pay for marketing materials and an updated computer for social networking.)*

In 35 words or less, please provide a brief description\* of product or service of your business (if known):

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*(\*example: convenience store and gas station)*

Grant Amount Requested from ʔaqam Community Enterprises:



### 3. Grant Application Budget:

Budget item	Match Contribution*		Grant expected from ACE	Total Budget
	Other Source	Personal/ Business Investment		
<b>Total</b>				

*\*Note: Matching contributions cannot include general overhead expenses (i.e. rent, utilities, etc.) or expenses for expenditures/business activities undertaken prior to the awarding for this ACE business development grant.*

### 4. Grant Description:

Please describe your proposed grant application project. Attach no more than Three (3) pages of description to this application, one for each section:

**A. Your Business:** (no more than one (1) page)

**B. Funding Request:** (no more than one (1) page)

**C. Your Commitments:** (no more than one (1) page)

**ᐃᓐᓗᓂ Community Enterprises**  
**Business Development Grant Program 2022**  
**RANKING CRITERIA**

**Ranking Criteria:**

All application requirements must be met and the application checklist completed and signed) in order to be considered for funding. The Business Development Grant Program is available strictly to ᐃᓐᓗᓂ band membership.

Criteria		Points	Total	Comments
1. Previous Funding (per individual)	Last Fiscal	<b>-3 Points</b>		
	Prior Fiscal(s)	<b>-1 Point</b> per occasion		
	Never Funded	<b>+2 Points</b>		
	Funded more than 3 times within past 5 fiscal years	<b>-3 Points</b>		
2. Business creates at least ONE job opportunity for an ᐃᓐᓗᓂ Member		<b>+3 Points</b> per full-time job created		
		<b>+1 Point</b> per every seasonal or part-time job created		
3. Business creates positive economic spin-offs for the community		<b>+2 Points</b> per economic spin-off (as described within application)		
4. Member/Business Owner (and/or partner) contribution (as % of grant \$ requested)		<b>0 Points</b> for 0% Contribution		
		<b>+1 Point</b> for 10-25% Contribution		
		<b>+2 Points</b> for 26-50% Contribution		
		<b>+3 Points</b> for 50+% Contribution		
5. Proof of alternate sources of funding/financing for project		<b>+2 Points</b> for every confirmed source (letter and contact		

	info of funder is required)		
6. Proof of commitments	<b>+1 Point</b> for every confirmed investment or commitment		
6. Viability of business idea and/or start-up project (assessment of grant description section).	<b>Rank (out of 10 Points)</b>	<b>__/10</b>	
<b>TOTAL POINTS</b>			
<b>Additional Comments:</b>			

\* Please note that decisions regarding funding are made by the ʔaqam Community Enterprises Board of Directors in accordance with recommendations derived from the above priority matrix and in addition to careful consideration of documentation received. All decisions are final.