

Business Support & Advisory Services

INTERNET RESEARCH

Research assistance with business planning, market research, business programs and supports, etc.

SAMPLE BUSINESS PLANS

houses a large library of sample business plans to guide you in creating your own.

BUSINESS PLANNING

Assistance with completing a business plan.

BUSINESS PLAN ASSESSMENT

Review, assessment and advice on completed and on-going business plans and expansion.

MARKETING

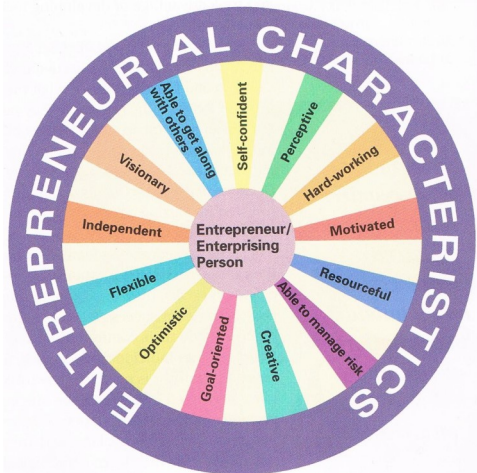
Research assistance with market research, demographics and statistics, community profiles, etc.

TRAINING SESSIONS

Small business planning workshops and informational workshops for business owners and entrepreneurs.

REFERRALS

Referrals to funding and other appropriate agencies, as required (i.e. Waubetek, Business Equity Programs, banks, etc.)



For more information contact **Arnelda Bennett**
Economic Development Officer

Essential Components of a Business Plan

Company Information

Details the history of the business (if applicable), names and contact information for owner/operator, partners, advisors, managers, etc.

Executive Summary

Highlights the product/service, business proposition, markets and market research findings, financial expeditions and requirements (provides a basic overview)

Product / Service Description

Details the product or service being offered, including what future opportunities may exist with such products/services

Market Analysis

Describes in detail the business including location, benefits, market size, market trends, target market, analysis of competition and position within the market

Operations Plan

Details the schedules and operations of the business including hours, inventory orders, timeframes, key employee information, etc.

Financial Plan

Contains financial documents including financing information, cash flow statements, income statements, break even analysis, etc.



Small Business Programs

Small Business Support Programs

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- ◆ Small Business Counseling and Advisory Services
 - ◆ Small Business Grant Program
 - ◆ Tools of the Trade Grant Program
 - ◆ Self Employment Assistance Program
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Self-Employment Assistance Program

The objective of the self employment assistance program is to assist unemployed individuals to become self-employed by starting a viable business. The program will provide income support to a member while they are starting their own business so that they don't need to depend on the business profits for an income during the initial business start-up. This program is funded through the Aboriginal Human Resources Development Agreement.

Eligibility for Self Employment Assistance is determined according to the A.H.R.D.A. (A.S.E.T.S.) criteria. Please note: we are only able to fund Sagamok Anishnawbek band members (both those who reside on and off reserve).

If approved, the applicant must:

1. Submit bi-weekly journal of activities describing their work and activities related to start-up.
2. Submit bi-weekly time sheets to detail their time spent working on the business.
3. Attend progress meetings once a month with the Economic Development Officer.

Applications must be submitted to the ASETS Department.

Small Business Counselling and Advisory Services

Services include:

- Computer made available for business planning
- Referral to other funding sources
- Business Planning templates
- Sample Business plans
- Assistance for application development
- Funding Proposal development
- Various Economic Development Workshops and training

Small Business Grant Program

Sagamok CEDO Program sets aside a portion of its administration budget for the small business grant program. The purpose of the small business grants program is to provide equity to members to enable them to establish or expand their business and to access other business financing.

Eligibility is restricted to businesses located on-reserve and the applicant must be a registered band member with the Sagamok Anishnawbek First Nation.

Application must include the following documents:

- Complete and viable business plan
- Proof of cash equity/Bank Statement
- Project cost quotations
- Applicant's resume
- 3 years of financials which support viability for new businesses or 25% increase in revenues for existing business
- Consent to the Release of Information
- Client Data Sheet

Application process:

Application and documentation is reviewed for completeness and recommended by the Economic Development Officer. If it has met all of the policies then the application is forwarded to the Board of Directors. The Board of Directors provides final approval and will set the terms and conditions.

Generally, once completed applications are received, applicants can expect a processing time of 2 months, provided there is no additional information required. Clients with time sensitive projects are advised to apply well in advance of the date that funding will be required.

Grants are available to a maximum of \$10,000.00 (based on 5% or 30% of project costs)



Tools of the Trade Grants Program

The Tools of the Trade Grant Fund provides grants to a maximum of \$1,000 for self-employed, registered members of Sagamok Anishnawbek (i.e. skilled tradespersons, artists, registered apprentice etc.) for assistance with the purchase of necessary equipment and supplies.

Applications must include the following documents:

- Letter of Application (detailing industry and need)
- Proof of Self Employment (copies of previous contracts for services, copies of receipts for services rendered, photos of products, etc.)
- Applicant Resume
- Project cost Quotations direct from the suppliers
- Client Data Sheet
- Consent to Release Information Form

Eligible Costs include:

- Capital costs for tools or equipment directly related to the trade
- Asset and liability insurance premiums

Ineligible Costs include:

- Re-financing of existing tools or equipment
- Purchase of used equipment that is greater than 5 years old
- Purchase of used equipment for which a small business grant was provided by the program.

Individuals not eligible for financing include:

- Members who have debts owing to the Corporation from other programs
- Members who are not actively self-employed or who cannot demonstrate self-employment on a full-time basis
- Members who have received a Small Business Grant from the Corporation within the past 5 years
- Members who are employees of Sagamok Development Corporation or Sagamok Anishnawbek First Nation