



# ANNOUNCEMENT

## Indigenous Women Entrepreneurs Micro-Loan Fund (IWE)

Tribal Resources Investment Corporation (TRICORP) is pleased to announce that we have added a new business development program that focuses on Indigenous Women Entrepreneurs.

The IWE Fund is a Micro-loan program that will provide Indigenous women entrepreneurs with finance and working capital for their small, part-time or home-based businesses, with total financing costs of under \$60,000. The loans will be available to Indigenous Women Entrepreneurs to start or expand their small businesses and establish a credit rating.

The IWE Loan:

- Micro-loan maximum \$20,000
- Indigenous women-owned business – a majority (51%) equity stake in the ownership of the business
- Minimum 5% cash equity
- Terms 3 years to a maximum of 5 years

Applicants must be Indigenous (First Nations, Metis, and Inuit) women who majority own (51%) and operate their own business are eligible. In addition, applicants must demonstrate they are actively involved in the business and are integral to its ongoing operations.





INDIGENOUS WOMEN ENTREPRENEURS  
MICRO-LOAN FUND

PROGRAM GUIDELINES BUSINESS PLANNING  
GUIDE AND CASH FLOW TEMPLATE

December 2020



NACCA

## INTRODUCTION

A business plan brings together all of your thoughts and research into how you plan to operate and manage your business. It should be written to explain to someone who knows nothing about you or your idea. The business plan will assist you to think of areas in running your business you may not have thought through. It is a good planning document and it will detail to any investors/lenders why you think your business will be a success. There are many resources on-line to assist with the completion of your business plan.

### Executive Summary

Although this is the first page of the Business Plan it is the last page to be completed. It should be short and describes your business or business idea; the highlights of the business plan, including a short summary of the financial projections; and a summary of how it is to be financed.

<b>Executive Summary:</b> describe the highlights of your business and a summary of your proposal

<b>Business Information:</b>	
Business name:	Business legal name:
Type of Business ownership: <input type="checkbox"/> Sole proprietorship (owned just by you) <input type="checkbox"/> Partnership (owned by you and a partner) <input type="checkbox"/> Incorporation (limited company separate from you)	Business owner(s): state names & ownership %'s

**Business Information:**

Business address:

Business phone number:

Business fax number:

Business e-mail address:

Contact person:

Business website address:

**Background:** Where did your business idea come from, why do you think your business will succeed, provide an overview of the industry in which your business will compete?

**Management:** Provide a description of the proposed management team including names, titles, duties, experience and qualifications of each. Who will keep financial records for the business?


**Market Analysis:** provide a detailed description of the products and services you will offer in what geographic area, and who your customers are for each product and service you are offering. Why do you think there is a market demand for these products?


**Competition:** Identify the major competitors in your market area and your competitive strengths.


**Pricing:** Outline what your pricing structure will be and how it was arrived at?


**Marketing Strategy:** how do you propose to market your products and services to your proposed customers using what mediums? What will be your marketing budget?


**Operations Plan:** describe your proposed operations: location, hours of operation, suppliers, equipment, inventory, parking, number of employees, production processes, bookkeeping, etc..



## Licenses and Permits

Business License - Do you have your current license from the local government? \_\_\_\_

Name Search/Registration – Unless your business is a sole proprietorship operating under your own name you must register the business name. Have you done a name search & registered your business name. \_\_\_\_\_

GST – If you expect revenues of \$30,000 or more it is required, otherwise it is voluntary. Have you registered? \_\_\_\_

Revenue Canada – If you have employees you will require an Employer Registration number? Do you have one? \_\_\_\_

WCB - Do you require a Worker’s Compensation Board assessment number? How much will the premiums be? \_\_\_\_\_

Zoning - What zoning regulations apply to your business? How will you be affected?

Are there any special licenses that are required for your business? \_\_\_\_\_

What types of insurance will you need? How much does each type cost? \_\_\_\_\_



Cash Flow Forecast for: \_\_\_\_\_

**Cash-In**

Month	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEPT	OCT	NOV	DEC	Total
Estimated Sales													
Loan													
Personal Cash (Equity)													
Other Loans or Contributions													
<b>Total Cash-In</b>													

**Cash-Out**

Project Costs													
Wages and Salaries													
Cost of Goods Sold													
Utilities													
Supplies													
Telephone and Internet													
Professional Fees													
Advertising and Promotion													
Insurance													
Office Expenses													
Loan payment													
Other													
Personal Drawings													

<b>Total Cash-Out</b>											
<b>Net Cash: (Total Cash-In minus Total Cash-Out)</b>											
<b>Total Cash-In minus Total Cash-out</b>											
<b>Beginning Monthly Cash</b>											
<b>Ending Months Cash</b>											

**SUPPORTING DOCUMENTATION**

The following provides a list of the supporting documentation that should be submitted with this business planning template to support your Business Plan and/or your request for funding:

- Resumes of key people
- Market Data supporting your ability to meet sales goals
- Price schedule for produce line or service
- Market survey data
- Any Drawings or site plans
- Any Agreements entered into
- Letters of Support
- Letters of Intent
- Past financial statements (if applicable)
- Journeyman tickets or other certificates of importance
- Offers to purchase
- Quotes
- Any other items of importance to your business

**Good Luck with your business!**

**Financial:** The first component of your financial plan will include a Project Costs and Financing Plan. This outlines what major costs are required to set-up or expand your business and where the money will come from. Related attachments should include quotations for all project costs in excess of \$1,000 and confirmation of sources of funding.

**Project Costs and Financing:**

Capital:	\$	Source	\$
Land		Cash Investment	
Building		Micro-Loan	
Equipment		Other Loans	
Furnishings			
Vehicle			
Inventory		Other government financing	
Other ( <i>please describe</i> )		Other	
<b>Subtotal</b>		<b>Subtotal</b>	
<b>Marketing:</b>			
Print materials ( <i>brochures, business cards, etc.</i> )		Cash Investment	
Website/Social Media		Funds from Operations	
Tradeshows			
Newspaper, Radio, Television			
Signage		loan	
Other ( <i>please describe</i> )		Other	
<b>Subtotal</b>		<b>Subtotal</b>	
<b>Business Support:</b>			
Financial Management		Cash Investment/Funds from Operations	
Other ( <i>please specify</i> )		Other ( <i>please specify</i> )	
<b>Subtotal</b>		<b>Subtotal</b>	
<b>TOTAL PROJECT COSTS</b>		<b>TOTAL PROJECT FINANCING</b>	

**Cash Flow Forecast:** When completing a cashflow you are estimating your cash-in (sales), and your cash-out (expenses plus wages). Timing your expenditures helps you avoid cash shortages. Sales projections should be reasonable and based on stated assumptions which should be outlined. How did you arrive at these sales figures and are they realistic? Sales and expenses fluctuate by month and should not just be spread across 12 months evenly, for example sales may be up or down in the summer and insurance is generally paid for up front.

## Explanation of Terms:

### Cash Receipts (Money you receive)

Estimated Sales: - Estimate the total amount of money (gross revenue) that you expect to receive when you sell your goods (Gross Revenue) and / or services.

Loan/Other Contributions- Enter the amount of money you outlined in your financing plan in the month you expect to receive it.

Personal Cash (equity): - Money invested in your project from personal resources or savings.

### Cash Disbursements (Money you spend)

Project Costs: - Money you spend to purchase buildings, equipment, furnishings, inventory, initial operating expenses.

Wages/Salaries: - Money you expect to spend on employee wages/salaries, plus your employment expenses (i.e. employer's share of unemployment insurance, Canada Pension Plan deductions and Worker's Compensation premiums).

Cost of Goods Sold: - Money required to purchase your inventory and/or for the manufacture of your products.

Utilities: - Money required to pay for heating and hydro expenses.

Supplies: - Money needed for the regular items required.

Telephone/Internet: - Money required for ongoing telephone and internet usage.

Professional Fees - Money you will spend on acquiring professional services such as accounting, legal and other business support.

Advertising: - Money required to advertise and promote your business.

Insurance: - Money required to pay property and commercial liability insurance for your business.

Office Expenses: - Money to be spent on office and administrative expenses (e.g. stationery supplies, etc.)

Loan Payment: - Money required to pay monthly commercial loan payments, including both principal and interest.

Other: - Any cost not provided for in the above list, but which is specific to your business.

Personal Drawings: - Money withdrawn from the business by the owner(s) for personal living allowances.

**Net Cash** - Calculate your NET CASH position for each month by subtracting cash-in from cash-out. If receipts are greater than disbursements enter the difference as monthly surplus. If disbursements are greater than receipts enter the difference as monthly deficit. To calculate cumulative net cash, add the monthly surplus to (or subtract the monthly deficit from) the cumulative net cash of the month before (e.g. if you have a net cash surplus of \$500 in April, and a \$200 net cash deficit in May, your cumulative net cash at the end of May would be \$300).



## APPLICATION FOR INDIGENOUS WOMEN ENTREPRENEURS MICRO-LOAN FINANCING

This application will enable (AFI) to determine your eligibility for funding.

### Instructions for completing this Application:

1. Telephone, email or come by the office if you have questions about the application process.
2. Complete all sections and use attachments if more space is required for certain items.
3. Attach all the required documentation (see documents checklist on Page 4 of application).
4. Ensure that your Application is signed and dated.
5. Submit the completed Application, including business planning guide and other attachments to:  
[AFI Contact] \_\_\_\_\_  
Retain a copy for your records.
6. Before completing the assessment of your Application, an Officer will review the information and contact you to discuss your Application in more detail.

Have you previously applied for or received financial assistance from AFI? YES  NO

*Please complete all sections or write "N/A" (if not applicable), use attachments as necessary.*

### LOAN APPLICANT (write full legal name)

Surname: \_\_\_\_\_ Given Name: \_\_\_\_\_  
Address: \_\_\_\_\_ City: \_\_\_\_\_ Postal Code: \_\_\_\_\_  
Date of Birth: \_\_\_\_\_ SIN: \_\_\_\_\_ Gender: \_\_\_\_\_  
Email: \_\_\_\_\_ Phone: \_\_\_\_\_ Mobile: \_\_\_\_\_  
Aboriginal Ancestry: \_\_\_\_\_ First Nation/Métis Registry Number: \_\_\_\_\_  
Current Employer (if applicable): \_\_\_\_\_ Tel: \_\_\_\_\_

### CO-APPLICANT – or – GUARANTOR (if applicable)

Surname: \_\_\_\_\_ Given Name: \_\_\_\_\_  
Address: \_\_\_\_\_ City: \_\_\_\_\_ Postal Code: \_\_\_\_\_  
Date of Birth: \_\_\_\_\_ SIN: \_\_\_\_\_ Gender: \_\_\_\_\_  
Email: \_\_\_\_\_ Phone: \_\_\_\_\_ Mobile: \_\_\_\_\_  
Aboriginal Ancestry: \_\_\_\_\_ First Nation/Métis Registry Number: \_\_\_\_\_  
Current Employer (if applicable): \_\_\_\_\_ Tel: \_\_\_\_\_

## Indigenous Women's Micro-Loan Program

**1. BUSINESS INFORMATION**

Business Name: \_\_\_\_\_ Website: \_\_\_\_\_  
 Business Phone: \_\_\_\_\_ Business Fax: \_\_\_\_\_

Business Structure:     Sole Proprietor     Partnership     Incorporated    Other

Registered:             YES             NO            Date of Registration: \_\_\_\_\_

Proposed Location: \_\_\_\_\_            Number of Employees:    Full Time: \_\_\_\_            Part Time: \_\_\_\_

This Application is to:     Start a Business     Expand Business     Purchase a Business

Date the business began operations or will commence: \_\_\_\_\_

**Principals (owners) and percentage of ownership:**

A. Name: \_\_\_\_\_ % of ownership: \_\_\_\_\_

B. Name: \_\_\_\_\_ % of ownership: \_\_\_\_\_

**2. FINANCIAL REQUIREMENTS: What funds do you require, for what purposes and what is source of other funds?**

Funds required for:	\$	Sources of funds:	\$
<b>Capital</b>		Applicant's Cash Equity	
Machinery/Equipment		Other Contributed Equity	
Office Equipment/Furniture		Loan	
Inventory (3 months)		Other financing	
Leasehold Improvements			
Other:			
<b>Operating</b>			
Insurance			
Utilities			
Lease Deposits			
Working Capital (3 months)			
<b>Marketing</b>			
<b>Business Support Services</b>			
<b>Total Project Cost</b>		<b>Total Project Financing</b>	

*Notes: Proof of commitments from other sources must be attached. Quotes should be obtained and attached. Applicant cash equity should consist of at least 5% of "Total Project Costs"*

**Indigenous Women's Micro-Loan Program**

**3. STATEMENT OF PERSONAL NET WORTH**

	Applicant \$	Co-Applicant / Guarantor \$
<b>ASSETS</b>		
Cash/Savings	_____	_____
Investments (RRSP, TFSA, Etc)	_____	_____
Vehicle	_____	_____
Real estate	_____	_____
Other Assets	_____	_____
<b>Total Assets</b>	_____	_____
<b>LIABILITIES</b>		
Mortgages	_____	_____
Personal Loans	_____	_____
Automobile Loans	_____	_____
Credit Cards	_____	_____
Other Debts	_____	_____
<b>Total Liabilities</b>	_____	_____
<b>Personal Net Worth</b> (Assets - Liabilities)	_____	

What is your proposed security/collateral for the loan? \_\_\_\_\_ Value (\$): \_\_\_\_\_

**PERSONAL BUDGET:**

<b>Total Monthly Income</b>	_____	_____
<b>Total Monthly Payments</b>	_____	_____
<b>Monthly Surplus/Deficit</b>	_____	_____

**4. OTHER INFORMATION**

1. Have you ever declared bankruptcy? Yes  No
2. Have you ever had an asset repossessed? Yes  No
3. Are you involved in any claims/lawsuits? Yes  No

If you answered yes to any of the above questions please explain the circumstances:

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4. **Supporting Documents**: please provide

- Copy of Aboriginal Ancestry Card or Confirmation of Beneficiary;
- Evidence of Identity (copy of Driver's License or Birth certificate)
- Bank information and Evidence of available cash Equity (bank statement);
- Evidence of value of any contributed assets;
- Copies of any quotes for project costs over \$1,000;
- Copies of any business licenses and business insurance coverage;
- Copy of your resume and any applicable business training certificates in your field;
- For existing business provide most recent financial statements;
- Copy of partnership agreement or incorporation documents (if applicable);
- Copies of any marketing data and any contracts/letters of intent you have to support sales assumptions;
- Completed Indigenous Women Entrepreneurs Business Planning Guide and Cashflow template.

*Note: Failure to provide these documents with your Application may cause delays in assessing your project.*



**5. DECLARATION and CONSENT OF APPLICANT(S) and/or GUARANTOR**

I certify to the best of my knowledge and ability:

- a) That the information herein and the attachments hereto reflect an accurate description and estimate of costs regarding the intended project.
- b) That all relevant information that is material to the application has been fully disclosed to (AFI);

I hereby authorize duly appointed representatives of (AFI) to obtain information from, and share with, persons or organizations, public or private, any information necessary, including credit information about me from Employers, First Nations, Credit Bureaus, or any persons connected to my dealings, to complete assessment of my Application and the proposed project.

Signed at: \_\_\_\_\_ this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_

\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
Signature of Co-Applicant / Guarantor

\_\_\_\_\_  
Signature of Authorities for Corporation

\_\_\_\_\_  
Signature of Authorities for Corporation

\_\_\_\_\_  
Witness

\_\_\_\_\_  
Witness

