



**SASKATCHEWAN INDIGENOUS ENTERPRISE FOUNDATION INC.**  
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## SIEF CONTRIBUTION PROGRAM

**Client Name** \_\_\_\_\_

**Band** \_\_\_\_\_

**FOR OFFICE USE ONLY**

**Client Number** \_\_\_\_\_

**Date Received** \_\_\_\_\_

## **INFORMATION TO ASSIST YOU WHEN APPLYING TO THE SIEF CONTRIBUTION PROGRAM:**

### **Purpose/Guidelines**

The SIEF Contribution Program is a needs-based program with a mandate to create jobs and to increase the economic well-being of Saskatchewan First Nations. The program is designed to support business start-ups, business acquisitions, or expansions to existing businesses.

Funding for projects is completed in a two-stage process. Stage one is the application to determine eligibility. Stage two requires a comprehensive business plan to be submitted for further consideration; that demonstrates the long-term viability of the proposal and the ability to create jobs.

The SIEF Contribution Program is in the form of a non-repayable financial contribution up to a maximum of \$99,999.99 of total project costs for individual applications and up to a maximum of \$250,000.00 of total project costs for community or band owned enterprise applications. The combined equity of the applicant and SIEF Contribution Program, for a capital project will not exceed 50% (youth up to 60%) of total eligible project costs.

### **Eligibility/Requirements**

To be eligible for the program, clients and their business must be located in Saskatchewan and: a registered Status Indian, a majority owned First Nation business/development corporation or a First Nation community/organization.

All applications require a minimum cash equity input of 10% of eligible project costs. The SIEF Contribution Program assistance supports Business Development, Capital and Operating, Marketing, and on-going Business Support costs. Securing a loan from a commercial lender will be needed to complete the financing.

To be eligible for individual application support, the applicant should be involved full-time with the proposed business in a management capacity and must be able to perform the core work of the business.

### **Ineligible Projects**

The following business activities are ineligible for support:

- Direct alcohol production, marketing, distribution or sales
- Tobacco production, marketing, distribution or sales
- Games of chance operations, casinos, bingo halls, small scale gaming operations, etc.
- Sexually exploitive materials, services, products, marketing, distribution and sales, including any web-based activities
- Pawn shops, cheque cashers, finance companies and others, making small, short-term, high interest rate loans that go by a variety of names: payday loans, cash advance loans, cheque advance loans, post-dated cheque loans or deferred deposit cheque loans, and
- Passive investments (real estate) or any other activity where the applicant is not fully involved
- The manufacturing, assembly and/or enhancements of firearms.
- The purchase of buildings and/or land.

Our services have been developed to effectively enhance the entrepreneur's ability to succeed. We are open to First Nation individuals, Bands, Tribal Councils, or other First Nation organizations that are interested in business advice and information. Please contact our offices by phone, email, or visit to connect with us.

**Please contact a Business Development Officer before filling out application to verify eligibility.**

**APPLICATION DETAILS**

***Please note: Any costs incurred before receiving an approval will not be eligible for reimbursement through this program.***

**PURPOSE OF APPLICATION**

I am seeking assistance for one of the following:

- Support to start a business
- Support to acquire a business
- Support to expand an existing business
- Support for an Aboriginal organization

**STRUCTURE OF THE BUSINESS (check only one):**

- Individual / Sole Proprietorship
- Partnership
- Corporation
- Joint Venture
- Incorporated Company, Band-Owned or Aboriginal Community Owned
- Other (Specify)

**APPLICANT TYPE**

Is the project located in a First Nation community?

Yes \_\_\_\_\_  
name of First Nation community

No \_\_\_\_\_  
indicate where the project is located (urban/rural, remote area, other (specify))

**BUSINESS PLAN DEVELOPMENT**

Where required the SIEF Contribution Program may fund up to 75% of the cost of the business plan development. If this application is approved:

- I will require consulting services to prepare a detailed business plan
- I intend to prepare the business plan myself and will not require consulting or training/mentoring in business plan development.

**BACKGROUND INFORMATION**

**PERSONAL INFORMATION**

<b>Last Name:</b>	<b>First Name:</b>	<b>DOB:</b>
<b>First Nation:</b>	<b>Tribal Council:</b>	<b>Treaty #:</b>
<b>SIN:</b>	<b>Home Telephone Number:</b>	<b>Work/Cell Telephone Number:</b>
<b>FAX Number:</b>	<b>E-mail Address:</b>	
<b>Mailing Address</b>		
<b>Directions to Residence from Band Office:</b>		

**BUSINESS INFORMATION**

<b>Business Legal Name:</b>	<b>Business Operating Name:</b>	<b>Business Address:</b>
<b>Business Fax:</b>	<b>Business Email:</b>	<b>Business Telephone Number:</b>
<b>Proposed Business Location:</b>		

**OWNERSHIP INFORMATION**

<b>Owner(s) name</b>	<b>Ancestry (Please attach Status Card)</b>	<b>Percentage of ownership</b>	<b>Date of Birth</b>

**PROJECT DESCRIPTION – Do not leave this section blank.**

What is your project?

What product or service will you be providing or are you currently providing?

Include any contributed assets that you will use towards your project and any other work you have done to date on this project.

Please note: a business plan will be required at a later stage of the process. If you need more room, please attach a separate letter outlining your project.

A large, empty rectangular box with a thin black border, occupying most of the page below the instructions. It is intended for the applicant to provide a detailed project description.

**PROJECT FINANCING**

Itemize major project expenditures and the proposed financing package. Total Project Costs must equal Total Project Financing. These are estimates only and are intended to provide the SIEF Contribution Program with information on the size and scope of your project.

Estimated Project Costs	\$ Amount	Specified list	\$ Amount
<b>STAGE 1 – Development (75%)</b>		<b>List of equipment</b>	
Business Plan / Feasibility Study			
Environmental Assessment			
<b>Total estimated project costs-Stage1</b>			
<b>STAGE 2 - Capital</b>			
Land (lease for 3 months)			
Building (lease for 3 months)			
Equipment (please list on next table)			
Inventory (for 1 month only)			
Other (Specify)			
<b>Operating</b>			
Insurance			
Utilities (3 months)			
Other (Specify)			
<b>Marketing (75%)</b>			
Advertising			
Website			
Other (Specify)			
<b>Business Support (75%)</b>			
Accounting			
Legal			
Other (Specify)			
<b>Total Estimated Project Costs-Stage2</b>			

**You are required to provide quotes on any items over \$5,000**

**SOURCES OF COMMERCIAL FINANCING**

Identify the contact person and telephone number of the financial institutions, government organizations or others you have approached to finance this project. We will contact this person to ensure you are able to obtain a loan before we work on your application.

Organization	Telephone number	Contact Person

**PERSONAL NET WORTH STATEMENT**

ASSETS	AMOUNT	LIABILITIES	AMOUNT
Cash		Bank Loans (Schedule 2)	
Stock and Bonds (Schedule I)		Other Financial Institutions (Schedule 2)	
Real Estate (Schedule 4)		Real Estate Loans (Schedule 4)	
Vehicles (Schedule 3)		Income Tax Unpaid – Current Year	
Other Assets (Schedule 5)		Income Tax Unpaid – Prior Years	
		Real Estate Taxes Unpaid	
		Other Liabilities (Schedule 2)	
<b>Total Assets</b>		<b>Total Liabilities</b>	
Applicant's Summary of Net Worth: (Total Assets – Total Liabilities) = \$			

## PERSONAL NET WORTH SCHEDULE

SCHEDULE 1 – STOCKS AND BONDS			
Shares or Par Value of Bonds	Description	Registered in Name of	Market Value
			\$
Total		\$	

SCHEDULE 2 – LIABILITIES				
To Whom Payable	Account Number	Monthly Payment	Amount Outstanding	Security
Total		\$	\$	

SCHEDULE 3 – VEHICLES (Cars, Trucks, Skidoos, Boats, etc.)				
Year	Make and Model	Market Value	Monthly Payment	Amount Outstanding
Total			\$	\$

SCHEDULE 4 – REAL ESTATE								
Location/Description	Registered Owner	Date Purchased	Cost	Market Value	Mortgagee	Monthly Payment	Amount Outstanding	Security
			\$	\$				
Total				\$	Total		\$	\$

SCHEDULE 5 – OTHER ASSETS			
Description	Amount	Description	Amount
Total		Total	
		\$	



## OTHER INFORMATION

1. Have you, or any business that you own or have previously owned, received financial assistance from the Government of Canada (including Aboriginal Affairs and Northern Development Canada)? If yes, please provide further information.

Yes                      No

2. Are you applying to any other government programs for financial assistance for this project? If yes, please provide further information.

Yes                      No

3. Have you already made any financial commitments for the project? If yes, please provide further information.

Yes                      No

4. Will your project have any possible negative environmental impacts on the environment? If yes, please provide further information.

Yes                      No

5. Do you or your business owe money to the Government of Canada? If yes, please provide further information.

Yes                      No

6. Are there any reasons (legal, medical, etc.) why you may not be able to complete your project? If yes, please provide a written description of the issue(s).

Yes                      No

7. Are there any suits or judgments against you? If yes, please explain.

Yes                      No

8. Are you now or have you ever been bankrupt? If yes, please provide further information.

Yes                      No

9. Are you related to a member of the SIEF Board or staff? If yes, please specify the relationship.

Yes                      No

## CHECKLIST

***Please note: Failure to provide these documents with your SIEF Contribution Program application will cause delays in assessing your project.***

If applying as a **registered Status Indian, sole proprietorship, partnership, or corporation** when sending your completed SIEF Contribution Program application, indicate that you have provided the following mandatory documents/information:

Evidence of First Nations status (copy of Status Card)

Evidence of sufficient personal financial resources to undertake the project you are proposing (personal net worth statement)

A résumé that highlights experience, training, and/or education related to your business activity

Provide proof of cash equity (Bank Statement)

A copy of any partnership agreements and/or incorporation documents (if applicable)

For existing businesses, a copy of your most recent financial statements (up to three years, if available)

Provide copies of any possible business contracts or letters of intent for your business

Any additional information that supports your proposal, such as business studies, market studies, or relevant industry information

A copy of your most recent income tax return (Notice of Assessment)

For application to be complete, please provide **front and back copies of 2 pieces of government issued identification**

If acquiring or purchasing an existing business, financial statements for that business (up to three years, if available) and an unsigned purchase agreement.

If applying as a **majority owned First Nation business/development corporation** or a **First Nation community/organization**, when sending your completed SIEF Contribution Program application, indicate that you have provided the following mandatory documents/information:

Provide proof of cash equity

A copy of your most recent financial statements (up to three years, if available)

If your business is located on-reserve, attach a First Nations letter of support and/or a Band Council Resolution.

A copy of any partnership agreements and/or incorporation documents (if applicable)

Provide copies of any possible business contracts or letters of intent for your business

Any additional information that supports your proposal, such as business studies, market studies, or relevant industry information

If acquiring or purchasing an existing business, financial statements for that business (up to three years, if available)

**STATEMENT OF CLIENT**

The application must be signed and dated by each owner or by an authorized individual on behalf of a legal entity.

1. I (We) hereby apply for financial assistance and declare that I am (we will) be the proprietor(s) of the enterprise described within this application. To the best of my knowledge the information contained in this application is complete and correct.
2. I (We) authorize duly appointed representatives of SIEF to obtain from and share with persons or organizations, public or private, any information necessary to complete the assessment of the project outlined in this SIEF Contribution Program Application.
3. I (We) certify that I am (we are) Status Indian(s) and/or represent a company that is majority-Aboriginally owned.
4. I (We) consent to SIEF sharing my (our) name(s), phone number, and email address with third party service providers (who are required to safeguard the handling of this information under the Personal Information Protection and Electronic Documents Act (PIPEDA) and/or the Privacy Act for statistical, research and evaluation purposes for the SIEF Contribution Program.
5. I (We) hereby, consent to a personal investigation of my (our) credit worthiness, which could include credit updates, credit bureau searches, Canada Customs, Revenue Agency Accounts, Saskatchewan Government Insurance vehicle registrations and other general credit investigations.
6. In the event of the approval under the contribution program, I (we) hereby:
  - a) Undertake to use the proceeds for the purpose specified in this application and for no other purpose.
  - b) Accept that any non-disclosure or intentional misrepresentation of information pertinent to the application will result in an immediate rejection of the application.
  - c) Agree to the terms and conditions set forth in the letter of offer outlining the intended use of funds and required reporting.

\_\_\_\_\_

Date

\_\_\_\_\_

Signature

\_\_\_\_\_

Date

\_\_\_\_\_

Signature

