

**EQUITY ASSISTANCE GRANT (EAG)  
APPLICATION**

**Identification of Applicant:**

Name of Business: \_\_\_\_\_

Date this business started: \_\_\_\_\_

Business Address: \_\_\_\_\_  
\_\_\_\_\_

Mailing Address:  
(if different) \_\_\_\_\_  
\_\_\_\_\_

Telephone: \_\_\_\_\_

Fax: \_\_\_\_\_

Contact Person (Please Print): \_\_\_\_\_

Authorized Person and Title (Please Print): \_\_\_\_\_

Title of contact: \_\_\_\_\_

**Contact number:** \_\_\_\_\_

Signature of **AUTHORIZED** person: \_\_\_\_\_

Date: \_\_\_\_\_

**Email of Contact:** \_\_\_\_\_

Amount applying for (Max. \$10,000): \_\_\_\_\_

Has this organization or any of its affiliate's accessed grants through NADF within the past three years? If yes, please specify.

**YES**            **NO**

## **Overview**

Project/Initiative title:

Description and objective(s) – In one or two paragraphs, please provide detailed information about what the grant funds will be used for and what the end result(s) and/or goal(s) is. Include information that pertains to how the business will be positively impacted either immediately or in the future, for example; 3 Aboriginal people will be hired, or “the funds will positively impact the cash flow of the business thereby improving cash available for payments by...”, etc. Ensure you provide detail as to how the project/initiative meets one or more of the eligible activities and meets the application criteria - refer to call letter - or it may not be approved:



Project/Initiative Start date: \_\_\_\_\_

Milestone(s) and date(s):

**It is important to ensure any date deadlines set are manageable to ensure objectives and goals are met to complete the project/initiative.**

Milestone	Date to be completed

End date (should be no later than January 31, 2019): \_\_\_\_\_

**What information will be submitted** to support that the project/initiative has been completed? For example, pictures of final product, supporting invoices, proof of certification, etc.

**\*\*Important\*\*** If approved, this information will be utilized in determining whether or not the project/initiative has been successfully completed, and therefore whether or not the grant funding is finalized or a repayment to NADF is required.

**What will be measured** to ensure the objective(s) or goal(s) of this project/initiative have been achieved? For example, number of jobs created, forecasted economic impact on the local economy, number of widgets built, number of people trained, number of items purchased etc.

**\*\*Important\*\*** If approved, this information will be utilized in determining whether or not the project/initiative has been successfully completed, and therefore whether or not the grant funding is finalized or a repayment to NADF is required.

**PROJECT/INITIATIVE FINANCIAL BUDGET**

Please complete the following or provide a copy your own detailed budget - **\*\*\*IMPORTANT\*\*\* This financial budget will be the basis of any approvals going forward, therefore; it's accuracy is very important:**

**NOTE:** Include the amount of the grant you are applying for through NADF in the following budget and the source of the 10% cash contribution of the applicant.

<b>PROJECTED REVENUES/FUNDING</b>		
Name of Contributor	Source of Funds	Total contribution
<b>NADF</b>	<b>Grant Application</b>	\$
	<b>Total Revenue</b>	\$

*(Total Revenue must match Total Expenses)*

**NOTE: \*\*\*A quote from each supplier is required to be submitted with the application for the projected expenses, and we encourage the use of an Aboriginal supplier. \*\*\***

<b>PROJECTED EXPENSE</b>		
Name of Supplier	Description of Expense	Total Expense
		\$
	<b>Total Expenses</b>	\$

*(Total Expenses must match Total Revenue)*

### **Evidence of 10% Cash Contribution**

Please provide evidence that you have the required 10% cash contribution of the overall cost of the project/initiative and, if applicable, other expenses not covered by grant funds, i.e. minimum 25% hold-back. This can be in the form of a bank statement or similar statement showing the funds are available (bank statements must be in the name of the applicant).

### **Evidence of Business Existence – in existence for 1 year or longer**

Please provide evidence of the businesses existence, for example, a master business license, a partnership agreement, incorporation documentation and share register, business bank account statement, business registration number, and/or other documentation that may be relevant and found acceptable.

### **Evidence of Business Existence – in existence less than 1 year**

In addition to the evidence required for a business in existence for longer than 1 year, a Business Plan Summary is to be submitted with the application for a new business venture.

### **Evidence of Aboriginal Ownership**

If the application is approved, you will be required to provide evidence that the business is owned by an Aboriginal person(s). Aboriginal ownership must be at least 51% or more of the business. Please provide evidence of ownership.

### **Financial Statement**

A financial statement must be completed and submitted with the application. Also hyperlinked on website - see Financial Statement Form.

## **Initial Documentation Submission Requirements Checklist**

Ensure the following documents are submitted with your application or the grant may not be approved.

(√)

	A completed and signed <b>Financial Disclosure</b> , Notice of Assessment (from the Canada Revenue Agency) along with a copy of the filed return, and other required supplemental information, for example, a copy of a recent credit check.
	A copy of the projected timeline from beginning to end and milestone dates of the project/initiative - If a separate document. NOTE: The project/initiative must be completed by January 31, 2019.
	If this is a start-up business, a <u>business plan summary</u> .
	Proof the applicant has the required 10% cash contribution. - Bank statements in the name of the applicant. Both personal and business bank statements for sole proprietors.
	Copies of quotes from the suppliers.
	A copy of the projected budget - if a separate document.