

# INDIGENOUS BUSINESS STABILIZATION PROGRAM

## EMERGENCY LOAN APPLICATION

### Guidelines: Business Application to AFIs

#### Program Overview

In response to the COVID-19 crisis, Thebacha Business Development Services (TBDS) through assistance provided by the Government of Canada, is taking action to ensure that Indigenous business owners impacted by Covid-19 have access to the support they require. The emergency loan program is a component of the Indigenous Business Stabilization program.

The Emergency Loan Program (ELP) is designed as an emergency measure to support small business owners in meeting their immediate operating cash flow needs. These funds are not intended to replace or duplicate government or other bank/lender emergency financing/funds that are available to businesses in Canada

Maximum assistance is \$40,000 comprised of a 75% loan and 25% non-repayable contribution. Loan and contribution are issued together.

Loans are:

- up to 48 months term;
- interest free ;
- no payments in first 12 months;
- loan payments begin in month 13<sup>th</sup> and are fully amortized over the remainder of the term;
- principle repayments can be made voluntarily at any time after six months of issuance, without fees or penalties.

#### Eligible costs for this loan can include:

Indigenous owned businesses negatively impacted by COVID-19 can apply for this funding to support their immediate working capital and operational needs. Eligible expenses could include:

- non-deferrable operating expenses including , without limitation, payroll ,rent, utilities ,insurance, property taxes and regularly scheduled debt service; and
- emergency measures such as health and safety improvements, workplace sanitizing, and procedures to secure the safety of employees and prepare for business opening.

Funds may not be used to fund any payments or expenses such as prepayment /refinancing of existing indebtedness, payments of dividends, distributions and increases in management compensation.

#### Please attach the following to your Emergency Business Loan application:

1. A completed Application for the Emergency Business Loan (see next page);
2. A copy of your 2019 Financial Statements;
3. A detailed cashflow projection for the period March 15 2020 to March 31, 2021
4. Copies of new or existing service contracts, if any; optional
5. Clear copies of your Identification: Driver's License and confirmation of Indigenous heritage (i.e. Certificate of Indian Status).

Please **email** fully completed application with attachments to: TBDS\_Manager@northwestel.net

If you have any questions about the loan requirements, please email your questions and phone number to:

Linda Martin 621-2795

# INDIGENOUS BUSINESS STABILIZATION PROGRAM

## Business Application for an Emergency Loan

Internal Use	Application received (dd-mm-yyyy)	AFI Staff
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<b>Section 1: Applicant Information (to be completed by business applicant)</b>		
Note: Fields marked by an asterisk (*) are mandatory. List personal details for all owners where applicable.		
*1. Full Name of Owner	*4. Type of Business (sole proprietor, incorporated, limited partnership)	
*2. Name(s) of all other Business Owners or Partners (if any)	*5. Name of Business	
*3. Business owner's heritage and % of ownership	*6. Business or Corporation number	
*7. The business owner(s) hereby certify that they are:		
<input type="checkbox"/> First Nations <input type="checkbox"/> Métis <input type="checkbox"/> Inuit		
8. Gender	*9. DOB (dd-mm-yyyy)	10. Age
*11. Business Location: <input type="checkbox"/> On-Reserve <input type="checkbox"/> Off-Reserve <input type="checkbox"/> Own <input type="checkbox"/> Rent Since:		
*12. Business Address:		
(Street Address)	(Town/City)	(Province) (Postal Code)
13. Previous Address (if less than 3 years):		
(Street Address)	(Town/City)	(Province) (Postal Code)
*14. Business Phone #	*15. Cell Phone #	
*16. Email Address	17. Website	

**Section 2: Financing Request**

**\*18. List the estimated emergency project costs and sources of financing. Please attach a detailed cashflow statement for the period of April 1st, 2020 to March 31st, 2021 (attached) and provide a written description of your needs in section 3 of this application.**

**Estimated Project Costs:**

Fixed Operating Costs	\$ _____
Working Capital	\$ _____
Other:	\$ _____
Other:	\$ _____
<b>Total Project Costs:</b>	<b>\$ _____</b>

**Expected Source of Financing:**

Emergency Loan Program (ELP)	\$ _____
Other Government Assistance	\$ _____
	\$ _____
	\$ _____
<b>Total Project Funding:</b>	<b>\$ _____</b>

**\*19. Please provide a detailed description of your need for assistance during the COVID-19 crisis, including details of the costs that you wish to cover and whether you have applied for other government or other Bank/Lending assistance. The more detail you can provide as to your financing need, the better. You can attach a separate write-up if necessary.**

**\*20. How has your business been impacted by COVID-19?**

☐ No Impact      ☐ Open but at reduced activity      ☐ Closed

**\*21. If your business was closed, do you intend to re-open your business?**

☐ Yes      ☐ No

**Note to AFI:** Questions 22 and 23 are meant to demonstrate viability of the business before assistance and after assistance. AFIs may choose to complete an assessment in other manners: i.e. review of financial statements and projections.

22. What were your business revenues for the year ending Dec. 31, 2019?      \$ \_\_\_\_\_

23. What do you anticipate your revenues will be for the year ending Dec. 31, 2020?      \$ \_\_\_\_\_

**\*Section 3: Cashflow Statement (AFI to determine whether this is a requirement)**

PLEASE ATTACH A DETAILED CASHFLOW STATEMENT for the period April 1, 2020 to March 31, 2021. (a sample excel spreadsheet is attached).

**\*Section 4: Statement of Personal and Business Assets and Liabilities**

The Applicants agree that by signing this application they certify that the information in this Statement of Personal Assets and Liabilities is a complete and true declaration. The property values shown above are the fair market values of the properties and the amount of debts is the total potential indebtedness (inclusive of any other loans, credit cards, or other debts for which they have signed as a guarantor).

**Statement of Net Worth:**

Assets	Value	Liabilities	Balance	Monthly Payments
Real estate	\$ _____	Mortgages	\$ _____	\$ _____
Investments	\$ _____	Bank Loans	\$ _____	\$ _____
Vehicles	\$ _____	Credit Cards	\$ _____	\$ _____
Business Assets	\$ _____	Business Liabilities	\$ _____	\$ _____
Other:	\$ _____	Other:	\$ _____	\$ _____
<b>Total</b>	<b>\$ _____</b>	<b>Total</b>	<b>\$ _____</b>	<b>\$ _____</b>

Other Income: ☐ Yes ☐ No      Source: \_\_\_\_\_ Amount/month: \$ \_\_\_\_\_

**Real Estate:**

Address and Legal Description	Year Purchased	Price Paid (\$)	Mortgages Outstanding (\$)	Est. Current Value (\$)
_____	_____	\$ _____	\$ _____	\$ _____
_____	_____	\$ _____	\$ _____	\$ _____
_____	_____	\$ _____	\$ _____	\$ _____

**\*Section 5: Impacts of Approved ELP Financing**

Please indicate impact/result of financing provided on the jobs at your business (include the owner(s) in the count):

	New Jobs Created			Jobs Maintained		
	FT	PT	Seasonal	FT	PT	Seasonal
Indigenous Jobs (#):	_____	_____	_____	_____	_____	_____
Non-Indigenous Jobs (#):	_____	_____	_____	_____	_____	_____

What sector or industry does your business operate in? (for example: cattle farming, car dealership, gas station) \_\_\_\_\_

Do you agree to report on the results of this funding received?

☐ Yes ☐ No

**\*Section 6: Canada, Ontario, and/or Bank Emergency Business Assistance**

Please indicate whether you have applied to any other emergency assistance through government and/or Bank/Lender sources for your business:

Name of Program	Have you applied?	If not do you intend to apply?	Date of app	For how much \$?
Canada Emergency Wage Subsidy	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No		\$
Business Credit Availability Program	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No		\$
Canada Emergency Business Account	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No		\$
Farm Credit Canada Available for Agriculture, Fisheries and Aquaculture	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No		\$
Bank Loan Relief	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No		\$
BDC Co-Lending	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No		\$
Futurpreneur Canada	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No		\$
Others?				\$

By submitting this application to TBDS you agree to notify TBDS immediately of any application pending and under consideration by another lender, or if negotiations are entered into, or an offer of financing is received during TBDS consideration of this application.

**\*Section 7: Application Understands and Agrees:**

a) That the terms and conditions of any financing which may be authorized will be set forth in a Letter of Offer for agreement and acceptance by the Applicant. A promissory note to repay the loan will also be required.;

b) That in applying for this financing, the Applicant authorizes TBDS to obtain personal credit information about me and my business from any sources. By executing this application, the Applicant's understands that personal and confidential business and credit information will be requested from the Applicant and/or collected from third parties that have information about the Applicant's business and personal financial status for the purposes of determining the Applicant's eligibility for financing.

**\*Part 8: Collection use and Disclosure of Personal and Business Information:**

a) The Applicant acknowledges that, as the operation of TBDS is financially supported by the Government of Canada, representatives of Indigenous Services Canada and/or the National Aboriginal Capital Corporation Association, are permitted access to the files of TBDS for reporting, monitoring and evaluation purposes and that TBDS may be contacted by these agencies and that such information as may be acquired by such agencies will be treated as confidential.

b) The Applicant acknowledges that TBDS Privacy Policy will protect personal and business information and that limited basic business information only be provided where contractually or legally required by other agencies.

c) The Applicant further understands and consents to TBDS publicizing the Applicant's business venture if the Applicant is successful in obtaining financing from TBDS.

d) The applicant acknowledges that the TBDS is responsible for reporting on loans made to the National Aboriginal Capital Corporation Association.

e) The applicant acknowledges that the TBDS and the National Aboriginal Capital Corporation Association are required to report to the Government of Canada on any defaulted loans.

Dated at \_\_\_\_\_ this \_\_\_\_\_ day of \_\_\_\_\_, 2020.

Name of Applicant(s)

\_\_\_\_\_  
(Print Name)

\_\_\_\_\_  
(Print Name)

\_\_\_\_\_  
(Signature)

\_\_\_\_\_  
(Signature)

Name of Applicant (if the  
applicant is a Corporation)

\_\_\_\_\_  
(Print Name)

\_\_\_\_\_  
(Witness Print Name)

I have the authority to bind the Corporation:

\_\_\_\_\_  
(Signature)

\_\_\_\_\_  
(Signature)

*This program is funded by the Government of Canada.*

**Canada** 