

INSTRUCTIONS

1. The Statement of Intent allows us to determine eligibility for support available through Aboriginal Business Canada. Therefore, it is important that you answer all questions completely; use attachments if space is insufficient. Include any additional information that supports your proposal, such as business studies, market studies, financial statements and relevant industry information.
2. Before making a commitment to provide assistance, Aboriginal Business Canada may require an assessment of the potential impact of your project on the environment. To minimize delays, you should submit with your Statement of Intent a copy of environmental studies or any other available information concerning possible environmental impacts.
3. Please ensure that your Statement of Intent is signed and dated.
4. Please submit the completed Statement of Intent, including attachments, to the Aboriginal Business Canada office nearest you (*see below*). Retain a copy for your files. The Statement of Intent can also be completed on-line at our Web site (abc-eac.ic.gc.ca).
5. Before completing the assessment of your Statement of Intent, a development officer will review the information in the document and contact you to discuss your proposal in more detail.
6. Following a review and discussion of the information provided, and depending on the nature of your application, you may be asked to supply a comprehensive business plan.

FOR MORE INFORMATION

We provide a range of support, information products and services to Aboriginal entrepreneurs and business organizations. For more information, please contact the Aboriginal Business Canada office nearest you.

AREA	TELEPHONE	FACSIMILE	E-MAIL
Halifax	(902) 426-2018	(902) 426-1643	abc-halifax@ic.gc.ca
Montréal	(514) 283-1828	(514) 283-1843	abc-montreal@ic.gc.ca
Ottawa	(613) 954-4064	(613) 957-7010	abc-ottawa@ic.gc.ca
Toronto	(416) 973-8800	(416) 973-2255	abc-toronto@ic.gc.ca
Ohsweken	(519) 445-0470	(519) 445-9254	abc-ohsweken@ic.gc.ca
London	(519) 680-2843	(519) 680-7040	abc-london@ic.gc.ca
Winnipeg	(204) 983-7316	(204) 983-4107	abc-winnipeg@ic.gc.ca
Saskatoon	(306) 975-4361	(306) 975-5334	abc-saskatoon@ic.gc.ca
Edmonton	(780) 495-2954	(780) 495-4172	abc-edmonton@ic.gc.ca
Calgary	(403) 292-8807	(403) 292-4578	abc-calgary@ic.gc.ca
Vancouver	(604) 666-3871	(604) 666-0238	abc-vancouver@ic.gc.ca
Yellowknife	(867) 766-8411	(867) 766-8412	abc-yellowknife@ic.gc.ca

INFORMATION TO ASSIST YOU

1. Aboriginal Business Canada supports opportunities that help Aboriginal firms grow in regional, national or international economies. Before completing your Statement of Intent, we strongly recommend that you refer to the literature available from Aboriginal Business Canada so that you can discuss your project in detail.

Information materials are available at each of the Aboriginal Business Canada offices listed on the previous page or on-line through the Aboriginal Business Canada Web site (abc-eac.ic.gc.ca).

Note: This material is provided for information purposes only. Specific questions concerning eligibility and program criteria should be discussed with a development officer.

2. In order to determine eligibility, and to assess your request for financial assistance, Aboriginal Business Canada is authorized to collect limited personal information, including the following:

- We require documented proof of **Aboriginal ancestry** of applicants to confirm eligibility for the program.
- We collect the **gender** of applicants for statistical purposes only, to allow us to report on the demographics of our client base.
- We collect the **date of birth** of applicants to establish their eligibility for youth entrepreneurial support and to facilitate the completion of a credit check that may be required as part of our assessment.
- We collect the **education/experience** of applicants to help us assess their collective business and management experience.
- We collect **personal financial information** of applicants to help us assess their ability to contribute capital and obtain commercial funding.

All Information provided to Aboriginal Business Canada/Industry Canada as part of this application is subject to the provisions of the *Access to Information Act* and *Privacy Act*, and will be treated accordingly.

All personal information collected will be retained for six years from the project completion date and kept in Industry Canada's Personal Information Bank (IC PPU 008) and transferred to National Archives of Canada for selective retention. To access your information, please contact us.

3. If your project is approved for a financial contribution from Aboriginal Business Canada, it may be subject to the Government of Canada's *proactive disclosure* reporting requirements. This means that certain information about your authorized contribution (excluding any information for which disclosure would be prohibited under the *Access to Information Act* or the *Privacy Act*) could be posted on the Treasury Board Secretariat of Canada's external Web site. *Please speak to a development officer for more information.*
4. Aboriginal Business Canada and its clients are required to adhere to the provisions of the federal *Lobbyists Registration Act*, and to ensure compliance with Industry Canada's Lobbyists and Contingency Fees Policy. *For example:*
 - No contribution may be offered to an applicant that, for the purposes of his/her/its application for financial assistance, has retained a lobbyist that is not in compliance with the *Lobbyists Registration Act*.
 - No contribution may be offered to an applicant that has retained a lobbyist for a commission, contingency fee or any other consideration that is dependent upon the execution of the Agreement.

For the purposes of these requirements, three categories of lobbyists are defined:

- consultant lobbyists paid to lobby on behalf of a client, e.g., government relations consultants, lawyers, accountants or other professionals who provide lobbying services for their clients.
- in-house lobbyists employed by persons (including corporations) and partnerships that carry on commercial activities for financial gain.
- in-house lobbyists employed by non-commercial organizations such as advocacy groups, and industry, professional and charitable organizations.

The examples cited above illustrate the kinds of issues involved, but do not cover all of the requirements. For additional information and to ensure compliance, please speak to a development officer, or visit the Office of the Registrar of Lobbyists at <http://strategis.ic.gc.ca/lobby>.

For internal use only:
 Project Number (SOI)

STATEMENT OF INTENT

To help us with our information and marketing efforts, please tell us where you learned about Aboriginal Business Canada. *(Check all that apply.)*

- Advertising
- Business contact
- Industry Canada office
- Canada Business Service Centre
- Past/current ABC client
- Aboriginal business or financial organization
- Economic development officer
- Aboriginal Business Canada Web site
- Other Web site *(please specify)* _____
- Conference/workshop/trade show *(please specify)* _____
- Friend or family member
- Other *(please specify)* _____

A. APPLICANT INFORMATION

Applicant legal name	Business operating name
Mailing address	Business address <i>(if different from mailing address)</i>
Residence telephone number	Work telephone number
E-mail address	Facsimile number

OWNERSHIP INFORMATION

Owner(s) name	Ancestry <i>(please attach documentation)</i> <small><i>(Status Indian, Non-Status Indian, Métis, Inuit, Non-Aboriginal)</i></small>	Gender <small><i>(Information for statistical purposes only)</i></small>	Percentage of ownership	Date of birth

EDUCATION/EXPERIENCE

For each owner, please attach a statement of education, training, employment history and management experience (resumé). Summarize below how the education/experience relates to this proposal.

IS THE PROJECT LOCATED IN A FIRST NATION COMMUNITY?

- Yes _____ No
- name of First Nation community*

Information for statistical purposes only.

STRUCTURE OF BUSINESS (check only one):

- Individual/sole proprietorship Corporation Incorporated company, band-owned or Aboriginal community-owned
- Partnership Joint venture Other (*please specify*) _____

ESTIMATED PROJECT COSTS AND FINANCING

Please itemize major projected expenditures, and set out the proposed financing package. Total project costs must equal Total project financing. These are estimates only and are intended to provide Aboriginal Business Canada with information on the expected size and scope of your project.

Estimated project costs	\$	Estimated project financing	\$
Business planning		Minimum applicant cash equity • Business plan and business support: 25% of cost • Capital and operating: youth entrepreneurs 10%; others 15%	
Capital			
Land		Aboriginal Business Canada assistance	
Building			
Equipment			
Inventory			
Other (<i>specify</i>)			
		Other government assistance	
Operating			
Insurance			
Utilities			
Other (<i>specify</i>)		Commercial financing	
Marketing			
Business support		Other financing	
Other (<i>specify</i>)			
Total project costs		Total project financing	

SOURCES OF COMMERCIAL FINANCING

Please identify the contact person and telephone number of financial institutions, government organizations or others you have approached to finance this project.

Contact person	Telephone	Organization

C. OTHER INFORMATION

Have you, or any business that you own or have previously owned, received financial assistance from the Government of Canada (including Aboriginal Business Canada)? If yes, please describe. Yes No

Are you applying to any other government programs for financial assistance for this project? If yes, please describe. Yes No

Do you, or your business, owe money to the Government of Canada? If yes, please indicate to which department or agency and list amount(s). Yes No

Have you already made any financial commitments for the project? If yes, please list amount(s). *Note: Any costs for which you have made a legal commitment prior to project approval will not be eligible for Aboriginal Business Canada support.* Yes No

WHEN SENDING YOUR COMPLETED STATEMENT OF INTENT, PLEASE ENSURE THAT YOU HAVE INCLUDED THE FOLLOWING:

- evidence of Aboriginal ancestry;
- evidence of sufficient personal financial resources to undertake the project you are proposing;
- a resumé that highlights experience, training and/or education related to your business activity;
- for existing businesses, a copy of your most recent financial statements (up to three years, if available);
- any additional information that supports your proposal, such as business studies, market studies or relevant industry information; and
- a copy of any partnership agreements or incorporation documents.

Note: Failure to provide these documents with your Statement of Intent will cause delays in assessing your project.

D. DECLARATION

Note: each applicant must sign and date this Statement of Intent): **To the Minister of Industry**

The statements herein and the attachments hereto reflect an accurate description and estimate of costs regarding the intended project.

I (We) authorize duly appointed representatives of the Minister 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 Statement of Intent.

I (We) certify that I am (we are) of Aboriginal ancestry and/or represent a company that is majority-Aboriginal owned.

I (We) consent to Aboriginal Business Canada sharing my (our) name(s), phone number, and e-mail 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 Aboriginal Business Development Program.

I (We) declare that if I (We) have used or are using the services of a lobbyist for the purposes of my (our) application for financial assistance, the lobbyist(s) is (are) in compliance with the Lobbyists Registration Act.

Signature _____ Date _____

Signature _____ Date _____

Signature _____ Date _____