



www.nedc.info

# COMMERCIAL FUNDING APPLICATION (A1)

|            |  |
|------------|--|
| Office Use |  |
| Project #: |  |

Require assistance? Contact a NEDC: 1.866.444.6332 or email [nedc@nedc.info](mailto:nedc@nedc.info).

## APPLICANT

Legal Business Name (if applicant) \_\_\_\_\_

Legal Name: LAST \_\_\_\_\_ First \_\_\_\_\_ Middle \_\_\_\_\_

Address Home: \_\_\_\_\_  On Reserve  Owned  Rented

Mailing: \_\_\_\_\_ City: \_\_\_\_\_ Postal Code \_\_\_\_\_

Tel: Work \_\_\_\_\_ Home \_\_\_\_\_ Cell/Alt \_\_\_\_\_

E-mail: \_\_\_\_\_ Fax \_\_\_\_\_

Would you like to receive e-mail notifications of events?  Yes  No  Already do

SIN # \_\_\_\_\_ Birth date (DD/MM/YY): \_\_\_\_/\_\_\_\_/\_\_\_\_

Ancestry:  Status  Métis  Inuit  Non- Status  Non-Aboriginal  Aboriginal Community

Status # \_\_\_\_\_ Band \_\_\_\_\_

Employer \_\_\_\_\_ Occupation \_\_\_\_\_ Tel \_\_\_\_\_

Do you have a disability? Yes  Number of dependents \_\_\_\_\_

Marital Status:  Married/Common Law  Single  Other: \_\_\_\_\_

## CO-APPLICANT

**\*\*If more than one co-applicant, please fill out a separate application form.\*\***

Legal Business Name (if applicant) \_\_\_\_\_

Legal Name: LAST \_\_\_\_\_ First \_\_\_\_\_ Middle \_\_\_\_\_

Address Home: \_\_\_\_\_  On Reserve  Owned  Rented

Mailing: \_\_\_\_\_ City: \_\_\_\_\_ Postal Code \_\_\_\_\_

Tel: Work \_\_\_\_\_ Home \_\_\_\_\_ Cell/Alt \_\_\_\_\_

E-mail: \_\_\_\_\_ Fax \_\_\_\_\_

Would you like to receive e-mail notifications of events?  Yes  No  Already do

SIN # \_\_\_\_\_ Birth date (DD/MM/YY): \_\_\_\_/\_\_\_\_/\_\_\_\_

Ancestry:  Status  Métis  Inuit  Non- Status  Non-Aboriginal  Aboriginal Community

Status # \_\_\_\_\_ Band \_\_\_\_\_

Employer \_\_\_\_\_ Occupation \_\_\_\_\_ Tel \_\_\_\_\_

Do you have a disability? Yes  Number of dependents \_\_\_\_\_

Marital Status:  Married/Common Law  Single  Other: \_\_\_\_\_

Contact a Business Development Officer at NEDC if you require assistance with this form (1.866.444.6332).

## BUSINESS INFORMATION

Business Name (if not applicant) \_\_\_\_\_

What does the business do? \_\_\_\_\_

Business Address: (Skip if same as applicant address) \_\_\_\_\_  To be determined

Street Address: \_\_\_\_\_  On Reserve  Owned  Leased

Mailing: \_\_\_\_\_ City: \_\_\_\_\_ Postal Code \_\_\_\_\_

Tel: \_\_\_\_\_ E-mail: \_\_\_\_\_

Website: \_\_\_\_\_ Business # (if applicable) \_\_\_\_\_

### Structure of the Business:

Proprietorship  Partnership  Corporation  Community Owned  Undetermined

Other: \_\_\_\_\_

| Business Owner(s) | Sex   | % of Ownership |
|-------------------|---|----------------|
| _____             | F <input type="checkbox"/> M <input type="checkbox"/> | _____          |
| _____             | F <input type="checkbox"/> M <input type="checkbox"/> | _____          |
| _____             | F <input type="checkbox"/> M <input type="checkbox"/> | _____          |

Is the business registered?  Yes

Do you have a business license?  Yes

## PROJECT INFORMATION

Funds required to:

Establish a business  Expand a business  Acquire a business  
 Hire a consultant  Implement marketing plan  Other: \_\_\_\_\_

Describe your project (What you are doing that requires funding, where, when, why, how):

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

If the project is approved, please tell us what employment effect it will have:

|            | Jobs Created |                | Jobs Maintained |                |
|------------|--------------|----------------|-----------------|----------------|
|            | Aboriginal   | Non-Aboriginal | Aboriginal      | Non-Aboriginal |
| Full -Time | _____        | _____          | _____           | _____          |
| Part-Time  | _____        | _____          | _____           | _____          |
| Seasonal   | _____        | _____          | _____           | _____          |

Explain: \_\_\_\_\_

## ESTIMATED PROJECT COSTS

**If you are applying to HIRE A CONSULTANT: \*\*Attach Statement of work, quote, etc.**

|                          |  |                            |  |
|--------------------------|--|----------------------------|--|
| Feasibility Study        |  | Business Plan              |  |
| Environmental Assessment |  | Business Support (Specify) |  |

**TOTAL CONSULTANT COSTS:** \$ \_\_\_\_\_

**If you are applying to IMPLEMENT YOUR BUSINESS PLAN TO BUSINESS START-UP, EXPANSION OR ACQUISITION:**  
Attached detail list & provide supporting quotes, estimates, Offer to Purchase, etc.

| <b>Capital</b>   | <b>Operating</b> |
|------------------|------------------|
| Vehicle:         | Insurance        |
| Machinery:       | Utilities        |
| Equipment        | Insurance        |
| Office Equipment | Other (Specify)  |
| Furniture        | <b>Marketing</b> |
| Inventory        | Website          |
| Leaseholds       | Advertising      |
| Other (Specify)  | Other (Specify)  |

**TOTAL CAPITAL, OPERATING & MARKETING COSTS:** \$ \_\_\_\_\_

Yes, I/we made financial commitments for the project already that are included in the costs listed above (signed agreements, purchased materials/equipment, etc.)?

\*\*If yes, explain: \_\_\_\_\_

## ESTIMATED PROJECT FINANCING

**YOUR \$:** Cash you are investing into the project (Equity) - proof will be required: \$ \_\_\_\_\_

**OUR \$:** What funding you are requesting from NEDC:  I need help figuring it out.

Loan: \_\_\_\_\_ \$ \_\_\_\_\_

Loan: \_\_\_\_\_ \$ \_\_\_\_\_

Contribution: \_\_\_\_\_ \$ \_\_\_\_\_

Contribution: \_\_\_\_\_ \$ \_\_\_\_\_

**OTHER \$:** Funding from anyone other than NEDC, please list them below:

I am not applying for money from any other sources

| Institution | Contact Person | Contact # | Amount (\$) |
|-------------|----------------|-----------|-------------|
|             |                |           |             |
|             |                |           |             |

**TOTAL PROJECT FINANCING** (Your \$ + Our \$ + Other \$): \$ \_\_\_\_\_

## SUMMARY OF PERSONAL NET WORTH

\*Each applicant must have a separate Net Worth statement.\*

\*\*Include everything you own and owe.\*\*

### **ASSETS**

**Applicant**

**Co-Applicant**

(What you own – even if you still are paying off the loan for it – the loan will be included in liabilities below.)

Cash/Savings (Bank Accounts)

|  |  |  |
|--|--|--|
|  |  |  |
|  |  |  |

Investments (Stocks, Bonds, etc.)

|  |  |  |
|--|--|--|
|  |  |  |
|  |  |  |

Vehicles (Make/Year/Model)

|  |  |  |
|--|--|--|
|  |  |  |
|  |  |  |

Real Estate Owned (e.g houses)

|  |  |  |
|--|--|--|
|  |  |  |
|  |  |  |

Other Assets (Boats, ATVs, Receivables, Art, Jewelry, Furniture etc.)

|  |  |  |
|--|--|--|
|  |  |  |
|  |  |  |

**A. Total Assets:**

|  |  |  |
|--|--|--|
|  |  |  |
|--|--|--|

### **LIABILITIES**

(What you currently owe to others.)

Mortgages (on houses, property, etc.)

|  |  |  |
|--|--|--|
|  |  |  |
|  |  |  |

Loans (Car, personal, etc.).

|  |  |  |
|--|--|--|
|  |  |  |
|  |  |  |

Charge Accounts (Visa, Canadian Tire, etc.)

|  |  |  |
|--|--|--|
|  |  |  |
|  |  |  |

Other Accounts Owing

|  |  |  |
|--|--|--|
|  |  |  |
|  |  |  |

**B. Total Liabilities:**

|  |  |  |
|--|--|--|
|  |  |  |
|--|--|--|

**Net Worth (A. Assets – B. Liabilities):**

|  |  |  |
|--|--|--|
|  |  |  |
|--|--|--|

Have you ever:

- declared bankruptcy
- applied for Orderly Payment of Debt
- had serious credit problems

|                              |                             |                              |                             |
|------------------------------|-----------------------------|------------------------------|-----------------------------|
| <input type="checkbox"/> Yes | <input type="checkbox"/> No | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| <input type="checkbox"/> Yes | <input type="checkbox"/> No | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| <input type="checkbox"/> Yes | <input type="checkbox"/> No | <input type="checkbox"/> Yes | <input type="checkbox"/> No |

*If **yes** please attach an explanation including date and circumstances & discuss with your officer.*

## OTHER HOUSEHOLD INCOME

Please tell us what other income you or your spouse have (ie. Employment, rental income, EI, SA, dividends, etc.)

| Applicant |           | Co-applicant |           |
|-----------|-----------|--------------|-----------|
| Source    | Annual \$ | Source       | Annual \$ |
|           |           |              |           |
|           |           |              |           |
|           |           |              |           |

## OTHER DOCUMENT CHECKLIST

- |  |  |
|--|--|
| <input type="checkbox"/> Business plan<br><input type="checkbox"/> Quotes/proof of proposed project costs<br><input type="checkbox"/> Evidence of Aboriginal heritage (i.e. status card)<br><input type="checkbox"/> Evidence of sufficient personal funds to undertake the project you are proposing<br><input type="checkbox"/> Resume(s) for EACH owner (excluding Aboriginal Communities)<br><input type="checkbox"/> Copy of legal identification | <input type="checkbox"/> Financial projections<br><input type="checkbox"/> Other/personal income and expenses<br><input type="checkbox"/> Board/Council Resolution<br><input type="checkbox"/> For existing businesses, a copy of your most recent financial statements (three years preferred)<br><input type="checkbox"/> Copy of any partnership agreements or incorporation documents<br><input type="checkbox"/> Copy of relevant licenses, permits, etc. |
|--|--|

## MARKETING SURVEY

Where did you hear about NEDC funding programs? (ie. NEDC website, AANDC website, conference, friend, family, previous client, business associate, Facebook, advertisement, other financing organization, etc.)

## PURPOSES FOR THE COLLECTION, USE AND DISCLOSURE OF PERSONAL INFORMATION

NEDC is responsible for the administration of a wide variety of programs and services as further described in our website ([www.nedc.info](http://www.nedc.info)).

In administering the above programs, NEDC collects, uses and discloses personal information for the following purposes:

- i. To perform its contractual obligations to the Government of Canada and Province of British Columbia for the term of the agreement(s) such as keeping records of program participant for meeting reporting requirements;
- ii. Collecting and tracking aggregate information of program participants to evaluate the effectiveness of the program and to meet funding requirements;
- iii. To meet, maintain, monitor, evaluate and regulate programs and client participation in programs including providing loans and other monies to clients;
- iv. To meet terms, conditions and obligations of employment to our employees such as for benefit and payroll administration; and
- v. To promote NEDC programs to its clients, members and the public.

## DECLARATION OF APPLICANT

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Yes 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)?

Yes Do you, or your business, owe money to the Government of Canada?

\*\*If yes, Explain: \_\_\_\_\_

Yes Have you, or any business that you own or have previously owned, received financial assistance NEDC?

I authorize duly appointed representatives of NEDC to obtain information from and share with persons or organizations, public or private, any information necessary, including credit information, about me from my credit bureau, employers, suppliers, band or any person in connection with to my dealings, to complete the assessment of the project.

I hereby consent to the collection, use and disclosure of my personal information by NEDC for the purposes of my application and participation in NEDC programs and any and all financial and government reporting requirements of NEDC in administering this application and my participation in such NEDC programs.

\_\_\_\_\_  
Signature of Applicant (or Authorized Signatory)

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Co-applicant (or Authorized Signatory)

\_\_\_\_\_  
Date

**\*\*PLEASE NOTE SIGNATURE IS REQUIRED**