

Thebacha Business Development Services

Application for Financial Assistance

Thebacha Business Development Services (Thebacha BDS) is a not-for-profit corporation that is funded by the Government of the Northwest Territories, Department of Industry Tourism and Investment. Thebacha BDS was created to help small businesses and develop employment opportunities in the East South Slave Region. The East South Slave Region consists of the three communities of Fort Resolution, Fort Smith, and Lutsel K'e.

Thebacha BDS's Board of Directors is made up of representatives from the Communities within the Region. The Board and Investment Review Committee members are volunteers and receive no remuneration for their time and effort. Individuals who sit as Board of Directors cannot benefit personally from the corporation. Profits made through investments are used to further the objectives of the Thebacha BDS.

One of the objectives of Thebacha BDS is to provide financial assistance and advisory services to new, existing, and expanding small businesses that will create new jobs for residents of the Region. Thebacha BDS administers an Investment Fund that is used to provide repayable loans to eligible businesses to a maximum of \$75,000 per business.

The Thebacha BDS Application for Financial Assistance consists of three parts.

- Part 1 Terms and Conditions of Financing
- Part 2 Statement of Personal Affairs
- Part 3 Business Plan

Financing is approved by the Investment Review Committee. This Committee is a sub-committee approved by Thebacha BDS's Board of Directors. Members of this Committee are from the Region and possess strong business skills and knowledge.

If you require assistance in completing this application, please contact our office at (867) 872-2795.

PART 1 – TERMS AND CONDITIONS OF FINANCING

Applicant Information

Name _____

Business Name _____

Street Address _____ Home Telephone # _____

Community _____ Business Telephone # _____

Mailing Address: P.O. Box _____ Postal Code _____ Fax # _____

Business Information

Type of Business

Transportation _____	Business Services _____	Oil & Gas _____	Other _____
Recreation _____	General Services _____	Municipal _____	_____
Fishing _____	Tourism _____	Finance _____	_____
Storage _____	Forestry _____	Mining _____	_____
Real Estate _____	Communications _____	Retail _____	_____
Construction _____	Personal Services _____	Wholesale _____	_____
Agriculture _____	Education Services _____	Manufacturing _____	_____

Years in Business _____ Business' Bank _____

Amount of Financing Required _____ Years/Months Suggested to Repay _____

Purpose of Financing _____

Reason for Financing (Check one) New Business _____ Expansion _____ Maintenance _____

Form of Business (Check one)

Sole Proprietorship _____ Incorporated Company _____ Other _____

Partnership _____ Cooperative/Society _____

Ownership Structure (Please list the officers/shareholders below)

Name	Address	Title	% of Ownership
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

Eligibility

- a) Are you a director or an employee of Thebacha Business Development Services, a member of the immediate family of a director or an employee of Thebacha Business Development Services, involved in a corporation in which a director or employee of Thebacha Business Development Services is a shareholder, or involved in a partnership in which a director or employee of Thebacha Business Development Services ?
Yes _____ No _____

- b) Have you ever been involved in any litigation proceedings or have filed a claim for bankruptcy?
Yes _____ No _____
If yes, explain. _____

- c) Have you been rejected by another financial institution before visiting Thebacha Business Development Services?
Yes _____ No _____
If yes, name the institution. _____

- d) Is the business venture located within the South Slave area?
Yes _____ No _____ Community _____

- e) Is there any other similar legitimate business in the community that already offers your proposed goods or services?
Yes _____ No _____

- f) How many jobs will be created or maintained?
Full Time _____ Part Time _____

- g) Will those jobs be filled by people within the South Slave area?
Yes _____ No _____

h) Project Financing: List the companies, development agencies, individuals, or financial institutions that are investing money into this venture. (ie. ITI, ABC, etc.) Include the amount of equity you will be investing in this project.

<u>Name</u>	<u>Amount</u>
_____	_____
_____	_____
_____	_____
_____	_____

Declaration of the Applicant

The applicant understands and agrees:

- That any expenses, incurred to the point of funding shall be borne by the applicant upon approval of the project, but if the project is not approved, the applicant will not be responsible for the costs relating to the set-up or execution of our investigation.
- That if financing is provided for the purpose of the business project as described herein, the applicant shall follow the business plan as presented in the application, and use the funds received from Thebacha BDS for the purposes intended.
- That Thebacha BDS will not be held liable for any loss incurred by the applicant as a result of consultations with or advice given by Thebacha BDS.
- That Thebacha BDS will be notified 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 the period of consideration of this application.

I do swear that I have personal knowledge of the matters discussed in this application, and I state that:

- All statements made and material provided by or on behalf of the applicant to Thebacha BDS and its agents for the purposes of this application are true and correct;
- I make this application under my own volition;
- To the best of my knowledge the proposed business or project complies with all territorial, federal and municipal laws;
- I agree to grant the representatives of Thebacha BDS access to the site and premises of the project described in this application, to inspect books, accounts, records, to make inquiries and credit checks and to obtain any other information necessary to evaluate this application or the resultant project; and,
- I make this declaration conscientiously believing it to be true and knowing that if it is of the same force and effect as if made under oath.

Signature of Applicant
(Affix Corporate Seal, if
applicant is incorporated.)

Date

PART 2 – STATEMENT OF PERSONAL AFFAIRS

Statement of Personal Affairs

Name _____ Date of Birth _____ S.I.N. _____

Spouse's Name _____ Date of Birth _____ S.I.N. _____

Street Address _____ Home Telephone # _____

Community _____ Business Telephone # _____

Mailing Address: P.O. Box _____ Postal Code _____ Fax # _____

Name and Address of Bank _____

Sources of Income (Employer)	Annual \$
_____	_____
_____	_____
_____	_____

Revenue Canada Notice of Assessment - Last Date Filed _____

Refund _____ Owe _____

Assets (Savings, Investments)	Market Value	Liabilities (Loans, Credit Cards)	Market Value
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

Totals

_____ - _____

I hereby certify all information provided is true and complete. I have no other undisclosed financial obligations and acknowledge the foregoing will be used to determine my creditworthiness. I consent to the exchange with others of credit information by Thebacha Business Development Services at any time and hereby agree to indemnify and save harmless Thebacha Business Development Services from all claims arising from such exchange.

Signature

Date

PART 3 – THE BUSINESS PLAN

The following is a description of some of the specific information you are requested to provide in support of your Application for Financial Assistance. Some of this material may not apply to your specific business situation. Include any additional information you feel is important to your Application.

1. BACKGROUND AND HISTORY

Provide a brief description of the purpose of your business. If your business is an existing business, this section should contain a paragraph on its history and any previous capital/debt financing and achievements.

2. THE PRODUCT OR SERVICE

Describe your business proposed or existing products or services. Include their key features and what makes them marketable in the area you propose to serve.

3. PRODUCTION OR DELIVERY PROCESS

Describe how you plan to manufacture the product or deliver the service. Cover items below that are applicable to your business.

- Required facilities and equipment.
- Production methods.
- Plant layout.
- Quotations from suppliers for land, buildings and equipment.
- Supplier or source of any raw materials – whether sufficient quantities for the project will be available for at least the next five years.

4. THE MARKET

Describe who will buy your product or service and why. Where possible, support your statements with research you have conducted in the market. Include the following:

- The location of your markets, size and growth potential;
- Your proposed pricing strategies (ie. upper and lower end of the market);
- Competition, if any – you should be able to demonstrate that your proposed product or service will not cause any market disruption (ie. adversely affect an established business in the area);
- How you will distribute your product or service; and
- How you will advertise and promote your product or service.

5. MANAGEMENT

Provide resumes of management and key employees. Describe their special skills that will help make your business a success.

6. EMPLOYEES

Provide details on the number and type of jobs to be created by this project and whether additional training will be required.

7. PROJECT FINANCING

Estimated Project Cost

List how the money will be spent on the project.

Financing

List where you intend to secure the funds, loans, grants, equity, etc.

These two areas should show how you intend to get the necessary funds and where you will spend it.

8. FINANCIAL PROJECTIONS

Provide financial projections in following two categories.

1. A statement of costs to develop the project or service – that is, costs prior to normal operations.
2. A projected balance sheet, income statement and cash flow statement for the first three years of normal operation, with the first year broken down monthly and years two and three, annually.
(Include assumptions and notes.)

If an existing business, financial statements for the past two years should be provided.

9. SECURITY

Describe security offered for the loan. (ie. description, condition, value, etc.)

10. PROFESSIONAL AND TECHNICAL SERVICES

Where applicable, identify professional and technical services that might be involved with the project (ie. banker, legal advisor, accountant, engineer, etc.) If an existing business, list the current professional and technical services utilized.

11. ECONOMIC BENEFITS

Outline the economic benefits to be brought about as a result of the project. Include the following, where applicable.

- Employment to be created and/or maintained (total figures).
- Wages to be paid (total figures).
- Northern residents to be trained by this project.
- Increase in business/individual assets.
- Portion of total project costs to be spent in the NWT.
- Evidence of community support.