



Thebacha Business Development Services Inc.

Application for Financial Assistance

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

Thebacha BDS's Board of Directors is made up of representatives from the Communities of Fort Resolution, Fort Smith, Lutsel K'e. 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 TBDS.

One of the objectives of TBDS 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. TBDS administers an Investment Fund that is used to provide repayable loans to eligible businesses of \$5,000-\$200,000.00, per business.

The TBDS Application for Financial Assistance consists of three parts and each Part must be completed, in full, for consideration.

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 TBDS's Board of Directors. Members of this Committee are from the Region and possess strong business skills and knowledge.

With a submission of a TBDS application for financial assistance, the applicant, shareholders and related parties acknowledge and agree that TBDS may share information collected in relation to this application with the Northwest Territories Business Development and Investment Corporation.

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 (check all that apply)

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

Years in Business _____ Business' Bank _____

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

Purpose of Financing _____

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

Encumbered assets offered as security for loan _____ \$ _____

_____ \$ _____

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 _____

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) Total Project Cost? \$_____

i) 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. _____ (applicant's initials)
- 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 TBDS for the purposes intended. _____ (applicant's initials)
- That TBDS will not be held liable for any loss incurred by the applicant as a result of consultations with or advice given by TBDS. _____ (applicant's initials)
- That TBDS 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. _____ (applicant's initials)

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 TBDS and its agents for the purposes of this application are true and correct; _____ (applicant's initials)
- I make this application under my own volition; _____ (applicant's initials)
- To the best of my knowledge the proposed business or project complies with all territorial, federal and municipal laws; _____ (applicant's initials)
- I agree to grant the representatives of TBDS 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; _____ (applicant's initials)
- 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: _____ (applicant's initials)
- The applicant, shareholders and related parties acknowledge and agree that TBDS may share information collected in relation to this application with the Northwest Territories Business Development and Investment Corporation; and, _____ (applicant's initials)
- 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. _____ (applicant's initials)

Signature of Applicant

Date

(Affix Corporate Seal, if applicant is incorporated)

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 Income \$
_____	_____
_____	_____

Revenue Canada Notice of Assessment - Last Date Filed _____

Refund \$ _____ Owe \$ _____

List all: assets (property, bank accounts, equipment, investments) and all liabilities (loans, credit cards, creditors)

Assets	Market Value		Liabilities	Balance
Total			Total	

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 Inc. at any time and hereby agree to indemnify and save harmless Thebacha Business Development Services Inc. from all claims arising from such exchange. The applicant, shareholders and related parties acknowledge and agree that TBDS may share information collected in relation to this application with the Northwest Territories Business Development and Investment Corporation
 _____ (applicant's initials)

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 need to be provided, along with a CRA Notice of Assessment for the latest tax year.

9. SECURITY

Describe security offered for the loan. (ie. description, make, model, serial numbers, 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.

CONSENT TO SHARE INFORMATION

I authorize the Northwest Territories Business Development and Investment Corporation (BDIC) to share with Thebacha Business Development Services a summary of my account(s) with the BDIC and GNWT, including but not limited to the details of any financial dealings with the BDIC or the GNWT, and the results of any checks on myself or my business for GNWT holds, write-offs, forgiveness of debts or total related party debts.

Dated this __ day of _____, 20__, in _____, Northwest Territories

Use for corporations, partnerships, co-operatives and other entities:

Use for individuals and sole proprietors:

Customer Name

Customer Name / Registered Business Name

X _____

X _____

Name:

Signature of Customer

Title:

I have the authority to bind the above entity.

X _____

Name:

Title:

I have the authority to bind the above entity.



Thebacha Business Development Services Inc.

Pre-Authorized Debit Authorization

PLEASE COMPLETE THE FOLLOWING FORM (PRINT)
AND RETURN THE COMPLETED FORM SIGNED WITH A BLANK CHEQUE MARKED 'VOID'

FINANCIAL INSTITUTION INFORMATION	ACCOUNT HOLDERS (PAYORS) – PLEASE PRINT
Name of Bank:	Name:
Bank No.:	Company Name:
Bank Transit:	Address:
Address:	Phone No.:
Account Number:	Payment Amount:

1. In this Authorization " I", "me", and "my" refer to each Account-Holder who signs below.
2. I agree to participate in this pre-authorized debit plan and I authorize Thebacha Business Development Services (TBDS) to draw a debit, in paper, electronic or other form (" a preauthorized debit") on my account indicated above (the "Account number") at the financial institution branch indicated above (the "Financial Institution") for the purpose of obtaining payment of amounts which shall from time to time become payable under the letter(s) of loan offer.
3. I may revoke this Authorization at any time by delivering a one month written notice of revocation to TBDS. I agree that revocation of this Authorization does not terminate any contract for the loan money that exists between me and TBDS. This Authorization applies only to the method of payment and does not have any bearing on any contract for goods and services exchanged.
4. I agree that the Financial Institution is not required to verify that any Pre-Authorized Debit has been drawn in accordance with this Authorization, including the amount, frequency and fulfillment of purpose of any Pre-Authorized Debit.
5. I agree that delivery of this Authorization to TBDS constitutes delivery by me to the Financial Institution.
6. I will inform TBDS in writing of any change in the Account information provided in this Authorization one month prior to the next due date of the Pre-Authorized below.
7. I warrant that all persons whose signatures are required to sign on the Account have signed this Authorization below.
8. I understand and agree to the foregoing terms and conditions and I acknowledge receipt of a copy of this Authorization.

Authorized Signature: _____

Date: _____

Mandatory: Attach Voided Cheque Here