



**TEMAGAMI
FIRST NATION**

BEAR ISLAND,
LAKE TEMAGAMI, ONTARIO P0H 1C0
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Economic Development Funds Small Business Grant Policy

1) PURPOSE

To ensure the implementation of the Economic Development Funds Small Business Grant Program in a fair and equitable manner for the benefit of the Temagami First Nation membership as a whole. This allocation is intended to assist people in starting or enhancing a business through a grant program.

2) ALLOCATION

Annual allocations will be in accordance with the ongoing plan for the Small Business Grant Program. There will be a call for proposals and an application deadline date will be established each year. There will be a grant limit of up to \$5000 per person and/or up to \$5000 per business if two First Nation partners own the same business.

3) ELIGIBILITY AND CRITERIA/SCORING

New, existing, full, and part-time businesses will all be considered.

Registered members of the Temagami First Nation who:

- a) Are not in financial arrears with the Temagami First Nation;
- b) Have not been previously awarded an Economic Development Fund (previously Casino Rama/Enrichment Fund) Small Business Grant within the previous five years;
- c) Own a minimum of 51% of the business;
- d) Applicant **MUST PROVIDE OR WILLING TO PROVIDE A 20% PERSONAL CONTRIBUTION OF THE GRANT VALUE.** "In Kind" contributions as part of the 20% in the form of purchases for the business will be considered as part of the 20% contribution, if purchased within six months prior to the application with dated receipts.
- e) The Budget Sheet accompanying the Application Form **MUST BE COMPLETE** with accurate quote pricing for all items **(10% of scoring)**
- f) Provide a Business Plan or a means demonstrating the business viability to be included with the application. **(30% of scoring)**
- g) Provide an explanation of business-related experience and organizational skills – e.g. management, qualifications, organization/presentation of application and accompanying documentation **(30% of scoring)**
- h) Explain how the business will provide social and/or economic benefits to the community **(15% of scoring)**

ADMINISTRATION DEPARTMENT

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- i) Provide a description of applicant's work ethic/accountability/credibility – examples are resume, CV, references, etc. **(10% of scoring)**
- j) Provide an explanation of employment creation (full or part time) **(5% of scoring)**

A bonus of 10 points will be awarded in the scoring to all applicants 30 years of age or under at the time of the grant application deadline.

4) PROCESS FOR REQUESTING FUNDS AND APPROVAL

- a) A completed application form must be submitted to the Economic Development Officer by the deadline date along with a business plan/proposal.
- b) The application must demonstrate business viability and clearly outline the amount of grant being requested and for what it will be used. Capital purchases and other reasonable business expenses are eligible.
- c) Applicant **MUST** use supplied budget table (page 2 of application form) to qualify.
- d) Applications will be reviewed by the Economic Development Officer for any missing information or other omissions that could impact the application. If the Economic Development Officer notices any issues with the application, he/she will notify the applicant of concerns that may be amended before the application is brought forward to the Advisory Committee.
- e) Applications will be reviewed by the Advisory Committee and applicant may be required to attend an interview as part of the application process.
- f) Once interviews are complete, the Advisory Committee will determine which applications will be recommended for Chief and Council's approval.

5) PROCESS FOR RECEIVING FUNDS

- a) Upon approval, applicants have 30 days to accept the funds.
- b) **A Grant Agreement will be signed** between Temagami First Nation and the grant recipient **before** any funds are released. The Grant Agreement will include:
 - i) Outline of how the grant money will be expended;
 - ii) Grant portion of monies will be paid directly to supplier of products or reimbursed to grant recipient with proof of purchases;
 - iii) A directive stipulating that grant money must be spent by the end of fiscal year (March 31) unless there is a delay in the review and approval process;
 - iv) A requirement to keep records for the next 3 years and have those records available for inspection by an appointed agent of the Temagami First Nation.

6) APPEAL PROCESS

An appeal may be made if a Temagami First Nation member disagrees with a decision by the Chief and Council.

The Temagami First Nation member (applicant) must file the appeal so that it is received by the Chief and Council within 4 weeks of the decision that is deemed to be justified for an appeal.

The Chief and Council decision on this appeal is final.

