

Business Support & Advisory Services

INTERNET RESEARCH

Research assistance with business planning, market research, business programs and supports, etc.

SAMPLE BUSINESS PLANS

Sagamok Development Corporation houses a large library of sample business plans to guide you in creating your own.

BUSINESS PLANNING

Assistance with completing components of a business plan.

BUSINESS PLAN ASSESSMENT

Review, assessment and advice on completed and on-going business plans.

MARKETING

Research assistance with market research, demographics and statistics, community profiles, etc.

TRAINING SESSIONS

Small business planning workshops and informational workshops for business owners and entrepreneurs.

REFERRALS

Referrals to funding and other appropriate agencies, as required (ie. Waubetek, Aboriginal Business Canada, banks, etc.)

For more information on our small business programs and services, contact Arnela Bennett
Economic Development Officer

Essential Components of Business Plans

Company Information

Details the history of business (if applicable), names and contact information for owner/operator, partners, advisors, managers, etc.

Executive Summary

Highlights the product/service, business proposition, markets and market research findings, financial expenditures and requirements (provides a basic overview of the business concept)

Product / Service Description

Details the product or service being offered, including what future opportunities may exist with such products/services

Market Analysis

Describes in detail the business location and benefits of such, market size, market trends, target market, competition analysis and position within the market

Operations Plan

Details the schedules and operations of the business including hours, inventory orders, timeframes, key employee information, etc.

Financial Plan

Contains financial documents including financing information, cashflow statements, income statements, break even analysis, etc.

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Small Business Programs

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- ◆ Small Business Counselling Services
 - ◆ Small Business Advisory Services
 - ◆ Small Business Grant's Program
 - ◆ Tools of the Trade Grant Program
 - ◆ Self Employment Assistance Program
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Small Business Support Programs

(Financial Assistance Programs)

Self-Employment Assistance Program

The objective of the self employment assistance program is to assist unemployed individuals to become self-employed by starting a viable business. The program will provide income support to a member while they are starting their own business so that they don't need to depend on the business profits for an income during the initial business start-up. This program is funded through the Aboriginal Human Resources Development Agreement.

Eligibility for Self Employment Assistance is determined according to the A.H.R.D.A. criteria. Please note: we are only able to fund Sagamok Anishnawbek band members (both those who reside on and off reserve). Duration of the project is to a maximum of 26 weeks.

Application must include the following documents:

- Completed acceptable business plan
- SE Business Proposal Application Form
- Applicant's resume
- Copy of Status Card/Driver's License
- SE Consent to the Release of Information
- SE Client Data Sheet

If approved, the applicant must:

1. Submit bi-weekly journal of activities describing their work and activities related to the business start-up.
2. Submit bi-weekly time sheets to detail their time spent working on the business.
3. Attend progress meetings once a month

Small Business Grants Program

Sagamok Development Corporation sets aside a portion of its administration budget for the small business grant program. The purpose of the small business grants program is to provide equity to members to enable them to establish or expand their business and to access other business financing.

Eligibility is restricted to businesses located on-reserve and the applicant must be a registered band member with the Sagamok Anishnawbek First Nation.

Application must include the following documents:

- Completed acceptable business plan
- Proof of cash equity/Bank Statement
- Project cost quotations
- Applicant's resume
- 3 years of financials which support viability for new businesses or 25% increase in revenues for existing business
- SE Consent to the Release of Information
- SE Client Data Sheet

Application process:

Applications and documentation is reviewed for completeness and reviewed by the Small Business Support Officer, if acceptable, the application is then forwarded to the Board of Directors with recommendations. The Board of Directors provides final approval and will set the terms and conditions.

Generally, once completed applications are received, applicants can expect a processing time of 2 months, provided there is no additional information required. Clients with time sensitive projects are advised to apply well in advance of the date that funding will be required.

Grants are available to a maximum of \$10,000.00 (based on 5%, 7.5% or 30% of project)

Tools of the Trade Grants Program

Sagamok Development Corporation administers the Tools of the Trade Grant Fund, which provides grants to a maximum of \$1,000.00 for self-employed, registered members of Sagamok Anishnawbek (i.e. skilled tradespersons, artists, artisans, etc.) for assistance with the purchase of necessary equipment and supplies.

Applications must include the following documents:

- Letter of Application (detailing industry and need)
- Proof of Self Employment (copies of previous contracts for services, copies of receipts for services rendered, photos of products, etc.)
- Applicant Resume
- Project cost Quotations direct from the suppliers
- SE Client Data Sheet
- SE Consent to Release Information Form

Eligible Costs include:

- Capital costs for tools or equipment directly related to the trade
- Asset and liability insurance premiums

Ineligible Costs include:

- Marketing costs
- Re-financing of existing tools or equipment
- Purchase of used equipment that is greater than 5 years old
- Purchase of used equipment for which a small business grant was provided by the Corporation

Individuals not eligible for financing include:

- Members who have received a Tools of the Trade grant within the past 3 years
- Members who have debts owing to the Corporation from other programs
- Members who are not actively self-employed or who cannot demonstrate self-employment
- Members who have received a Small Business Grant from the Corporation within the past 5 years