

BUSINESS DEVELOPMENT GRANT POLICY

Approved by Council September 12, 2023



ACFN
ATHABASCA CHIPEWYAN
FIRST NATION



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1. Policy Purposes and Administration

1.1 The Business Development Grant Policy outlines grant funding for eligible Athabasca Chipewyan First Nation Members in the following streams of business development Startup, Emerging Business and Established Business for small to medium-sized businesses from all sectors of the economy.

2. Definitions

In this Policy:

- a) **“Chief and Council”** means the governing body of the “First Nation” duly elected in accordance with the “First Nation” customary election laws then in force;
- b) **“Emerging Business”** means the ways organizations are using technology to adopt alternative revenue streams and diversify their offers;
- c) **“Established Business”** means an established company, also known as a mature company or an incumbent, is a business that has been operating for several years and is well-known in its industry or market;
- d) **“First Nation”** means the Athabasca Chipewyan First Nation;
- e) **“Fiscal Year”** means a period starting on April 1st and ending on March 31st of the subsequent year;
- f) **“Grant”** means a Business Development Grant structured as a forgivable loan which is provided to a “Member” by the “First Nation” pursuant to the terms and conditions outlined in this “Policy”;
- g) **“Strategic Advisory Services Department”** means that division or section or the person or persons within the First Nation Administration delegated responsibility for economic development and growth of the Nation;
- h) **“Member”** means a person who has been recognized as a “Member” by the “First Nation” pursuant to the applicable Membership Law or Code in force at the relevant time regardless of residency;
- i) **“Policy”** means this Business Development Grant Policy; and
- j) **“Startup”** means a company in the first stages of operations and maybe working on market research, business plan, finance proposal etc.

3. Eligibility Criteria

To be eligible for a Grant, a Member must:

1. Be at least 18 years of age.
2. Own a registered business or be ready to register a business when applying for the Grant.
3. Intend to start, expand, or enhance their operations within the designated business categories:
 1. Startup - New Business in the early stages of development.

2. Emerging Business - Completed initial startup and now in early growth and development phase.
3. Established Business - Have a well-defined business model and established market presence with a track record of success.
4. Demonstrate the need for funding and explain how the Grant can be utilized to achieve specific business objectives.
5. Provide all necessary documentation in accordance with the guidelines of the Business Development Grant Policy. This may include a detailed business plan, executive summary, financial statements, identification documents, and any other supporting materials.
6. Agree to comply with all terms and conditions outlined in the business Grant policy.
7. Only one Grant can be awarded per business.

4. Purpose, Restrictions and Limitations

4.1 Grants are subjected to the following limits and restrictions:

- a) The maximum Grant available under this Policy is \$25,000.00 per Member.
- b) The number of Grants available in any given year is contingent on the program budget appropriation by the Chief and Council for that year.

4.2 A Member receiving a Grant is solely responsible for completing the activities listed in Form 1: Application for Business Development Grant by March 31st of the Fiscal Year the Grant is awarded. Extensions will not be provided.

4.3 Neither the First Nation nor any of its elected officials, departments, employees, agents, or contractors will:

- a) Be a party to or assume any responsibility or liability in relation to any contract or agreement in connection with the Business Development Grant in which a Member may enter into with a contractor, vender, or any other third party; or
- b) Assume any responsibility or liability for the actions or omissions of or materials or works provided by any contractor, vendor, or any other third party whom a Member has retained in connection with Business Development.

5. Application Process

5.1 A Member may apply for Grant by submitting the prescribed form (Form 1: Application for Business Development Grant). The form must be submitted online, if you are experiencing difficulties, please contact info@acfn.com.

5.2 If applying for the Business Emerging or Business Expansion Grants, the application must be submitted to the Strategic Advisory Services Department and must include:

- Business registration documents (required)
- Business plan (if available)

- Financial statements, if applicable
 - Profit & Loss
 - Balance Sheet
 - Cash Flow Statement
- Any other relevant supporting documents

5.3 The Strategic Advisory Services Department shall review the application and will make recommendations to the Chief and Council.

5.4 Applications are only valid in the Fiscal Year in which the application has been submitted. Any Member who applies for but does not receive Grant may re-apply the next Fiscal Year.

5.5 A Member who has applied for a Grant shall be notified in writing by the Strategic Advisory Services Department if they were or were not granted the Grant.

6. Evaluation and Approved by Chief and Council

6.1 All Grants are subject to review and approval by the Chief and Council.

6.2 The following factors may be considered, but are not limited to, by the Strategic Advisory Services Department when evaluating an application.

- a) The Members business development readiness; and
- b) The overall benefit of the Grant to the Member's business; and
- c) The number of jobs created from the support of the grant.

7. Grants Terms

7.1 Before receiving a Grant, a successful applicant must sign and submit to the Strategic Advisory Services Department the prescribed funding agreement (Form 2: Business Development Funding Agreement).

7.2 Receipts for the work completed in the fiscal year that the Grant was awarded must be provided to the Strategic Advisory Services Department to receive reimbursement.

7.3 Grant payments will be paid directly to the Member's Business or vendor when possible.

7.4 The Grant recipient must submit a report on to the Strategic Advisory Services Department describing how the funding assisted the business.

8. Reporting and Accountability

8.1 The Strategic Advisory Services Department shall prepare on an annual basis report summarizing the following:

- a) The number of applications received during the year; and
- b) The number of Grants distributed during the year.

9. Review and Amendment

9.1 This Business Development Grant Policy may be reviewed, amended, or discontinued by the Chief and Council at any time without notice to Members.

10. Coming into Force

This Business Development Grant Policy is approved by the Chief and Council and effective as of the signing date set out below:

Hereby Enacted by Council at a duly convened meeting held on the 12 day of September 2023



Chief Allan Adam



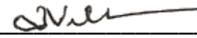
Councillor Tim Flett



Councillor Cody Marcel



Councillor Flossie Cyprean



Councillor Teri Villebrun



Form 1 Application For Business Development Grant

ATHABASCA CHIPEWYAN FIRST NATION BUSINESS DEVELOPMENT GRANT POLICY

Please complete this form on ACFN's website if you need more information contact info@acfn.com.

Name	
Status Number	
Current Address	
Full Legal Business Name	
Year Established	
Business Registration Number	
Business Address	
Email	
Telephone Numbers	Home:
	Business:
	Cell:

Select the business category that best describes you:

Select	Business Category	Description	Grant Amount Range
<input type="checkbox"/>	Startup Businesses	Early-stage businesses that have recently launched or are new.	\$5,000 - \$10,000
<input type="checkbox"/>	Emerging Businesses	Businesses that have shown promising growth and are expanding.	\$10,000 - \$20,000
<input type="checkbox"/>	Established Businesses	Well-established businesses with a proven track record of success.	\$15,000 - \$25,000

Briefly describe your business:

How much funding are you	\$	requesting?
Provide the breakdown of the costs associated with the activity.		
Cost Category	Description	Amount (in CAD)
Total		
Do you currently have funds set aside to support the business?	<input type="checkbox"/> Yes <input type="checkbox"/> No	
What is the business's current financial status (funds saved, revenue, expenses, profits/losses)?	\$	
Have you previously received a grant from Athabasca Chipewyan First Nation under this policy?	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Select the supporting documents you are attaching with your application.	<input type="checkbox"/> Business registration documents (required) <input type="checkbox"/> Business plan (if available) <input type="checkbox"/> Financial statements, if applicable <ul style="list-style-type: none"> <input type="checkbox"/> Profit & Loss <input type="checkbox"/> Balance Sheet <input type="checkbox"/> Cash Flow Statement <input type="checkbox"/> Any other relevant supporting documents	
Declaration	By signing below, I certify that the information provided in this application is accurate and complete to the best of my knowledge. I understand that any false information may result in the rejection of this application or the revocation of any granted funds.	
Date of Application		
Signature of Member		

FOR OFFICE USE ONLY	
Date of Chief and Council meeting:	
Approved by Chief and Council?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Amount of Grant	\$
Signature of Economic and Business Development Manager (Approval for fund disbursement)	



Form 2 Business Development Grant Funding Agreement

ATHABASCA CHIPEWYAN FIRST NATION BUSINESS DEVELOPMENT GRANT POLICY

I, _____ the undersigned Member of Athabasca Chipewyan First Nation (“ACFN”) declare and agree as follows:

1. I have read and understood the Business Development Grant Policy of the Athabasca Chipewyan First Nation (the “Policy”) and agree to be bound by the terms and conditions set out in the Policy all of which are incorporated by reference into this Business Development Grant Funding Agreement (the “Agreement”).
2. I understand and agree that I may only use the business development grant funds (the “Grant”) for the activities described in my application.
3. I am solely responsible for ensuring the completion of the renovation in accordance with the Policy.
4. All grants must be completed by March 31st of the following fiscal year that the Grant is awarded.
5. Neither the First Nation nor any of its elected officials, departments, employees, agents, or contractors will:
 - a. Be a party to or assume any responsibility or liability in relation to any contract or agreement in connection with the Business Development Grant in which a Member may enter into with a contractor, vender, or any other third party; or
 - b. Assume any responsibility or liability for the actions or omissions of or materials or works provided by any contractor, vendor, or any other third party whom a Member has retained in connection with Business Development.
6. I agree to hold harmless and indemnify ACFN and its elected officials, departments, employees, agents, or contractors from and against any claims, demands, actions, loss, cost, liability, charge, tax, penalty, including without limitation legal fees on a solicitor and client basis, which may be made or brought against ACFN or which ACFN may suffer or incur in relation to the Grant.
7. I will submit a final report outlining by April 30 of the year that I received the Grant.

Date:	
Printed Name of Member:	
Signature of Member:	