

Dakota Ojibway Community Futures Development Corporation



Loan Application

February 2010



Western Economic
Diversification Canada

Diversification de l'économie
de l'Ouest Canada

LOAN INVESTMENT FUNDS

The Dakota Ojibway Community Futures Development Corporation has three loan investment funds available to assist individuals in establishing or expanding small and medium sized businesses within the Dakota Ojibway Tribal Council Region.

General Investment Fund provides loans up to \$150,000 to assist individuals who are seeking opportunities through entrepreneurship.

Entrepreneurs with Disabilities Investment Fund provides loans up to \$150,000 to assist individuals with disabilities overcome barriers to self-employment and entrepreneurship.

Western Youth Entrepreneur Investment Fund provides loans up to \$25,000 to assist youth under the age of 30 who are seeking opportunities through entrepreneurship.

ELIGIBILITY CRITERIA

- I. Must be a member of one of the Dakota Ojibway Tribal Council First Nation communities.
- ii. Must contribute a minimum of 10% equity toward the business.
- iii. Business must be operated within the Dakota Ojibway CFDC region.
- iv. Business must be for profit.
- v. Business must be viable.
- vi. No financial assistance will be provided to any applicant unless the applicant has explored all other avenues reasonably available for obtaining financial assistance and has provide evidence confirming that the applicant has been unable to obtain such assistance.

LOAN APPLICATION REQUIREMENTS

The applicant will be required to:

- I. complete Statement of Liability Form
- ii. complete Declaration & Credit Authorization Form
- iii. complete Privacy Consent
- iv. submit non-refundable application fee

BUSINESS PLAN REQUIREMENTS

The applicant will be required to:

- i. complete a business plan.
- ii. submit Letter of Support from Chief & Council.
- iii. submit three References.
- iv. submit business plan to a recognized lending institute.

HOW TO APPLY

Forward completed loan application, along with the application fee as follows:

Sole Proprietor - \$25.00, Partnership - \$50.00, Corporation - \$100.00

Dakota Ojibway Community Futures Development Corporation
4820 Portage Avenue
Headingley, Manitoba
R4H 1C8

The staff of Dakota Ojibway Community Futures Development Corporation can assist you in completing the loan application. If you have any questions or require assistance please call (204) 988-5373 or toll free at 1-866-988-5373.

For more information visit our website at www.docfdc.mb.ca

THE APPLICATION PROCESS

- STEP 1** Request a loan application. Call our office at (204) 988-5373, or download from our web-site: www.docfdc.mb.ca
- STEP 2** Meet with Economic Development Officer to review completed loan application. All loan application requirements must be met before proceeding to next step.
- STEP 3** Loan application will be assessed and client will be notified to proceed to next step.
- STEP 4** Complete a business plan. Our Economic Development Officer can assist you with your business plan.
- STEP 5** Meet with the Economic Development Officer to review Business Plan. All business plan requirements must be met before proceeding to next step.
- STEP 6** Business Plan will be assessed and a recommendation will be made.
- STEP 7** Applicant will receive written notification of decision.

ALL SECTIONS APPLICABLE TO THE APPLICANT MUST BE COMPLETED IN FULL BEFORE THIS APPLICATION WILL BE PROCESSED

Loan Application #

For Office Use Only

PERSONAL INFORMATION

Full Legal Name of Applicant:

_____ Date of Birth _____ SIN# _____

Member First Nation: _____ Status # _____

Gender: _____ Marital Status: _____ # of Dependents: _____ Language: _____

Full Legal Name of Spouse: (If Applicable)

_____ Date of Birth _____ SIN # _____

Member First Nation: _____ Status # _____

Applicant Mailing Address:

Do you own _____ rent _____ your home? How long? _____

Phone: _____ (home) _____ (work) _____ (Cellular) _____ (Business)

Email: _____ Fax: _____ Website: _____

Education and/or Training: (Please check all that apply)

High-school College University Other Training

If Other Please Describe: _____

Applicant Information: (Please check all that apply)

Aboriginal Youth (Under 30) Entrepreneur with a Disability

You were referred to Community Futures by: (Please check all that apply)

Information Sessions Web-site Advertisement Radio/TV Brochure

Word of Mouth Economic Development Officer Past/Current Client

Self-Initiated DOTC Newsletter Chief & Council

Employment Information:

Current/Most Recent Employer: _____

Position: _____ Length of Time Employed: _____

Annual Income: _____

Previous Employer: (If less than 2 years at current) _____

Are you currently receiving any of the following benefits:

Employment Insurance Disability Insurance Income Assistance

Student Allowance Other Please specify _____

Applicant(s) References: (Please provide three references as follows)

Employment Reference: Name: _____ Phone No. _____

Education Reference: Name: _____ Phone No. _____

Personal Reference: Name: _____ Phone No. _____

Banking Information:

Bank Name : _____

Branch Address: _____

Phone No: _____

BUSINESS INFORMATION

Type of Business: (Please check all that apply)

Home Based Start-up Existing Full-time Part-time

Proprietorship Incorporation Partnership Non-Profit Co-op

Business Sector: (Please check all that apply)

Retail Service Oil & Gas Manufacturing Forestry Agriculture

Tourism Construction Other Please describe _____

Business has been operating since: _____ (If applicable)

Business fiscal year end is/will be: _____

Is your business name registered: Yes No

If so, Name of Business _____ Business Number: _____

Is your Business Incorporated: Yes No

If so, Incorporation Number: _____

Where will the business be located: On-reserve Off-reserve

Business address:

Business Telephone Number: _____ Fax: _____ Email: _____ Web-site

The business will create/maintain:

_____ Full-time employees _____ Part-time employees _____ Seasonal Employees

Please provide a brief description of the business: (Products or Services you will be offering)

Please provide a brief description of your management experience and/or training.

PROJECT COSTS & FINANCING

<u>Project Costs</u>		<u>Source of Financing</u>	
Land	\$ _____	Equity - Cash	\$ _____
Buildings	\$ _____	Equity - Assets	\$ _____
Renovations	\$ _____	Equity - Other	\$ _____
Equipment	\$ _____	Dakota Ojibway CF	\$ _____
Inventory	\$ _____	First People's Economic	\$ _____
Insurance	\$ _____	Government (specify)	\$ _____
Furniture & Fixtures	\$ _____	Government (specify)	\$ _____
Operating Costs	\$ _____	Government (specify)	\$ _____
Other (Specify)	\$ _____	Other (specify)	\$ _____
TOTAL PROJECT COSTS \$	=====	TOTAL FINANCING \$	=====

STATEMENT OF PERSONAL NET WORTH

<u>ASSETS</u>		<u>LIABILITIES</u>	
Cash and/or Bank Balance	\$ _____	Bank Loan (s)	\$ _____
Land/Real Estate	\$ _____	Mortgage (s)	\$ _____
Vehicles	\$ _____	Credit Card(s)	\$ _____
Equipment	\$ _____	Loans - Personal	\$ _____
Inventory	\$ _____	Loans - Student	\$ _____
Investments	\$ _____	Accounts Payable	\$ _____
Other (Specify)	\$ _____	Other (specify)	\$ _____
TOTAL ASSETS	\$ _____ =====	TOTAL LIABILITIES	\$ _____ =====

PERSONAL NET WORTH (Assets – Liabilities) = \$ _____
=====

PERSONAL CASH FLOW

MONTHLY INCOME		MONTHLY EXPENSES	
Employment Income	\$ _____	Rent/Mortgage	\$ _____
Spouse's Income	\$ _____	Loans	\$ _____
Investments	\$ _____	Credit Cards	\$ _____
Pensions	\$ _____	Food/Clothing	\$ _____
Income Assistance	\$ _____	Utilities, Hydro/Gas	\$ _____
Employment Insurance	\$ _____	Insurance	\$ _____
Disability Allowance	\$ _____	Entertainment/Travel	\$ _____
Other - Specify	\$ _____	Other	\$ _____
TOTAL INCOME	\$ _____ =====	TOTAL EXPENSES	\$ _____ =====

TOTAL DISPOSABLE INCOME (Income – Expenses) = \$ _____

STATEMENT OF LIABILITY

Please identify all sources of outstanding debt.

Lending Institute	Original Loan	Current Balance	Monthly Payments	Due Date	Purpose of Loan

I declare the above statement of liabilities is a full disclosure of my affairs and understand that any non-disclosure may disqualify this application. I understand that should this loan be granted and later a non-disclosure be found out, the loan can be demanded for full repayment and/or charges be laid for misrepresentation which constitutes fraud.

Signature of Applicant

Date

Note: Each co-applicant must complete this form and sign declaration.

DECLARATION & CREDIT AUTHORIZATION

I/we the applicant (s) am/are not an interested person on the Dakota Ojibway Community Futures Development Corporation (DOCFDC), meaning:

1. A director of the corporation or a member of any committees of the corporation.
2. The spouse, child, sister, brother or parent of a director of the corporation or a member of any committees of the corporation, or a member of the corporation staff.
3. The spouse of a child, brother, sister or parent of a director of the corporation or a member of any committees of the corporation, or a member of the corporation staff.
4. A member of the House of Commons or an employee of the federal or provincial government.

If DOCFDC accepts this application, I/we the applicant(s) agree to execute all documents necessary to give DOCFDC the security requested by it and agreed to by the applicant(s).

The undersigned declare(s) that the statements made in this application and attached are for the purpose of obtaining business financing and are to the best of my knowledge true and correct, that there are no judgments or other actions outstanding against me/us, except those recorded herein.

The applicant(s) authorizes DOCFDC to make inquiries it deems necessary to reach a decision on this application, from any sources deemed appropriate and each source is hereby authorized to provide DOCFDC with such information. DOCFDC, is further authorized to disclose at any time, in response or direct inquiries from any lender or any credit bureau or to anyone with whom I/we have financial relations, information on my loan account that DOCFDC considers appropriate, and I/we agree to indemnify and save harmless DOCFDC from any and all claims in damages or otherwise arising from such disclosure.

I/we understand that DOCFDC is not acting exclusively for me/us and that it reserves the right to provide financial and non-financial assistance to individuals and corporations which could be seen as my direct or indirect competition without further notice to me.

I/we confirm that I/we have approached conventional lending sources relative to this application for financing and have been unable to secure adequate financial resources under reasonable terms.

I/we further confirm that I/we will be responsible for all legal fees incurred in preparation of the documentation of this application regardless if funding is subsequently obtained elsewhere, or if any plans change or actions preclude me/us from proceeding.

I certify that the information contained in this application is correct and any further information provided will be true, correct and complete.

Print Full Legal Name

Date of Birth

Social Insurance Number

Address

Telephone Number

Signature

Date

NOTE: The financing applied for in this application is funded by the Western Economic Diversification Canada, representatives of the government department conduct regular reviews of the operations of DOCFDC, and therefore will have access to information in the applicant's file.

PRIVACY CONSENT

Privacy Consent

I, the undersigned, consent to the collection, use, retention and disclosure of personal information by DAKOTA OJIBWAY CFDC for the purposes outlined above and on the basis outlined in DAKOTA OJIBWAY CFDCs' Privacy Code. In providing my consent, I understand that DAKOTA OJIBWAY CFDC may collect personal information about me from credit reporting agencies, other financial institutions and from references I have provided. **I accept this as written notice to me of DAKOTA OJIBWAY CFDC's intention to obtain credit reports and a personal investigation about me in connection with my loan application and, if approved, loan from DAKOTA OJIBWAY CFDC.** I further understand that DAKOTA OJIBWAY CFDC may use my social insurance number as an aid to identify me with credit reporting agencies and other financial institutions and I understand that DAKOTA OJIBWAY CFDC may disclose my personal information to credit reporting agencies, to WD, and to others with whom I have contacted or made applications for financial assistance or have financial relations. I consent to DAKOTA OJIBWAY CFDC retaining a copy of any and all information and documents, including any business plan, connected with my loan application and, if applicable, loan from DAKOTA OJIBWAY CFDC, for such time as DAKOTA OJIBWAY CFDC determines is reasonably necessary. I acknowledge that I may obtain a copy of DAKOTA OJIBWAY CFDCs' Privacy Code, which sets out further information regarding the collection, use, retention and disclosure of my personal information, by contacting DAKOTA OJIBWAY CFDC or by logging on to www.docfdc.mb.ca. In the event that I obtain a loan from DAKOTA OJIBWAY CFDC, I consent to media publicity to profile me, my business and the loan provided by DAKOTA OJIBWAY CFDC, through funding by WD. This consent shall be valid for so long as my application and, if approved, my loan from DAKOTA OJIBWAY CFDC, is outstanding.

Signature(s)

Date

If loan applicant is incorporated, affix a seal;

If personal information is collected about a spouse or co-applicant, then that individual must also sign.

APPENDIX III - SAMPLE LETTER OF SUPPORT

DATE _____

Dakota Ojibway Community Futures Development Corporation
4820 Portage Avenue
Headingley, Manitoba
R4H 1C8

RE: _____ - LETTER OF SUPPORT

The Chief and Council of _____ First Nation fully supports
_____ application for a business loan from the Dakota Ojibway
Community Futures Development Corporation.

The Chief and Council of _____ First Nation believes that
_____ is capable of owning, operating, and managing the business
venture.

The Chief and Council of _____ First Nation supports Band Members who
wish to pursue a business venture involving the use of skills, experience, and education creating
self-employment and economic independence.

Chief

Councillor

Councillor

Councillor

Councillor