



Dehcho First Nations
Resource Royalties
Economic Development Assistance Program
Application Instruction Package



1. **Read these instructions before you fill in application forms or start your project.**
2. Make sure that you have the following documents:
 - Application Instructions (this document)
 - Application Form (attached)
 - Business Plan Checklist (attached)
(A completed business plan, marketing plan, or project description which provides details of your project)
 - Other relevant supporting documents – see application form
3. Check the main application form to see if both you and the project are eligible for funding assistance and, as well as, to understand what supporting documentation is required.
4. Take some time to develop the necessary supporting documentation such as a business plan. Some of this may be obtained quickly and easily in a week or so. Other documentation may take you several months to prepare or have someone else help prepare. If you don't know how to prepare support documentation or don't know who can help you check the "Resources" at the end of these instructions. There may be some cost to prepare a business plan, a feasibility study or other documentation. Make sure you know what the costs will be and who will pay for this before you make arrangements for someone to help you.
5. Complete the application form and checklist. Make sure that they are signed and dated.
6. Hand deliver, mail, fax or email the two forms and all supporting documents to:

Executive Director
Dehcho First Nations
P.O. Box 89
Ft. Simpson, NT
X0E 0N0
Tel: (867) 695-2610 | Fax: (867) 695-2038
Email: executivedirector@dehcho.org
7. Do not start any projects that depend upon funding assistance from this program until you have received formal written notice that you have been approved for funding assistance by a letter, fax or email.

Eligibility of Applicants:

The following individuals, businesses and organizations are eligible to apply for funding assistance:

- An individual applicant must be a member of the Dehcho First Nations, a Dehcho First Nation organization or be in partnership with. Support documentation for this can be a simple letter from the Chief or other Dehcho official indicating that you are member of the Dehcho First Nations.

A business applicant must be:

- A business owned by a member of the Dehcho First Nations, or
- A business partnership where 50% or more of the ownership is by a member or members of the Dehcho First Nations;
- The 50% or more of the shares of a business corporation are held by a member or members of the Dehcho First Nations;
- A First Nation whose project is supporting or creating an economic development opportunity in the Dehcho region.

Eligible Categories:

Applications must demonstrate that funding assistance will be used in one or more of the following types of categories. Check off the appropriate category of your application form.

- Business Creation or Expansion
- Business Relief
- Business Skills
- Capital Improvements to Sustain Equity
- Commercial Fishery Assistance
- Community Initiatives
- Community Market Garden Development Program
- Forest Industry Assistance
- Increase Participation in Resource Development: assisting with Negotiations for Benefit Agreements and Joint Ventures
- Market Development and Product Promotion
- Pilot and Demonstration Projects
- Planning and Development
- Traditional Arts and Fine Crafts – Raw Materials
- Other

Eligible Projects:

In order for projects to be funded, the applications must show:

- **Satisfactory Management Capacity** This means that the person or organization has the ability to develop, operate or complete the project as described in the application. Documentation to demonstrate “capacity” can include resumes, letters of reference or other documents included in a business plan, a project plan or a feasibility study
- **The Intended Impact on the Client Group or Community** This means that the project or business activity will have economic benefits for a Dehcho community or communities, either for an individual who has applied for funding assistance, for employees, or for a group of people in the community. These anticipated benefits should be described in the application forms and in the support documents prepared for the application.
- **Compliance with the Program Objectives** This means that funds will be spent on projects that provide economic development benefits for people in the Dehcho region and the money will be managed carefully. The business plan or project plan should show how the funds will be spent and managed in compliance with the program objectives.
- **Proposed Results that are Achievable.** This means that if funding assistance is provided, the proposed project (business, training, community initiative, etc.) is realistic and has a good chance of succeeding and providing planned benefits. This can be demonstrated by appropriate supporting documents such as a business plan, marketing plan, project plan resumes and references.

Submitting Application:

- Applications will not be accepted after the posted deadline of January 31, 2018.
- Please submit your application well before the deadline to give the evaluators plenty of time to review each application.
- Applications may be submitted any time after the advertisement for the funding assistance program has been posted.

Review of Application:

- The applications will be received by the Dehcho First Nations office.
- The application will be reviewed to ensure the eligibility criteria are met.
- The staff will advise the applicant within 30 days whether or not the application meets the eligibility criteria.
- If the application meets all eligibility criteria, the application package and supporting documentation will be prepared for the Resource Royalties Economic Development Committee, to review when it meets to evaluate all applications at the same time.
- All applications will be reviewed by the Resources Royalties Economic Development Committee.
- The Committee will recommend allocations according to the Guidelines of the Agreement.
- Priority will be given to applicants who have not received funding assistance in the past.
- Eligible applicants who do not receive assistance may be eligible to resubmit an application the following year.

Responsibilities of Successful Applicants:

Applicants who receive funding assistance will be required to:

- spend the money according to their application and business/project plan
- keep financial records to show the money was spent according to their plan
- provide a progress on the project report by letter or a copy of a report from another funding agency as well as receipts for material and services completed to date
- provide information on the project if requested by a representative of the Resource Royalties Economic Development Committee.

For information on the application process contact:

Executive Director of the Dehcho First Nations
PO Box 89
Fort Simpson, NT
X0E 0N0
Tel: (867) 695-2610
Fax: (867) 695-2038
CALL TOLL FREE: 1-866-995-3748

For assistance or information in the preparation of business plans, project plans, feasibility studies contact one of the following businesses/organizations:

1. Dehcho Business Development Centre <http://www.dehchobdc.ca>
2. Northwest Territories Business Development and Investment Corporation (BDIC)
<http://www.bdic.ca/canada-business-nwt/start-a-business/chapter-4-developing-a-business-plan/>
3. Business Development Bank of Canada (BDC)
http://www.bdc.ca/en/advice_centre/tools/business_plan/
4. The Canadian Youth Business Foundation (CYBF)
http://www.cybf.ca/cybf_resources/starting-my-business-plan/business-plan-writer/



DEHCHO FIRST NATIONS

Box 89, Fort Simpson, N.W.T. X0E 0N0
TEL: (867) 695-2355/2610 FAX: (867) 695-2038
Toll Free: 1-866-995-3748
EMAIL: executivedirector@dehcho.org



Resource Royalties Economic Development Assistance Program Application Form

Name:	
Business Name or Organization Name (if different from individual):	
Member of Dehcho First Nations: Yes ___ No ___ ___ Supporting letter/document is attached	
Name of applicant's First Nation community:	
Community/communities that will benefit from economic development proposal:	
Contact Information	
Name:	
Title/Position:	
Mailing Address:	Email Address:
Work Phone:	Home Phone:
Cell Phone:	Fax:

Category of Economic Development (Check the category that best describes your project and go to appropriate section)

- Business Creation or Expansion (go to #1 on page 4)
- Business Relief (go to #2 on page 5)
- Business Skills (go to #3 on page 5)
- Capital Improvements to Sustain Equity (go to #4 on page 6)
- Commercial Fishery Assistance (go to #5 on page 6)
- Community Initiatives (go to #6 on page 7)
- Community Market Garden Development Program (go to #7 on page 8)
- Forest Industry Assistance (go to #8 on page 8)
- Increase Participation in Resource Development: assisting with Negotiations for Benefit Agreements and Joint Ventures (go to #9 on page 8)
- Market Development and Product Promotion (go to #10 on page 10)
- Pilot Project or Demonstration Project (go to #11 on page 10)
- Planning and Development (go to #12 on page 12)
- Traditional Arts and Fine Crafts – Raw Materials (go to #13 on page 13)
- Other (please describe below and go to #14 on page 13)

Total Funds requested \$

Sources of funds for this project: (applicant, bank, Dehcho funding assistance, other)

Amount \$	Source
\$ _____	_____
\$ _____	_____
\$ _____	_____

How funds will be used:

Working Capital	\$ _____
Equipment	\$ _____
Buildings	\$ _____
Professional Services	\$ _____
Tuition	\$ _____
Course materials	\$ _____
Transportation	\$ _____
Accommodation	\$ _____
Legal services	\$ _____
Consulting services	\$ _____
Workshops and training	\$ _____
Travel and accommodations	\$ _____
Technical/environmental studies	\$ _____
Community consultations	\$ _____
Other	\$ _____

Has this project or the applicant been approved for IRDA Royalties funding in the past?

No

Yes (if yes please describe)

I have personal knowledge of the matters discussed in this application, and state that:

- To the best of my knowledge, all documents related to this application are true and correct;
- I understand that if my application is approved, the Dehcho First Nations (DFN) may withhold 10% of funds until all required documents or approvals have been accepted by a representative of the DFN;
- I agree to let representatives of the DFN 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; and
- I make this declaration conscientiously believing it to be true and knowing that it is of the same force and effect as if made under oath.

Signature:

Date:

Categories of Economic Development

1. Business Creation or Expansion

- Business Creation
 Business Expansion

Description of project: (Also explain how this will help create or expand economic development opportunities. If you need more room attached separate pages)

Planned starting date:

Planned completion date:

Person who will be starting or expanding the business:

Supporting documentation: (check all that part of this application)

- Feasibility Study
 Business Plan
 Financial Statements (if application is for business expansion)
 Resume of key person
 Other _____

Return to page 2 of the form. Make sure that it is complete then sign it.

2. Business Relief

Description of project: (Explain why this project needs funding assistance and how it will help the business. If you need more room attached separate pages)

Planned starting date:

Planned completion date:

Person who will be overseeing this project:

Supporting documentation: (check all that part of this application)

Detailed project proposal

Budget Sheet: expenses and sources of funds

Financial Statements

Resume of person overseeing this project

Other _____

Return to page 2 of the form. Make sure that it is complete then sign it.

3. Business Skills

Description of skills development: (Also explain how this will help create or expand economic development opportunities. If you need more room attached separate pages)

Name/s of people acquiring business skills:

Planned starting date:

Planned completion date:

Skills Development Costs

Tuition: \$ _____
Transportation: \$ _____
Accommodation: \$ _____
Course materials: \$ _____
Other: \$ _____ Total:
\$ _____

Supporting documentation: (check all that are part of this application)

- Course Outline
- Other documents explaining the business skill program
- Letters of support if the applicant is a not-for-profit organization
- Other _____

Return to page 2 of the form. Make sure that it is complete then sign it.

4. Capital Improvements to Sustain Equity

Description of project: (Explain why this project needs capital assistance and how it will sustain equity in the business. If you need more room attached separate pages)

Planned starting date: _____ **Planned completion date:** _____

Person who will be overseeing this project: _____

Supporting documentation: (check all that are part of this application)

- Project Budget
- Financial Statements
- Business Plan
- Resume of person overseeing this project
- Other _____

Return to page 2 of the form. Make sure that it is complete then sign it.

5. Commercial Fishery Assistance

Description of project: (Also explain how this will help create or expand economic development opportunities. If you need more room attached separate pages)

Planned starting date:

Planned completion date:

Person who will be overseeing this project:

Supporting documentation: (check all that are part of this application)

Feasibility Study

Business Plan

Project Plan

Project Budget

Financial Statements (if application is for an existing business)

Resume of person overseeing this project

Other _____

Return to page 2 of the form. Make sure that it is complete then sign it.

6. Community Initiatives

Description of the project: (Also explain how this will help create or expand economic development opportunities. If you need more room attached separate pages)

Planned starting date:

Planned completion date:

Person who will be overseeing this project:

Supporting documentation: (check all that are part of this application)

Feasibility Study

Business Plan

Project Plan

Project Budget

Financial Statements (if application is for an existing operation)

Letters of support if the applicant is a not-for-profit organization

Resume of person overseeing this project

Other _____

Return to page 2 of the form. Make sure that it is complete then sign it.

7. Community Market Garden Development Program

Description of the project: (Also explain how this will help create or expand economic development opportunities. If you need more room attached separate pages)

Planned starting date: _____ Planned completion date: _____

Person who will be overseeing this project: _____

Supporting documentation: (check all that are part of this application)

- Feasibility Study
- Business Plan
- Project Plan
- Project Budget
- Financial Statements (if application is for an existing operation)
- Letters of support if the applicant is a not-for-profit organization
- Resume of person overseeing this project
- Other _____

Return to page 2 of the form. Make sure that it is complete then sign it.

8. Forest Industry Assistance

Description of the project: (Also explain how this will help create or expand economic development opportunities. If you need more room attached separate pages)

Planned starting date: _____ Planned completion date: _____

Person who will be overseeing this project: _____

Supporting documentation: (check all that are part of this application)

- Feasibility Study
- Business Plan
- Project Plan
- Project Budget
- Financial Statements (if application is for an existing operation)
- Letters of support if the applicant is a not-for-profit organization
- Resume of person overseeing this project
- Other _____

Return to page 2 of the form. Make sure that it is complete then sign it.

9. Increase Participation in Resource Development: assisting with Negotiations for Benefit Agreements and Joint Ventures

Description of Activities: (Also explain how this will help create or expand economic development opportunities. If you need more room attached separate pages)

Activities will include:

- Legal services
- Consulting services
- Workshops and training
- Travel and accommodations
- Technical/environmental studies
- Community consultations
- Other _____

Planned starting date:

Planned completion date:

Person who will be overseeing this project:

- Project Plan
- Project Budget
- Financial Statements (if application is for an existing operation)
- Letters of support if the applicant is a not-for-profit organization
- Resume of person overseeing this project
- Other _____

Return to page 2 of the form. Make sure that it is complete then sign it.

10. Market Development and Product Promotion

Description of the project: (Also explain how this will help create or expand economic development opportunities. If you need more room attached separate pages)

Planned starting date:

Planned completion date:

Person who will be overseeing this project:

Supporting documentation: (check all that are part of this application)

Marketing Plan

Business Plan

Project Budget

Financial Statements (if application is for an existing operation)

Letters of support if the applicant is a not-for-profit organization

Resume of person overseeing this project

Other _____

Return to page 2 of the form. Make sure that it is complete then sign it.

11. Pilot Project or Demonstration Project

Pilot Project

Demonstration Project

Description of the project: (Also explain how this will help create or expand economic development opportunities. If you need more room attached separate pages)

Why this is a unique pilot project or a demonstration project: (if you need more room attached separate pages)

Planned starting date:

Planned completion date:

Person who will oversee this project:

Supporting documentation: (check all that are part of this application)

Business Plan

Project Budget

Financial Statements (if application is for an existing operation)

Letters of support if the applicant is a not-for-profit organization

Resume of person overseeing this project

Other _____

Return to page 2 of the form. Make sure that it is complete then sign it.

12. Planning and Development

Type of Project:

- Feasibility Study
- Opportunity Assessment
- Technical Assessment
- Business Plan
- Strategic Plan
- Building Design
- Other type of Development Planning

Description of project: (Also explain how this will help create or expand economic development opportunities. If you need more room attached separate pages)

Planned starting date:

Planned completion date:

Person or company who will undertake the planning and development or prepare the study or plan:

Supporting documentation: (check all that part of this application)

- Detailed project proposal if available
- Budget Sheet: expenses and sources of funds
- Financial Statements (if application is for an existing business)
- Terms of Reference for consultant/contractor
- Letter of engagement between applicant and contractor
- Letters of support if the applicant is a not-for-profit organization
- Resume of person overseeing this project
- Other _____

Return to page 2 of the form. Make sure that it is complete then sign it.

13. Traditional Arts and Fine Crafts – Raw Materials

Description of the project: (Also explain how this will help create or expand economic development opportunities. If you need more room attached separate pages)

Planned starting date:

Planned completion date:

Person who will be overseeing this project:

Supporting documentation: (check all that are part of this application)

Feasibility Study

Business Plan

Project Plan

Project Budget

Financial Statements (if application is for an existing operation)

Letters of support if the applicant is a not-for-profit organization

Resume of person overseeing this project

Other _____

Return to page 2 of the form. Make sure that it is complete then sign it.

14. Other Type of Project

Description of project: (Also explain how this will help create or expand economic development opportunities. If you need more room attached separate pages)

Planned starting date:

Planned completion date:

Person who will be overseeing this project:

Supporting documentation: (check all that are part of this application)

Feasibility Study

Business Plan

Project Plan

Project Budget

Financial Statements (if application is for an existing business)

Resume of person overseeing this project

Other _____

Return to page 2 of the form. Make sure that it is complete then sign it.

Prepared by:

Applicant Consultant Other _____

Name:

Mailing Address:

Email Address:

Home Phone:

Cell:

Work:

Fax:

Consultant/Consulting Firm (if applicable):

First Section

Cover Page: "Business Plan" Name of applicant (e.g. individual, community or business), date prepared

Executive Summary: name, type of business, purpose of funding assistance

Table of Contents

Narrative Section

Introduction: purpose of business plan, name, location, type of business, business sector

Business description (see next items)

History/background of the business/applicant

Business ownership (individual, partnership, shareholders, community)

Business structure, organization

Management/key personnel and labour force (explain why the key people will make this project succeed, include resume/s in appendix)

Training requirements (if required)

Administration, financial records and financial systems (describe how this is managed and who looks after this)

Marketing plan: customers, competition, advertising (provide: statistics, sources of information)

Facilities and equipment (provide details: layout, list of equipment and value)

___ Production/processing (who, how, when)

___ Risk: potential problems and solutions (loss of income, increased costs, loss of key staff, can't find employees, competition taking away sales, loss of supplies)

Community impacts (see next items)

___ Job creation (jobs maintained and/or created, impact on social assistance)

___ Impact of the project on the community (e.g. revenue generation, long term jobs, role models, provision of services and effects on local economy)

___ Other significant information related to business (e.g. environmental screening and assessment, contingencies,)

Financial Section

___ Capital costs (land, buildings, equipment – provide supporting documents: tax records, appraisal documents, bill of sale, invoices, etc.)

___ Working capital (support with cash flow statements below)

___ Sources and Application of funds (show all sources of funds for this project (personal savings, shares, loans, grants, etc.)

___ Loan security (if applicable)

___ Projected financial statements: Income & Expenses, Cash Flow, Balance Sheet (this takes quite a bit of work and are standard parts of a business plan)

Appendix (relevant supporting documents)

- Financial statements (if existing business)
- Letters of support (if community organization)
- Resumes
- Certifications (if relevant)
- Appraisals, property tax documents, lot plans
- Licences, permits, etc.
- Terms of reference for consultants
- Diagrams, sketches, photos
- Description of equipment: quotes, leases, conditional sale