



Ktunaxa Nation Council – Economic Sector

Business Development Grant

Application Package

2022/2023

Please attach this completed checklist with your application. Incomplete applications without all supporting documentation will not be considered for funding.

Application Checklist:

- Are you a Ktunaxa Nation Member?
- In what category are you requesting funds?
 - Start-up Grant
 - Expansion Grant
- Have you completed the following?
 - Business plan and budget
 - One letter of support
 - Personal resume
- Schedule of future one-on-one coaching.
- Have you read and agreed to the policies and procedures noted within this application package?
- In the application form, explain how the grant will support your business (what purchase, what for..?)
- Any other relevant supporting documents?

By signing below, I agree to the terms and conditions noted in this application package and further certify that all information provided is true and accurate, to the best of my knowledge.

Print Name: _____

Signature: _____

Application Date: _____

Please submit completed applications directly to:

Economic & Investment Business Development Office
at

Email to: bdo@ktunaxa.org

-----Or-----

Leave at KNGB reception: 220 Cranbrook St. N., Cranbrook BC, V1C 3R2

-----Or-----

Mail to: Ktunaxa Nation Council
7468 Mission Rd., Cranbrook BC, V1C 7E5

POLICIES AND PROCEDURES

Purpose

The Ktunaxa Nation Council Business Development Grants are intended to provide financial support for entrepreneurial and economic activities being pursued by Ktunaxa entrepreneurs, artisans and smaller businesses in order to support and compliment the Ktunaxa First Nation's grants. Grants will be available all year round, with funding criteria giving priority to those who have not been funded already, this will ensure equal access to the funds for everyone. These grants are provided to community members in need of financial support to start or expand their business activities through the purchase of tangible items and/or marketing products.

Eligibility

The Business Development Grant is only available to Ktunaxa citizens or business owned and operated at least at 51% by Ktunaxa.

Preference will be given to applicants who haven't been funded through this program before and meet the criteria detailed in the application package regarding the category they fall under: start-up **or** existing business.

Applicants will be deemed ineligible if they fail to provide any of the necessary documentation during the application process, or if they have not satisfied the requirements of previous loans, grants or other funding provided by the Ktunaxa Nation Council or any of their related agencies.

Financials

Applicants may receive up to a maximum funding of \$ 5,000.00 per application. Applicants are eligible to receive up to this amount, through an open "call for submission" process.

The annual financial budget for this project is \$60,000.00. This will be divided between the four Ktunaxa First Nation Communities, supporting as many applications as possible with the \$15,000 funds with a maximum of up to \$5,000.00 per grant.

Approval

All applications will be reviewed and approved first by a Ktunaxa Economic and Investment Business Office (KEIBO) representative. The KEIBO staff member will be responsible for ensuring the application is complete and accompanied by all necessary documents. KEIBO (review board) will award the grant funds with final approval of the Economic Sector's director.

Applicants will be evaluated using the attached "Ranking Criteria" for the purpose of creating a consistent and unbiased evaluation process.

Payment of Approved Grants

Upon the approval of an application, funds will be distributed in accordance with KNC Financial Policies. Funds will be released in the form of a cheque (or cheques) or EFT (direct deposit) to the applicant after an approval letter specifying the payment protocol is signed by both the recipient and the Economic Sector's Director.

For a grant above \$ 2,500.00, payments will be made in two instalments:

- a. 90% of the amount approved will be paid to the recipient
- b. The remaining funds (10% of the amount approved) will be paid to the recipient upon submission of a written report and the receipts¹.

Below \$2,500.00, submission of the written report and the receipts (see footnote) are required within two weeks of the funds being released.

One-on-one coaching

Business Development Officers (BDO) will work with you on the application. Over the coming 6 months the BDO will support you and give one-on-one coaching. The number and frequency of meetings needed will be determined between the applicant and the BDO during the application process.

¹ The recipient is required to demonstrate the usage of these funds as intended by providing receipts and a written report summarizing the usage of the funds and the subsequent impact.

APPLICATION FORM

To apply for a Business Development Grant, an individual must:

- 1) Be a Ktunaxa Nation Member
- 2) Have a least 51% ownership and power of decision in the business (idea).

1. Basic Information:

Grant Category (tick one):

- Start-up Grant
- Expansion Grant

First Nation Name:

Applicant Name:

Name of Business:

Address:

Business Contact Person:

Phone Number:

Email:

Have you applied to the Business Development Grant before?

(If no, please proceed to next section; if yes, please complete the following information)

- Previous grant application was denied:
 - This grant application is for the same business development project. The key changes are:

- This grant application is for an entirely different business.

Previous grant application was approved:

This grant application builds upon the previous grant by

This grant application is unrelated with previous business.

2. Grant Project Information:

Project/Business Title: _____

Please describe your proposed grant application project. Attach one (1) page of description to this application, with each of these sections:

- A. **Your Business:** please provide a brief description of your products or services your business provides (*example: I make jewelry. I create paintings, I want to start a business*):
- B. **Funding Request:** summary of this grant application (*example: A grant to pay for a new laptop, uniforms, marketing materials or business cards*)
- C. **Your commitments:** (*example: any other financial support; plans and timeline to use the grant*)

3. Grant Application Budget:

Budget item	Cost	Replace Old Material	New Material
TOTAL			

Ktunaxa Nation Council

Business Development Grant Program 2022

RANKING CRITERIA

All application requirements must be met on the application checklist (completed and signed) in order to be considered for funding². The Business Development Grant is available strictly to certified Ktunaxa Citizens/entrepreneurs or a Ktunaxa Business owning and operating at least 51% of the business.

Criteria		Points	Total	Comments
1. Previous Funding (per individual)	Last Fiscal	- 2.5 points		
	Prior Fiscal (s)	- 0.5 points per occasion		
	Never Funded	+ 2 points		
	Funded 2 times within the past 3 fiscal years	- 2.5 points		
2. Business benefits one or several Ktunaxaniñtik other than the applicant		+ 2 points		
3. Business is culturally-driven, improves Ktunaxa visibility or creates positive economic spin-off for the whole Nation		+1.5 points per benefit (as described within the application)		
4. Viability of business idea and/or start-up project (assessment of grant description)		Rank out of 10 points		
TOTAL POINTS (Eligibility of a minimum 10 points required)				
Additional comments:				

² Please note that decisions regarding the funding are made by KEIBO's review board made up of two members of KEIBO distinct from who worked with the applicant on the application. The decision will be based on the matrix above and careful consideration of documentation received. All decisions are final.