



## LOUIS RIEL CAPITAL CORPORATION (LRCC) BUSINESS EQUITY CONTRIBUTION FUNDING APPLICATION

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### Instructions for Completing Your Business Funding Application

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1. The Business Application allows us to determine eligibility for the support available through LRCC'S Business Non-Repayable Equity Contribution Fund. Therefore, it is important that you answer all the questions completely; use attachments if space is insufficient. Include any additional information that supports your proposal, such as business studies, market studies, financial statements and relevant industry information.
2. Ensure that your Business Application is signed and dated.
3. Submit the completed Business Application, including attachments. Retain a copy for your files.

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### Information to assist you when applying to LRCC's Business Equity Contribution Fund

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*Note: This material is provided for information purposes only. Specific questions concerning eligibility and program criteria should be discussed with a Development Officer.*

In order to determine eligibility, and to assess your request for financial assistance we require:

- Documented proof of Aboriginal heritage of applicants for the program.
- Gender and date of birth of applicants for statistical purposes only, to allow us to report on the demographics of our client base.
- Date of birth of applicants to facilitate the completion of a credit check that may be required as part of our assessment.
- Education / experience of applicants to help assess their collective business and management experience.
- Personal financial statement of affairs information of applicants to help assess their ability to contribute capital and obtain commercial funding.



<b>For internal use only</b>
<b>Project Number (Business Application)</b>

**Business Application**

To help us with our information and marketing efforts, please tell us where you learned about the Louis Riel Capital Corporation – Business Equity Contribution Fund Program. (Check all that apply)

- |  |  |
|--|--|
| <input type="checkbox"/> Advertising   | <input type="checkbox"/> Economic Development Officer                  |
| <input type="checkbox"/> Business Contact  | <input type="checkbox"/> Friend or Family Member                       |
| <input type="checkbox"/> Aboriginal Affairs and Northern Development Canada Office | <input type="checkbox"/> Louis Riel Capital Corporation website        |
| <input type="checkbox"/> Canada Business Service Centre                            | <input type="checkbox"/> Other website (specify) _____                 |
| <input type="checkbox"/> Past/Current Client                                       | <input type="checkbox"/> Conference/Workshop/Tradeshow (specify) _____ |
| <input type="checkbox"/> Aboriginal Business or Financial Organization             | <input type="checkbox"/> Other (Specify) _____                         |

**Applicant Information**

Applicant Legal Name	Business Operating Name
Mailing Address	Business Address (if different from mailing address)
Telephone No. (Residence)	Telephone No. (Business)
E-mail Address	Facsimile No.

**Actual / Proposed Ownership Information**

Owner(s) Name	Ancestry (Please Attach Documentation) (Status Indian, Non-Status Indian, Métis, Inuit, Non-Aboriginal)	Gender (Information for statistical purposes only)	Percentage of Ownership	Date of Birth



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**Project Information**

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Please **circle** the type of Project this is:      **Start-up**                      **Expansion**                      **Acquisition**

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**Description of Project**

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What product or service will you be providing, or are you currently providing? Identify your current and/or target market and any existing competitors. Attach any additional information that helps support your proposal, such as business studies, market studies and relevant industry information.

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**Structure of the Business** (Check only one)

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- Individual/Sole Proprietorship       Corporation       Incorporated Company, Metis Community-Owned  
 Partnership                       Joint Venture       Other (Specify)

Please note that business and organizations must be majority Aboriginal-owned and controlled.

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**Is the project located in a Metis Community?** (Information required for statistical purposes only.)

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- Yes                      If yes, provide the name of the Metis Community:  
 No

**Estimated Project Costs and Financing**

Itemize major projected expenditures and the proposed financing package. Total Project Costs must equal Total Project Financing. These are estimates only and are intended to provide LRCC with information on the expected size and scope of your project

<b>%</b>	<b>Estimated Project Costs</b>	<b>\$</b>	<b>Estimated Project Financing</b>	<b>\$</b>
<b>30</b>	<b>Capital</b>		<b>(A) Cash Equity from Applicant 10%</b>	
	Land*			
	Buildings*			
	Equipment			
	Inventory			
	Vehicles			
	Other (specify)		<b>(B) LRCC Non-Repayable Business Equity Contribution Fund –</b>	
<b>30</b>	<b>Operating</b>			
	Insurance (first 3 months)			
	Rent (first 3 months)			
	Utilities (first 3 months)		<b>30% Capital &amp; Operating 60% Marketing 75% Business Support</b>	
	Other (specify)			
	<b>(A) Total Capital &amp; Operating</b>			
<b>60</b>	<b>Marketing</b>		<b>(C) Commercial Financing (LRCC, BDC, RBC, Credit Union, ...)</b>	
	Website			
	Signage			
	Business Cards			
	Decaling			
	Other (specify)			
	<b>(B) Total Marketing</b>			
<b>75</b>	<b>Business Support</b>		<b>Approximately 40% of total project costs</b>	
	Business Plan			
	Business Valuation			
	Bookkeeping			
	Legal			
	Other (specify)			
	<b>(C) Total Business Support</b>			
<b>Total Estimated Project Costs (A + B + C)</b>			<b>Total Estimated Project Financing (A + B + C)</b>	

**Note:**

Two quotes from two separate qualified consultants is required for a Business Plan and/or Business Valuation

\*Buildings and Land are generally only eligible capital costs in a merger or acquisition

Any project costs incurred prior to funding approval will not be eligible for support.

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**Sources of Commercial Financing**

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Identify the contact person and telephone number of the financial institutions, government organizations or others you have approached to finance this project.

Contact Person	Telephone Number	Organization

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**Business Contacts**

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Identify the contact person and telephone number of the relevant business contact that will assist you with your project and business decisions.

	Contact Person	Contact information (phone number and/or email)	Firm name and location
Accountant			
Lawyer			

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**Other Information**

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	Yes	No
Have you, or any other business that you own or have previously owned, received financial assistance from the Government of Canada? If yes please describe.	<input type="checkbox"/>	<input type="checkbox"/>
Are you applying to any other government program for financial assistance for this project? If yes please describe.	<input type="checkbox"/>	<input type="checkbox"/>
Do you or your business owe money to the Government of Canada? If yes, please indicate to which department or agency and list the amount (s).	<input type="checkbox"/>	<input type="checkbox"/>
Have you already made any financial commitments to the project? If yes, please list amounts.	<input type="checkbox"/>	<input type="checkbox"/>

When submitting your completed Business Application Form, please ensure that you have included the following if applicable:

Proof of Metis/Inuit or Aboriginal Ancestry	<ul style="list-style-type: none"> <li>- Scanned copy of Metis Citizenship Card/Harvester Card or Heritage Documents</li> <li>- Minimum <b>51%</b> Metis/Inuit/Non-status Indian ownership to qualify</li> </ul>
Business Documents	<ul style="list-style-type: none"> <li>- Articles of Incorporation, Partnership Agreements, Shareholder's Agreements, etc.</li> <li>- Business Trade Name Registration</li> </ul>
Proof of Owner Equity	<ul style="list-style-type: none"> <li>- Minimum <b>10%</b> cash on hand of total project cost</li> <li>- Copy of bank statement showing cash/equity on hand for minimum <b>90</b> days</li> </ul>
Confirmation of Commercial Financing details (eg. Term Sheet or a Letter of Offer from a financial institution)	<ul style="list-style-type: none"> <li>- Through LRCC or other Financial Institution (eg. Banks, Credit Unions, BDC, etc.)</li> <li>- Generally <b>40%-60%</b> of project costs</li> </ul>
Business Plan	<ul style="list-style-type: none"> <li>- LRCC may pay up to 75% of cost (must get approval beforehand)</li> <li>- Recommended to hire professional to complete</li> </ul>
CRA Notice Of Assessment	<ul style="list-style-type: none"> <li>- Most recent 2 years NOA</li> </ul>
Financial Statements (existing businesses/purchases only)	<ul style="list-style-type: none"> <li>- Minimum two years prior year financial statements</li> </ul>
Agreements/ Legal Documents	<ul style="list-style-type: none"> <li>- Quotes</li> <li>- Intent to Purchase or Lease Agreements or Documents (signed and dated by all parties involved)</li> </ul>
Resume	<ul style="list-style-type: none"> <li>- Details work experience, education, etc</li> </ul>
Other Supporting Documentation	<ul style="list-style-type: none"> <li>- Any other supporting documentation relevant to the business (quotes, invoices, letters, business valuations, etc.)</li> </ul>

**\*\*Note:**

***Failure to provide these documents with your Business Application will cause delays in assessing your project.***

***To be eligible for support, the applicant should be involved full-time with the proposed business in a management capacity.***

**Any project costs incurred prior to funding approval will not be eligible for support.**



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**Declaration**

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I (We) certify that the statements herein and the attachments hereto reflect an accurate description and estimate of costs regarding the intended project.

I (We) certify that I am (we are) of Aboriginal heritage and/or represent a company that is majority-Aboriginal owned.

I (We) consent to Louis Riel Capital Corporation (LRCC) sharing my (our) name(s), phone number(s), e-mail address(es), and any other required information with third-party service providers (who are required to safeguard the handling of this information under the *Personal Information Protection and Electronic Documents Act (PIPEDA)* and/or the *Privacy Act*) for statistical, research, and evaluation purposes.

In consideration of the Privacy Act of Manitoba, I (We) hereby irrevocably authorize LRCC to conduct investigations as it deems necessary for the assessment of this and any future applications and in the case of grants approved, in the administration and collections of such grants, I (We) also authorize LRCC to exchange credit information with other institutions at LRCC's sole discretion and agree that any authorization given by me to another institution does not obligate LRCC to exchange information with said other institution. All information submitted is the property of LRCC and will remain on file for up to ten (10) years from the date of last account activity.

Signature	Date
Signature	Date
Signature	Date
Signature	Date