



## **Application (SME)**

### **Instructions:**

Enter the required information in the space provided. Completed applications should be submitted via email to [now@lambac.org](mailto:now@lambac.org). Receipt of your application will be acknowledged via email within two business days. Applicants will be notified of incomplete applications and will then have two business days to resubmit. Applications may be approved, denied, or held for the following intake depending on budget restrictions. Applicants will be informed after each intake of the status of their application.

Applications must be signed, scanned and sent via email according to the dates listed in the intakes. Applicants with limited internet access may send their application package (postmarked no later than the deadline's date) by registered mail to:

LAMBAC  
Attn: NOW Program  
30 Meredith Street  
Gore Bay, Ontario  
POP 1H0

### **NOW Program Intake Dates**

- \* There are 7 intakes throughout the life of the **NOW** Program.
- \* These are dates by which applications must be submitted in order to be considered for that Intake.

### **NOW Program Completion Dates**

- \* Applications must indicate a Project end date that falls on or prior to the coinciding End Date listed below.

<b><u>Intake Dates</u></b>	<b><u>End Dates</u></b>
1) November 29, 2019	March 31, 2020
2) April 30, 2020	March 31, 2021
3) November 30, 2020	March 31, 2021
4) April 30, 2021	March 31, 2022
5) November 30, 2021	March 31, 2022
6) April 30, 2022	March 31, 2023
7) November 30, 2022	March 31, 2023

## **Definitions**

**Arm's Length** is described as a relationship where persons act independently of each other or who are not related.

**Active Role in Strategic Decision Making** refers to being involved in elements related to the establishment of priorities, objectives and goals of the business and overall operations of the business.

**Day to Day Decision Making** refers to being involved in elements related to the financial management, human resources, supply management, logistics or customer service day to day operations.

**LAMBAC** is legally **LaCloche Manitoulin Business Assistance Corporation**.

**Long-Term Control and Management of the Business** is defined as having been engaged in the operation, management and ownership of the business for at least two years.

**Women Led Business** is defined as an enterprise led by a woman (or women) with long-term control and management of the business, equity stake and an active role in both strategic and day to day decision making.

**Women Owned Business** is defined as one that is at least 51% owned, operated and controlled on a daily basis by one or more female Canadian citizens.

## **NOW Program Objective**

The **NOW** Program's objective is to stimulate women-owned and women-led business start-ups and scale-ups in Northern Ontario.

The **NOW** Program was developed to assist female entrepreneurs with accessing one-time professional services they might not typically be able to afford and to assist with the financial burden of setting up mentoring relationships.

**\*\* The NOW Program does not fund capital expenditures (purchase of property, equipment, etc) nor does it fund ongoing professional fees \*\***

## **Project Funding Availability Guideline Per Intake**

Funding will be provided to assist with meeting the above Program Objective:

- ❖ \$0 - \$5000: Majority of applications will be funded within this range
- ❖ > \$5000: Limited availability for funding exceeding the \$5000 amount, therefore applications will be held to a higher standard

**\* ALL PAYMENTS WILL BE MADE DIRECTLY FROM LAMBAC TO THE SUPPLIER  
\* NO MONIES WILL BE GIVEN DIRECTLY TO THE APPLICANT**



The link to the Federal Government Strategy tables page is provided for reference in selecting the best option:

<http://www.ic.gc.ca/eic/site/098.nsf/eng/home>

✓ Please indicate which of the following your proposal best aligns with:

\_\_\_\_\_ Diverse women entrepreneurs (includes but is not limited to women with disabilities, Indigenous women, women in rural or remote regions, recent immigrants, visible minority women, women from Official Language Minority Communities)

\_\_\_\_\_ Businesses with products and/or services related to one of the Economic Strategy Table sectors (advanced manufacturing, agri-food, clean technology, digital industries, tourism, health/bio-sciences and resources of the future).

\_\_\_\_\_ Projects seeking to pursue market opportunities abroad

**Voluntary Self-Identification**

✓ Applicants have the option to self-identify with regards to the following:

\_\_\_\_\_ New Business

\_\_\_\_\_ Existing Business. How many years in business? \_\_\_\_\_

\_\_\_\_\_ Immigrant/Visible Minority

\_\_\_\_\_ Indigenous Peoples

\_\_\_\_\_ Persons with Disabilities

\_\_\_\_\_ Member of Francophone Community

\_\_\_\_\_ Youth (under 30 yrs of age)

\_\_\_\_\_ My business exports. If so, where \_\_\_\_\_

**Project Information**

Please provide a brief description of your Project and the objectives to be achieved as a result of the requested funding support:


Indicate the anticipated start date and completion date of your Project (Note that the Project End date must fall within the **NOW** Program Intake and Completion Dates as stated on Page 1 of application)

Project Start Date: \_\_\_\_\_

Project End Date: \_\_\_\_\_

If utilizing a professional service or services for this project, please include details of the service, including provider details (please ensure that this professional meets arm’s length guidelines as stated on Page 2 of application)


If you are unsure of what professionals (ie. lawyers, accountants, etc) are available in your geographical area, please check with your local Community Futures Development Corporation.

If you have done the above, and are still unsure, please place a check mark here \_\_\_\_\_



Please complete the following (if new business start-up, complete the projections only):

Current Annual Sales Revenue:	\$	3 Year Sales Revenue Projection:	\$
# of Current Employees:	Full Time: Part Time:	# of Employees Projected Forward 3 Years:	Full Time: Part Time:

**Funding Sources**

Outline any additional funding being applied for/received for this project, including the amount and the source. (Sources of funding may include personal contribution, municipal funding options, government funding, loans, family contribution, partners, etc.)


**Project Costing Details** - please attach quotes from Professionals and/or provide breakdown of costs (\$/hr x # of hours) in space below.

Description of Project Cost	Project Cost
	\$
	\$
	\$
	\$
	\$
Total Project Cost	\$



**Project Funding Details**

Requested Funding	\$
Applicant's Contribution	\$
Other Contributions	\$
Total	\$

Please indicate how you first heard about the **NOW** Program (your local CFDC, PARO, Facebook, Instagram, Other):

---



---

I hereby certify that all of the information included in this application is accurate and that I have authority to sign on behalf of the applicant. I recognize that completing and submitting this application does not constitute an approval of project funds. Applications will either be approved, denied, or held for the following intake. Applicants will be informed after each intake as to the status of their application.

**SIGNATURE:** \_\_\_\_\_

**DATE:** \_\_\_\_\_

**PRINT NAME:** \_\_\_\_\_

**Collection, Use & Disclosure of Personal and Business Information**

- a) The Applicant acknowledges that, as the operation of LAMBAC is financially supported by the Government of Canada, representatives of Industry Canada are permitted access to the files of the LAMBAC for monitoring and evaluation purposes and that the Applicant may be contacted by representatives of Industry Canada and that, such information as is acquired by the Ministry will be treated as confidential.
- b) The Applicant acknowledges receipt of the LAMBAC Privacy Statement and hereby consents to his or her personal and business information being collected, used, retained, and disclosed by the LAMBAC for the limited purposes as set out above. The Applicant further understands that under Federal privacy law, he or she has access to the information held by the LAMBAC and knows to refer to the LAMBAC's Privacy Policy or contact the Chief Privacy Officer if a question or concern arises about the handling of the Applicant's personal information.

- c) The Applicant further understands and consents to the LAMBAC publicizing the Applicant's business venture if the Applicant is successful in obtaining financing from LAMBAC, which may or may not include personal information such as the name of the Applicant.

9/10

**TERMS & CONDITIONS**

The applicant's signature acknowledges that LAMBAC will not be responsible for any contractor/supplier charges in excess of the approved funding amount nor will any payment be made to the applicant in advance of applicant's payment of the required contribution or the applicant's signature confirming equipment purchase.

The applicant further acknowledges that the LAMBAC accepts no responsibility for the contractor/supplier services provided under this agreement. The sole responsibility of the LAMBAC is to issue approved payment, upon satisfactory completion of the work, to the client's contractor.

The applicant further acknowledges that LAMBAC has a two-year obligation to track the applicant's business efforts and results which shall require mandatory reporting (upon request) by the applicant of annual revenues and job creation and other related information as required.

The applicant agrees to comply with all federal, provincial, territorial, municipal and other applicable laws governing the applicant or the applicant's activity, or both, including, but not limited to, statutes, regulations, by-laws, rules, ordinances and decrees. This includes legal requirements and regulations relating to environmental protection.

The applicant agrees to acknowledge, if requested thereof, the federal government's role in the funding provided through this agreement and consent to a public announcement of the eligible activities by or on behalf of the Minister in the form of a news release. The Minister will inform the applicant of the date of any public announcement. The applicant consents to the participation of the Minister, or the Minister's representatives, at such an announcement event, and to have such an event take place on a day mutually agreed upon by the applicant and the Minister or the Minister's representative. The applicant will agree to display promotional material provided by the Minister at such an event. NOTE: Release of confidential or competitively sensitive information will not be required as this is protected under the Access to Information Act.

I have read and understand and agree to the above conditions and I have authority to sign on behalf of the applicant.

**SIGNATURE:** \_\_\_\_\_

**DATE:** \_\_\_\_\_

**PRINT NAME:** \_\_\_\_\_