

PIIKANI NATION GRANT EQUITY PROGRAM

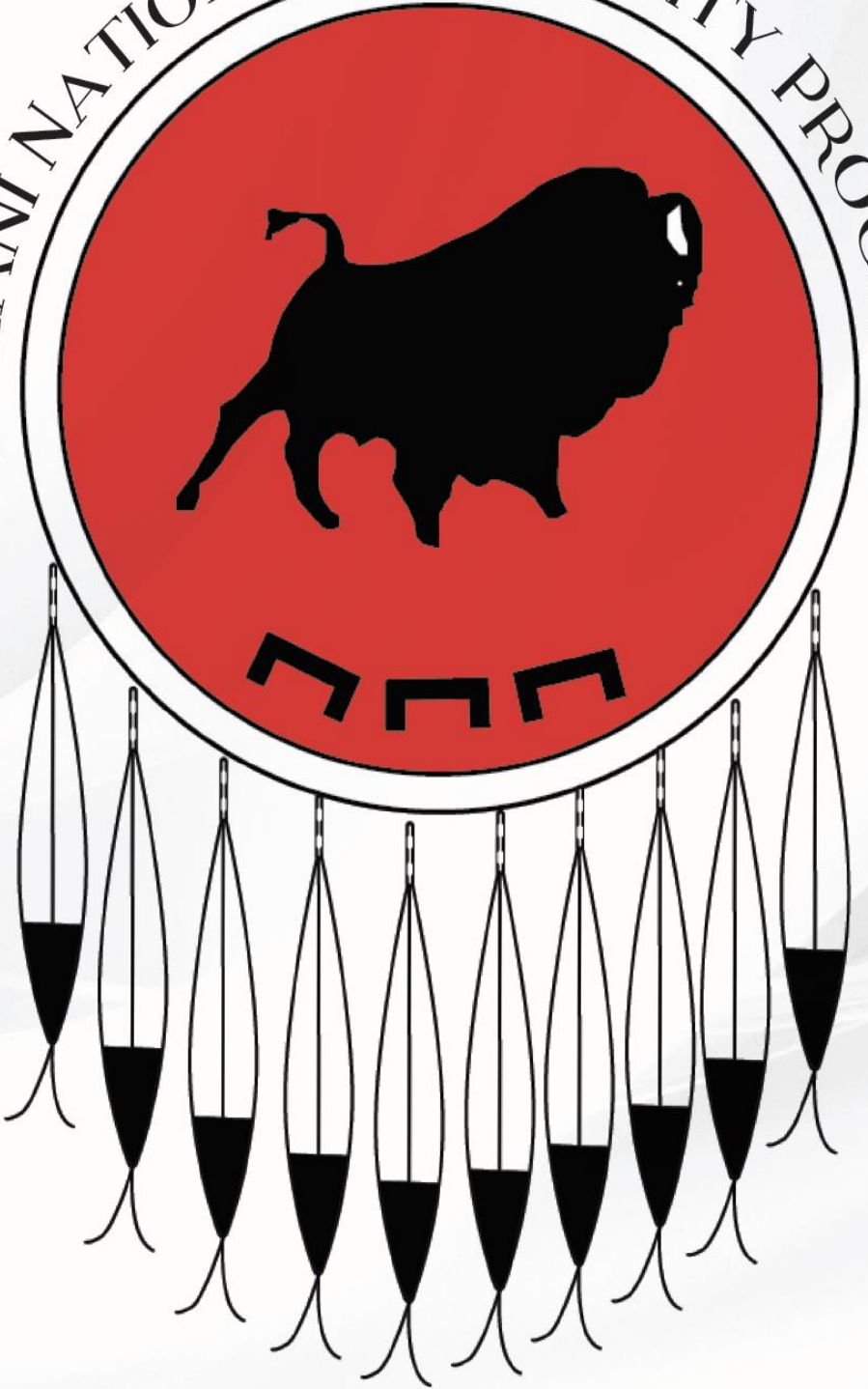


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The Piikani Nation Grant Equity Program provides financial support for Piikani Nation Entrepreneurs.

Piikani Nation Entrepreneurs who are starting up their businesses, acquire and/or expanding their current business.

There are five types of grant funding available for Piikani Nation Members:

- Regular Small Business Grant: Maximum \$5,000.00
- Emergency Business Funding: Maximum \$1,500.00
- Elders Business Grant: Maximum \$1,500.00
- Community Development Business Grant: Maximum: \$2,500.00
- Youth Grant: Maximum: \$1,500.00



Entrepreneurs are responsible to provide the following:

- Application form
- Business Plan (If required)
 - Should be researched thoroughly and completed
 - Experience or education in the proposed business
 - Demonstrate that the business is a viable or feasible venture
 - Provide samples of the product that demonstrates the ability to do the type of work the business will involve.
- Business Proposal (If required)
 - Researched thoroughly
 - Experience and education for the program/project
 - Demonstrate how the program/project is beneficial to the Piikani Nation or others
 - Provide support letters of the project/program
 - Provide samples of the project/program that
- Participate in Small Business Training, provide documentation of education and/or of prior training.
- Utilize the business support services available from Piikani Resource Development Ltd. Partners
- Understand the policies and procedures for the various small business grant programs
- Agree to have business evaluated and critiqued

*Incomplete applications will not be considered.



Criteria

- ◆ Business ventures must be a majority of 51% owned by Piikani Nation member.
- ◆ Only one application per business or individual.
- ◆ All grant programs are one-time only funding.
- ◆ Couples may not apply simultaneously during the same grant run.
- ◆ Preference will be given to new business starts.
- ◆ Business plans and/or business proposals must be current and include financial statements.
- ◆ Full disclosure of external investors or interests must be provided.
- ◆ Grant can be utilized to secure additional financing from other sources. Grant shall be deemed conditional and subject to approval from the other sources.
- ◆ All businesses, certification, legal and environmental regulations required to operate the business must be met.
- ◆ Business either complies with all laws and regulatory requirements or can be expected to comply.
- ◆ Environmental effects have been identified, and adequate mitigation measures have been planned to address them.
- ◆ Applicants must provide proof that the business is governed or requires registration by federal or provincial statute, or self-regulating professional body and/or proof of his or her qualifications or equivalencies.
- ◆ The business must not be detrimental to the health, welfare, safety and environmental inhabitants on the Piikani Nation.
- ◆ Land tenures have been secured or will be secured for projects situated on the Piikani Nation and in compliance with Piikani Nation Lands Department.



Ineligible Uses of Grants

- ◆ Illegal activities or businesses
- ◆ Operation of the business may result in a breach of the law or may be in any way adverse to the public interest.
- ◆ Passive investment, residential real estate transactions, and consumer financial services
- ◆ Multi-level marketing business are not eligible.
- ◆ Pay outstanding debts to lending institutions or suppliers
- ◆ Reimbursements for items already purchased
- ◆ Vehicles will only be considered if they are business-specific; personal or general use vehicles will not be considered.
- ◆ Technology purchases must be shown to be an integral part of business operations.



Procedures

1. Applicant agrees to provide PRDL with a completed application and copy of their business plan and/or business proposal (if program requires). This copy will be kept strictly confidential in the applicant's file and will not be returned to the applicant. Photocopies will be charged accordingly.
 - Complete business plan, that includes information on the product, market, completion, team information, operations and financing and other documentation of information that will support the application. (If program requires).
 - Complete business proposal, that includes information on the program availability for the program, what is the focus of the program, what is the process of the program, what steps have been taken for the process of the program, where is the program/project in the community, who is involved in the project/program, operations, financing and other documentation of information that will support the application. (If program requires).
2. Applications to be reviewed by grant equity administrator to ensure the document check list has been provided as per application form. Incomplete applications will not be considered for review.
3. Grant equity administrator will provide the applications to the grant equity review committee for ratification.
 - If applying for the Business Emergency Funding, once checklist has been verified, the grant equity administrator will provide the Piikani Resource Development Ltd. Manager for approval.
4. After ratified, applicants will be notified.
5. If the applicant is approved for the grant, the applicant must sign a letter acknowledging that they will not be eligible for another grant.
6. If the applicant was denied, then the grant equity administrator will notify the applicant via letter and/or email indicating the reasons for denial.
7. Files will be considered closed when the grant funds have been exhausted. This occurs a summary sheet of expenses and purchased will be put into the file for ease of reference.



Regular Small Business Grant

Purpose:

Provide financial support for entrepreneurs to start-up, expand or acquire a small business.

Terms of reference:

- Must be a Piikani Nation Member
- Applicants must be 18+ to apply.
- Majority of 51% Piikani Nation owned
- Applicants are only eligible to receive the Regular Grant ONCE per business.
- Accountability of the grant (receipts) must be submitted to Piikani Resource Development Ltd. (PRDL) to ensure funding was used for the business.

Policies:

1. Terms of Reference (criteria) to be approved by the Piikani Resource Development Ltd. (PRDL) Board of Directors
2. Recipients must spend the grant as per business plan/application that was submitted
3. GRANT Funds will NOT be issued to the grant applicants. Grant funding will only be issued to vendor(s) or supplier(s).
4. Grants funding is to maximum of \$5,000.00
5. If approved and accepted per individual every five (5) years. For example; if grant was received in April 1, 2020, the applicant cannot apply till June 1, 2025.
6. If received a regular Grant, you cannot access the Elder or Emergency Grant Programs for five (5) years.
7. Applicants will be checked for verification of personal information. Providing false information will result in the application being rejected.
8. Grants must be expended within thirty (30) days from date of submission of grant approval letter, or the grant (or remainder thereof) will be revoked, unless a valid reason is provided.



Procedures

1. Consult with Grant Equity Administrator and obtain application package from the Piikani Resource Development Ltd. (PRDL) office
2. Complete application and business plan and submit to the Piikani Resource Development Ltd. (PRDL) office by the specified deadline.
3. Incomplete applications will not be accepted
4. Inquire about specific deadlines at the Piikani Resource Development Ltd. (PRDL) office.
5. In the case of businesses that require additional funding, loan financing (Community Futures Treaty Seven, Alberta Indian Investment Corporation, Commercial Banks, etc.) must be in place and all legal requirements (i.e. Band Council Resolution) must be finalized before funds are released.
6. If approved, the applicant will submit current quotes to the Grant Equity Administrator and payments will then be issued to the appropriate supplier(s) or vendor(s).
7. If the applicant has been approved the applicant must sign his/her letter acknowledging receipt of the grant and that he/she will not be eligible for another grant; if the applicant was denied, then a letter must be forwarded to the individual stating the reason for denial.
8. Registration with the Piikani Resource Development Ltd. (PRDL) Business Directory and any future contact information changes must be promptly submitted to the Piikani Resource Development Ltd. (PRDL).
9. After three months from approval, applicants must schedule a meeting with the Grant Equity Administrator for a follow-up session to discuss progress.
10. After one (1) year of operation, the entrepreneur will submit a report to the Piikani Resource Development Ltd. (PRDL) on the status of the business and any new developments. Failure to provide this report may result in the applicant being ineligible for future grants.



Emergency Small Business Grant

Purpose: To provide financial support for existing small business owners that have demonstrated a need for financial assistance in order to sustain their business operations

Terms of Reference:

- Piikani Nation Member
- Applicants must be a minimum of 18 years old to apply
- Business must be a majority (51%) Piikani Nation member owned.
- Applicants are only eligible once.
- Accountability of the grant (receipts) must be submitted to Piikani Resource Development Ltd.

Policies:

1. Terms of reference must be compliant as approved by the Piikani Resource Development Ltd. Board of Directors
2. All submissions must include supporting documentation; that clearly demonstrate the need and use of the grant.
3. Recipients must spend grant as per application that was submitted.
4. Grant funds will NOT be issued to grant applicants. Grant funds will only be issued to vendor(s) or supplier(s).
5. Grant amounts are to a maximum of \$1,500.00 (Canadian dollars).
6. All applicants will be checked for verification of personal information. Providing false information will result in the application being rejected.
7. Grants must be expended within a one (1) month period upon approval, after which the grant will be revoked unless a valid reason is provided.



Procedures

1. Consult with Grant Equity Administrator to obtain an application form from the Piikani Resource Development Ltd office
2. Submit application form with supporting documentation to Piikani Resource Development Ltd by the specified deadline as indicated by Piikani Resource Development Ltd.
3. Under no circumstances will incomplete application be accepted.
4. Application will be taken and approved as required, until funding has been exhausted.
5. If approved, the applicant will submit current quotes to the Grant Equity Administrator and payments will be issued to the appropriate supplier(s) or vendor(s).
6. If the applicant has been approved that applicant must sign the letter acknowledging receipt of the grant and that they will not be eligible for another grant; if the applicant was denied, then a letter must be forwarded to that individual stating the reason for the denial.
7. A file is considered closed when grant funds have been exhausted. When this occurs a summary sheet of Purchases Made will be put into that individual's file for ease of reference. A letter to this effect will be submitted to the recipient and a copy placed in that individual's file.
8. Registration with the Piikani Resource Development Ltd and any future contact information changes must be promptly submitted to Piikani Resource Development Ltd.



Elder Small Business Grant

Purpose: To provide financial support for Elder entrepreneurs to start-up, and/or expand their business.

Terms of Reference:

- Piikani Nation Member
- Applicants must be a minimum of 65 years or older to apply.
- Business must be a majority of 51% Piikani Nation Member owned
- Applicants are only eligible once.
- Accountability of the grant (receipts) must be submitted to Piikani Resource Development Ltd to ensure funding was used for the business.

Policies:

1. Terms of reference must be in compliance as approved by the Piikani Resource Development Ltd.
2. Recipients must spend grant as per application that was submitted.
3. Grant funds will NOT be issued to grant applicants. Grant funds will only be only be issued to vendor(s) or supplier(s).
4. Grant amounts are to maximum of \$1,500.00 (Canadian dollars).
5. All applicants will be checked for verification of personal information. Providing false information will result in the application being rejected.
6. Grants must be expended within a one (1) month period upon approval, after which the grant will be revoked unless a valid reason is provided.



Procedures

1. Consult with the Grant Equity Administrator to obtain an application form from the Piikani Resource Development Ltd office
2. Submission dates will be posted yearly. Submit complete application form and the checklist requirements by the specified deadline.
3. Under no circumstances will late or incomplete applications be accepted.
4. If approved, the applicant will submit current quote to the Grant Equity Program Administrator and payments will then be issued to the appropriate supplier(s) or vendor(s).
5. If the applicant has been approved that applicant must sign their letter acknowledging receipt of the grant and that they will not be eligible for another grant; if the applicant was denied, then a letter must be forwarded to that individual stating the reason for the denial.
6. A file is considered closed when grant funds have been exhausted. When this occurs a summary sheet of purchases made will be put into that individual's file for ease of reference. A letter to this effect will be submitted to the recipient and a copy placed in the individual's file.
7. Registration with the Piikani Resource Development Ltd and any future contact information changes must be promptly submitted to Piikani Resource Development Ltd.



Community Development Business Grant

Purpose: To provide financial support for community development businesses and/or programing that are owned by community entrepreneurs to start-up, expand, or acquire proficient program(s).

Terms of Reference:

- Piikani Nation Member
- Applicants must be a minimum of 18 years or older to apply.
- Business must be a majority of 51% Piikani Nation Member owned
- Applicants are only eligible once.
- Accountability of the grant (receipts) must be submitted to Piikani Resource Development Ltd to ensure funding was used for the business.

Policies:

1. Terms of reference must be in compliance as approved by the Piikani Resource Development Ltd.
2. Recipients must spend grant as per application that was submitted.
3. Grant funds will NOT be issued to grant applicants. Grant funds will only be only be issued to vendor(s) or supplier(s).
4. Grant amounts are to maximum of \$2,500.00 (Canadian dollars).
5. All applicants will be checked for verification of personal information. Providing false information will result in the application being rejected.
6. Grants must be expended within a one (1) month period upon approval, after which the grant will be revoked unless a valid reason is provided.



Procedures

1. Consult with the Grant Equity Administrator to obtain an application form from the Piikani Resource Development Ltd office
2. Submission dates will be posted yearly. Submit complete application form and the checklist requirements by the specified deadline.
3. Under no circumstances will late or incomplete applications be accepted.
4. If approved, the applicant will submit current quote to the Grant Equity Program Administrator and payments will then be issued to the appropriate supplier(s) or vendor(s).
5. If the applicant has been approved that applicant must sign their letter acknowledging receipt of the grant and that they will not be eligible for another grant; if the applicant was denied, then a letter must be forwarded to that individual stating the reason for the denial.
6. A file is considered closed when grant funds have been exhausted. When this occurs a summary sheet of purchases made will be put into that individual's file for ease of reference. A letter to this effect will be submitted to the recipient and a copy placed in the individual's file.
7. Registration with the Piikani Resource Development Ltd and any future contact information changes must be promptly submitted to Piikani Resource Development Ltd.



Youth Grant

Purpose: To provide financial support for Youth entrepreneurs to start-up, expand, or acquire a small business.

Terms of Reference:

- Piikani Nation Member
- Applicants must be between 5-18 years or older to apply.
- Business must be a majority of 51% Piikani Nation Member owned
- Applicants are only eligible once.
- Accountability of the grant (receipts) must be submitted to Piikani Resource Development Ltd to ensure funding was used for the business.

Policies:

1. Terms of reference must be in compliance as approved by the Piikani Resource Development Ltd.
2. Recipients must spend grant as per application that was submitted.
3. Grant funds will NOT be issued to grant applicants. Grant funds will only be issued to vendor(s) or supplier(s).
4. Grant amounts are to a maximum of \$1,500.00 (Canadian dollars).
5. All applicants will be checked for verification of personal information. Providing false information will result in the application being rejected.
6. Grants must be expended within a one (1) month period upon approval, after which the grant will be revoked unless a valid reason is provided.

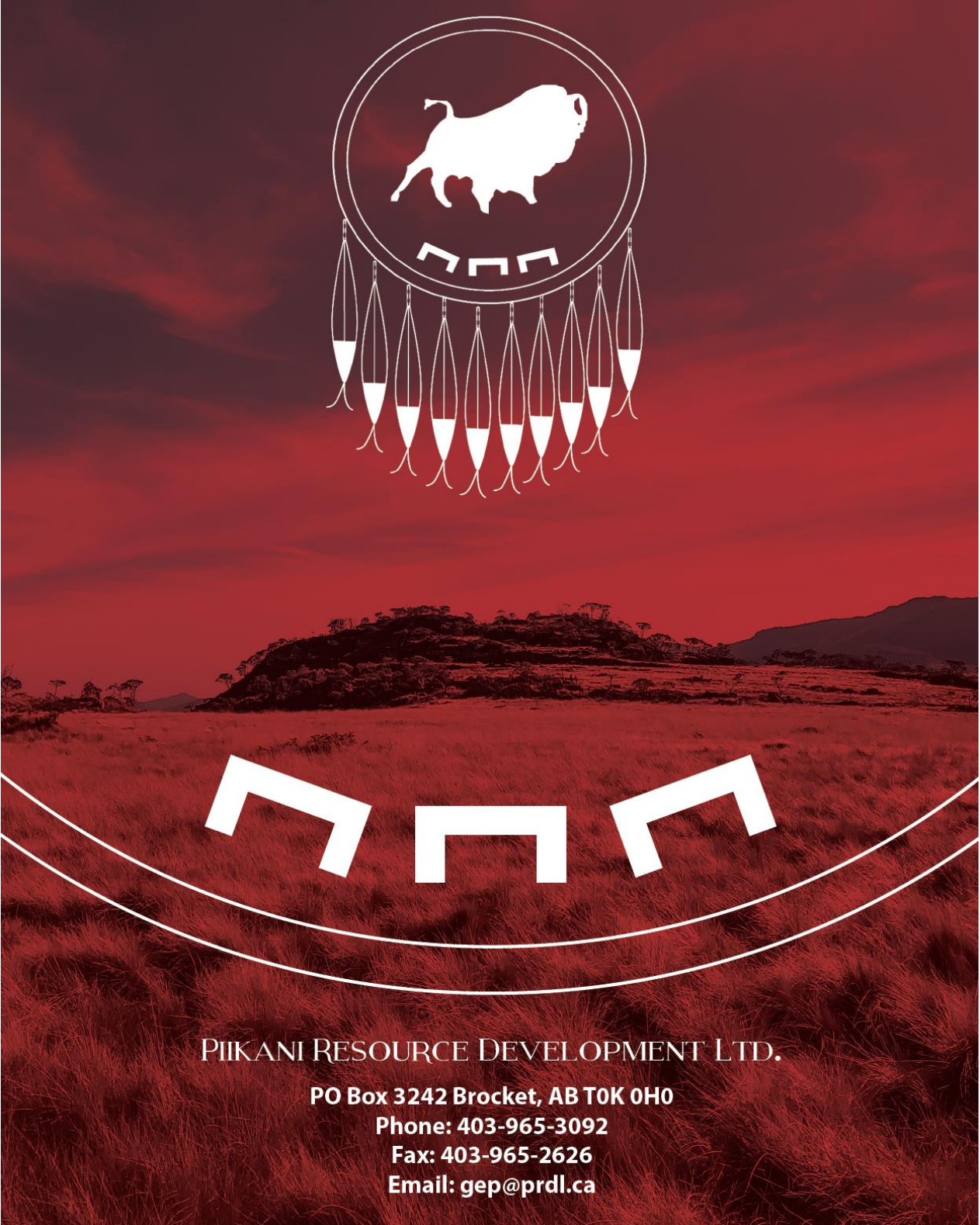


Procedures

1. Consult with the Grant Equity Administrator to obtain an application form from the Piikani Resource Development Ltd office
2. Submission dates will be posted yearly. Submit complete application form and the checklist requirements by the specified deadline.
3. Under no circumstances will late or incomplete applications be accepted.
4. If approved, the applicant will submit current quote to the Grant Equity Program Administrator and payments will then be issued to the appropriate supplier(s) or vendor(s).
5. If the applicant has been approved that applicant must sign their letter acknowledging receipt of the grant and that they will not be eligible for another grant; if the applicant was denied, then a letter must be forwarded to that individual stating the reason for the denial.
6. A file is considered closed when grant funds have been exhausted. When this occurs a summary sheet of purchases made will be put into that individual's file for ease of reference. A letter to this effect will be submitted to the recipient and a copy placed in the individual's file.
7. Registration with the Piikani Resource Development Ltd and any future contact information changes must be promptly submitted to Piikani Resource Development Ltd.



Inquires and additional information, please contact:



PIIKANI RESOURCE DEVELOPMENT LTD.
PO Box 3242 Brocket, AB T0K 0H0
Phone: 403-965-3092
Fax: 403-965-2626
Email: gep@prdl.ca

