

# Aboriginal Business Investment Fund

## Grant Application Form

The information provided on this form is used to determine eligibility for the Aboriginal Business Investment Fund. Information provided with this application form is collected under the authority of the Ministerial Grants Regulation 215/2022 pursuant to the *Government Organization Act* and the *Freedom of Information and Protection of Privacy Act*, Section 33(c). It will be used to assess your funding application. If you have any questions about the collection, use or disclosure of this information, contact [IR.EconomicDevelopment@gov.ab.ca](mailto:IR.EconomicDevelopment@gov.ab.ca).

The First Nations Relations Branch of Indigenous Relations provides funding through the Aboriginal Business Investment Fund to support capital business initiatives that help strengthen Indigenous communities' economic activities and economies.

Please fully complete the application by clearly defining the scope of work, including a detailed breakdown of projected costs; provide a reasonable timeline for carrying out the project activities and achieving project milestones. For assistance in completing this grant application, please contact Indigenous Relations, First Nations Relations Branch, Economic Development Unit at [IR.EconomicDevelopment@gov.ab.ca](mailto:IR.EconomicDevelopment@gov.ab.ca)

### Grant Application Information

Incorporated/Legal Name of Organization or Indigenous Community (name must match provincial corporate registry)

Street Address

City or Town

Province

Postal Code

<input type="text"/>	<input type="text"/>	<input type="text"/>
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Mailing/delivery address same as above? ☐ Yes ☐ No

If No, please provide mailing address.

Street Address

City or Town

Province

Postal Code

<input type="text"/>	<input type="text"/>	<input type="text"/>
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If the organization is incorporated, indicate the following:

☐ Provincially Incorporated

☐ Extra-provincially Incorporated

☐ Federally Incorporated

Date of Incorporation: \_\_\_\_\_

Which Act(s) is the organization regulated by?

☐ *Societies Act*      ☐ *Companies Act*      ☐ Other (explain) \_\_\_\_\_

If not incorporated, please select one of the following:

☐ First Nations      ☐ Métis Settlement      ☐ Other (explain) \_\_\_\_\_

### Project Contact (person to contact for project information)

Name

Title

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Phone

Email Address

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### Signing Authority Contact (legal/financial signing authority for the organization)

Select if the same as the project contact ☐

Name

Title

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Phone

Email Address

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### Project Information

Project Name

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Start Date yyyy-mm-dd

End Date yyyy-mm-dd

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**Project Overview/Summary:**

This section should provide a **clear and concise explanation of your project**, including: what it is, why you are doing it, the scope of work that will be done and how it benefits the business. Please also highlight the benefits and long-term effects of this project/funding to your community (e.g. what community needs are addressed by this project).

Project milestones and timelines (Describe or illustrate the timelines and project milestones. Link the timeline to operational objectives and project outcomes.)

- Have you received funding from the Aboriginal Business Investment Fund in the past?

Does this project require an environmental assessment?

Has this project received all the required permits?

Does this project require inspections?

Does this project require a land designation?

Will this project be on Reserve or Metis Settlement land?
- ☐ Yes ☐ No

☐ Yes ☐ No

☐ Yes ☐ No

☐ Yes ☐ No

☐ Yes ☐ No

☐ On-Reserve:  
☐ Metis Settlement  
Land

Budget

Please fill out the budget with as much detail as possible. **Expenses must equal revenues.**  
**List all the projected costs of the project.** Project planning may have already started, but it must be ready to start operations or break ground in the funding year. Detailed financial plan should be included with the submitted business plan.

Total Funding Requested from Indigenous Relations

Anticipated Total Project Cost

ELIGIBLE EXPENSES (insert additional rows as needed)	Amount
Total	

<b>INELIGIBLE CAPITAL EXPENSES</b> (insert additional rows as needed)	Amount
Total	

<b>NON-CAPITAL EXPENSES</b> (insert additional rows as needed)	Amount
Total	

<b>FINANCIAL SOURCES</b> Please Include description of what funds will be used for. Please identify financial institution, other funding partners (federal, municipal, other) and/or company or community funds; Identify type of financing received.	Amount
Total	

## Project Outcomes

This section should provide a clear and concise explanation of the outcomes of your project, including: what they are and highlighting the benefits and long-term effects of this project/funding to your company and community.)

Anticipated number of total jobs within the community created during construction phase	<input type="text"/>
Anticipated number of jobs to be filled by Indigenous Peoples from the community during the construction phase	<input type="text"/>
Anticipated number of permanent jobs created within the community once project is complete	<input type="text"/>
Anticipated number of permanent jobs to be held by Indigenous People once project is complete	<input type="text"/>
Anticipated number of spin-off businesses created in the community once project is complete	<input type="text"/>
Anticipated number of spin-off businesses held by Indigenous people in the community once project is complete	<input type="text"/>
Anticipated number of partnerships with industry, other communities and/or government	<input type="text"/>
Anticipated number of local revenue streams that will be created or increased within the community once project is complete	<input type="text"/>
Expected amount of own-source/independently derived revenue generated within the community once project is complete	<input type="text"/>

Expectation of how business profits will be utilized

Expectation of future reliance on federal or provincial funding to maintain the project beyond one year

**Application Checklist**

- All applications must include:
- 1. Completed and signed Application Form (this document)
  - 2. Comprehensive Business Plan that meets all the guideline parameters OR a Completed Business Plan template in addition to a standard Business Plan (and supporting documentation)
  - 3. Evidence of community support.
  - 4. Appendices including additional information relevant to the application (site drawings, the organization's annual report, and staff biographies of company authorities, etc.).

**Declaration**

Incorporated (Legal) Name of Applicant Organization

**This application must be signed by an individual with full legal authority such as CEO, Chairperson, Chief, or President. The application must be signed and dated before the application package can be received by Indigenous Relations (IR).**

This grant application and supporting documents ("Application") is for the Organization applying for a grant through the Aboriginal Business Investment Fund to carry out a project or initiative that is consistent with the mandate of Indigenous Relations. The Organization understands that the following conditions apply:

- 1. The information provided in the Application will be used to assess the eligibility of the project or initiative to receive support from IR.
- 2. The Application must be complete, including supporting documents and signed by an authorized representative of the Organization.
- 3. A society or corporation applying for grant funding must be registered and active with the Alberta Corporate Registries.
- 4. Once a grant application is received, details of the grant will be negotiated and completed by an IR representative.
- 5. The Organization agrees that any grant funding awarded will be used for the stated purpose(s) within the Application. If the Organization makes changes to the project or initiative, it must request an amendment pending approval by the Minister or the Minister's representative.
- 6. If the applicant does not use all of the money for the purpose for which the grant was intended, the organization shall refund the money to the Government of Alberta.
- 7. The grant recipient shall retain all invoices and receipts in relation to an approved grant for two (2) years after the termination or conclusion of the grant term.
- 8. Upon completion of the project or initiative for which a grant was approved, the recipient will be required to provide an Activity Report and Audited Financial Statements. The Activity Report will list all activities proposed and outcomes. The Financial Statement will list all revenues and expenditures of the project or initiative.
- 9. IR may, at any time, conduct an evaluation of the project or initiative or conduct an audit of the recipients books, accounts and records related.
- 10. The Minister of IR, or the Minister's representative, may vary the original application for a grant and/or establish further terms and conditions as a basis for providing the grant.
- 11. The Applicant acknowledges that the information provided is subject to the *Freedom of Information and Protection of Privacy Act*.
- 12. The Organization will recognize the source of funding when applicable.
- 13. The Minister of IR, or the Minister's representatives, may make or issue public statements regarding this grant.

Name

Title

Date yyyy-mm-dd

Signature of Authorized Representative