

Start Smart Program Application

What is the Start Smart Program?

Start Smart is a 10-week program that assists unemployed individuals **to develop a viable business plan and create jobs for themselves by starting a “new to you” business.** It is designed for people who may need ongoing financial and personal support while developing and writing a business plan.

Throughout the 10-weeks, you receive counselling, coaching, free access to business management training workshops and also receive financial support. **You will be required to attend 6 mandatory workshops and 4 elective workshops during this period. The workshops are all held in Nelson.**

The Start Smart Program is an intensive program requiring submission of a business plan after 7 weeks. Therefore, **it is important to have a clear idea of the business you wish to start and be focused on the development of your plan.**

Your completed business plan will become your application for the Self-Employment Program and allow a maximum 42 weeks of additional funding, counselling and workshop support.

201 – 514 Vernon Street, Nelson, B.C. V1L 4E7

Tel: (250) 352-1933

Fax: (250) 352-5926

E-mail: info@futures.bc.ca

Web Site: www.futures.bc.ca

Start Smart Program Criteria

Successful applicants must:

- ? have a current EI claim, or have had an EI claim in the past three years, or a parental/maternity claim in the past five years.
- ? **be unemployed.**
- ? reside within the Central Kootenay Region of B.C. and be legally entitled to work in Canada.
- ? want to start a “new to you” business – one that you have not had ownership in before.
- ? be approved for funding and have signed a contract with Community Futures before the businesses can be started or the ownership legally transferred. **Applicants must not advertise or in any way be perceived to be in business until such a time as a contract has been approved and signed.**
- ? show a minimum personal investment available to your business. This may be comprised of cash or other equity (equipment, inventory, etc.).
- ? agree to provide a business plan to Community Futures on the required date.
- ? have controlling interest in the proposed business.
- ? demonstrate the potential for long-term employment creation.

Additional Info:

If an applicant has been self-employed or has had strong involvement with the business sector within the last 5 years, the client would probably not require the expertise and coaching of Community Futures and therefore may not be selected for the Start Smart Program.

During the Start Smart Program a minimum of 35 hours per week must be spent on the business plan. The business must create a full-time, (minimum 35 hrs/week) self-employment position.

There are certain business situations that do not qualify for Start Smart funding: businesses whose revenues are mainly in the form of sales commissions and those serving as agents or sub-contractors for existing businesses. Business ventures must be suitable for public funding and not exploit sex, religion, or politics.

Start Smart Program Benefit

One must remember that **eligibility and selection for the Start Smart Program is not an entitlement**. Priority will be given to applicants on a current EI claim but a number of other factors will also need to be considered. These include: does the applicant have the necessary funds available to start this proposed business or the ability to raise the financing, does the applicant have the appropriate skills or training needed for the proposed business, is there room in the marketplace for this proposed business or does the applicant have a great deal of local competition, potential for employment creation and does the business idea have a chance at viability.

What Financial Assistance Will You Receive?

Under the Start Smart Program, if you are receiving or are eligible for Insurance Benefits, you will continue to receive these benefits until your claim ends. At that time, you will receive support at a rate of \$320 per week for the duration of time you are on the Start Smart Program. (If your current EI benefit is less than \$320 a week, you will be topped up to the \$320 level while on the program.)

How Do I Apply?

1. Find a business opportunity. (Brainstorm several business ideas that seem to fit your own unique skills, talents and interests. Assess each idea for how much money it will take to start the business and your ability to finance or obtain the necessary capital.)
2. Meet with your local EAS Service Provider to discuss your Back to Work Action Plan.
3. Register for and attend the Self-Employment Program Orientation and Business Plan Workshop sessions.
4. Complete the Start Smart Application. Return the completed Application to Community Futures Development Corporation of Central Kootenay.
5. Attend an interview with Community Futures' staff if requested to do so.

Further Information

1. Start Smart contracts are for a maximum period of 10 weeks. At the end of the Start Smart program your business plan is the application for the Self-Employment Program and additional funding, workshop and counselling support for a maximum 42 weeks.
2. This is a competitive process, therefore approval for funding is not guaranteed.
3. When reviewing your Business Plan, the Self-Employment Committee will require letters of support from all local competitors and letters of intent from customers.
4. Applicants receiving Employment Insurance benefits must continue to seek employment per the requirements of the EI act until such time as contracts with Community Futures and Service Canada have been signed.
5. You are cautioned not to start your business until approval has been granted and you have signed appropriate contracts with Community Futures. If you start a business prior to approval, you run the risk of disqualifying yourself from your Insurance Benefits and eligibility for the Start Smart and Self-Employment Programs.
6. The Start Smart Program does not provide start up financing.
7. This application may be shared with Service Canada and the EAS Service Provider of your choice indicated in the application form.

Authorization to Disclose and Exchange Information

CLIENT CONSENT FORM

I, Client ID #
(First Middle Last)

authorize Service Canada, EAS Service Providers and the Community Futures Central Kootenay to disclose/exchange my personal information with regard to the following:

1. Confirmation of my eligibility for employment benefit programs offered by Service Canada;
2. My training, employment history, needs and EI Income support;
3. My progress and action plan;
4. Follow-up results to my return to work action plan;
5. Attendance at scheduled interviews and interventions for the aforementioned agencies.

The information disclosed/exchanged will be treated as confidential and will be used solely by:

1. The Community Futures Development Corporation of Central Kootenay to administer labour market programs and services;
2. Service Canada to evaluate employment and savings to the EI fund;
3. EAS Service Providers for administration of client case files.

**Signing this authorization is optional, however, refusal may affect your eligibility for programs and support services.*

Signature of Applicant:

Date:



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You are required to attend an assessment interview and to develop a Back to Work Action Plan with an EAS provider prior to your application being accepted for the Start Smart Program. Pages 1-3 of this application and a copy of your resume will be faxed to your EAS office and they will return your Back to Work Action Plan to Community Futures.

Which EAS office did you develop your Back to Work Action Plan with?

Kootenay Employment Services
(Creston area)

Ashland Training Centre (Castlegar,
Robson, Thrums, Tarrys, Glade area)

Kootenay Career Development
Society (Nelson, Kaslo, Salmo, Lower Slokan
Valley areas)

Outreach Employment Services
(Nakusp & Upper Slokan Valley areas)

First/Last Name: _____

Business Partner(s) Name(s): _____

Home Phone #: _____ **Cell or Toll Free #:** _____

Fax #: _____ **E-mail address:** _____

Mailing Address: _____

City: _____ **Postal Code:** _____

Applicant's Birth date: _____ **Applicant's SIN #:** _____

(day-month-year)

(If you are faxing in this application, please omit your SIN# in the fax transmission, but call your SIN# into the office (250) 352-1933.)

Are you:

Aboriginal

Disabled

55 years or older

Visible Minority

Displaced (out of work after working 5 or more
years in the same occupation)

30 years or younger

At the date of this application:

Are you applying for or receiving EI Benefits?	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
Have you had an EI claim in the past 3 years?	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
Have you had Parental EI in the past 5 years?	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
If currently receiving EI, is your claim:	Regular	<input type="checkbox"/>	Sick	<input type="checkbox"/>
Have you worked at all during this claim?	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
Are you currently working?	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
If on a sick or parental claim, do you have a job to return to?	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
If you're not receiving EI, are you currently working?	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
Have you been working at all since your EI claim ended?	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
If you have been working or you are currently working, please indicate average hours/week worked.				<input type="checkbox"/>
Do you owe the Government of Canada any money? (i.e., taxes or EI overpayment)	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
Do you owe or make payments on a Family Maintenance Order?	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>

1. Please write a brief description of your proposed business idea.

2. Have you attended the Business Plan Workshops offered by Community Futures?

Yes No

Dates of the Workshops _____

3. What skills or experience do you have that relate to your business idea?_____

4. Have you ever owned a business before? YES ✍ NO ✍

If yes:

✍ Please describe the type of business. _____

✍ How long did you operate the business? _____

✍ Where was the business located? _____

✍ Why are you no longer operating the business? _____

5. In what geographic location(s) do plan to market your business?

6. Who do you think your target customers will be?

7. List the Central Kootenay competitors you have within your defined market area.

8. For your business plan, the SE Committee requires that you contact 100% of your Central Kootenay competition to discuss the existing market and to get letters of support. Do you anticipate having difficulties meeting this requirement?

Yes No

Explain: _____

9. In your business plan, you need to demonstrate a personal investment of assets equal to a minimum of \$4,160. Please list the \$ value of items that you currently own that will be used in the business to form your personal investment.

Cash	\$	Tools	\$
Equipment	\$	Inventory	\$
Vehicle	\$	Supplies	\$
	\$		\$
	\$		\$
	\$		\$

10. Will you require a loan or line of credit to start your proposed business?

YES NO

Questions 11 - 16 are only applicable if you will require a loan or line of credit to start your business. If you do not require financing proceed to question 17 on Page 8.

11. What is the estimated total dollar amount of the financing you will need?

12. What will the loan or line of credit be used for?

13. Please indicate below the proposed or confirmed sources of the financing.

Source of Funds	Line-of-Credit \$ Amount	Loan \$ Amount	Application not Started (X)	Application Approved (X)
Community Futures Loan	N/A	\$		
Commercial Bank Funds	\$	\$		
Private Financing or Investors (including, family & friends)	\$	\$		
Other:	\$	\$		

14. Please complete the following Personal Net Worth Statement:

Assets	Amount	Liabilities	Amount
Cash		Loans	
RRSP's		Mortgages	
Stocks, Bonds, Mutual Funds		Taxes Payable	
Real Estate (Tax assessed value)		Credit Card #1	
Automobile #1		Credit Card #2	
Automobile #2		Vehicle Loan	
Personal & Household effects		Student Loans	
Other:		Other:	
Total Assets (A)		Total Liabilities (B)	
		Total Personal Equity (A - B)	

15. What will you offer as security to help you to obtain your loan?

16. Have you had credit problems or declared bankruptcy in the past seven years?

YES ✍ NO ✍

If yes, please provide details: _____

17. Why are you interested in being self-employed? (Number the three most important points, in order of priority 1, 2, 3)

	To be my own boss		To be independent
	To work irregular hours		To work at home
	To work in an area that I enjoy		To run a family business
	To earn a good income		To continue to care for my family while I work
	To get off employment insurance/social assistance		Other reasons:

18. What help would you need in order to become self-employed? (Check (✓) all that apply.)

	Training in how to start a business		Training in how to manage a business
	Training in a specific skill (explain):		
	Help in making business contacts		Help with building self-confidence
	One-on-one business counselling		Personal counselling (family problems, stress, etc.)
	Help in finding money for start-up costs		Child care assistance
	Continued financial assistance while starting a business		Bookkeeping
	Computer skills		Other reasons:

19. Please describe any other steps you have already taken to become self-employed:

20. What are your greatest concerns about starting a business?

20. What is the size of your household? Number of Adults _____

Number of children _____ Ages _____

If you have children under 12 at home, please describe your plan for childcare that will enable you to attend the training workshops and work the required 35 hours per week.

21. Do you have any other comments about starting a business?

22. List 6 words that people (who know you) would use to describe your personality to others.

_____	_____
_____	_____
_____	_____

23. List 6 words that you would use to describe your own personality to others who don't know you.

_____	_____
_____	_____
_____	_____

24. Do you anticipate any difficulties in attending Start Smart's 10 required workshop days in Nelson?

Yes No

If yes, list the difficulties you might face: _____

Please attach a copy of your resume.

Note: If you are not accepted into this Start Smart intake, your application will be shredded. You will need to submit another application if you are interested in applying to the next intake.