



APPLICATION FOR CONSULTING GRANTS FOR WOMEN ENTREPRENEURS	
Applicant	
Application Amount (maximum \$5,000)	
Consulting Grant Application	
Consulting Grant Application Details	
Application will be open until Thursday, December 10, 2020 at 4.30pm.	
<p>Completed Application Packages may be sent to Sarita Parmar via:</p> <ol style="list-style-type: none"> 1. E-mail to Sarita Parmar, Business Coach <saritap@cfdc.bc.ca> 2. Mail Courier to: Community Futures Fraser Fort George (CFFFG) 1566 7th Avenue Prince George, BC V2L 3P4 “Attention Sarita Parmar” 	
Consulting Grant Program Details	
The Program	
<ul style="list-style-type: none"> ▪ A grant up to \$5,000* will support women entrepreneurs in hiring a consultant with the specialized expertise required to pivot their business and become resilient in the new normal. ▪ This grant would be used as a ‘stand-alone’ for consulting services or may be used to leverage other resources such as the Northern Development Initiative Trust (NDIT) consultant rebate program or lending from financial institutions. ▪ The grant will be used to support professional services and cannot be used for purchasing equipment or renovations. <p><i>*Grant will be paid direct to the consultant for their services</i></p>	
Guidelines and Eligibility	
<p>The business must:</p> <ul style="list-style-type: none"> ▪ be an eligible business* woman owned and led ▪ be in operation for a minimum of 1 year ▪ be located in an area serviced by CF FFG ▪ have experienced a material adverse effect on business operations as a result of the COVID-19 pandemic <p><i>*An eligible business includes: sole proprietorship, partnership, corporation, social enterprise, or other similar organization, including non-profits so long as they have a social enterprise aspect that benefits the community</i></p>	

Ineligible Applicants

- any level of government, including and not limited to: Federal, Provincial, Municipalities, Regional Districts
- those requiring assistance with the cost of equipment or renovations
- retroactive projects are ineligible (applicants must apply and receive notification of approval prior to beginning the project)

Application Checklist (Review prior to submission!)

- Completion of the **“Creative Revenues”** module of **“Holy! Business Crisis! Now What?”**: [<https://cfdc.bc.ca/online-courses/>](https://cfdc.bc.ca/online-courses/) (*free of charge and approximately 3-hour time commitment*).
- Completed Application Form
- A detailed quote outlining the proposed scope of work, fees and timeline from a qualified consultant/service
- Satisfactory Financial Statements, such as:
 1. 12 Month Income Statement and Balance Sheet OR Statement of Business Activities (for Sole Proprietors)
 2. Year-to-date income statement and balance sheet
- 12 Month Cash Flow Projections with assumptions
- BC Business Registration
- Business License and Permits required to operate
- Government issued Photo Identification
- Other documents may be requested at the discretion of CF FFG



Organization Information	
Legal Name of Applicant	
Operating Name (if different than Legal Name)	
E-Mail Address	
Website	
Telephone	
Mailing Address	
Mailing City	
Mailing Province	
Mailing Postal Code	

	Principal Owner(s) of Business	Ownership %	Telephone Number	E-Mail Address
Principal 1				
Principal 2				
Principal 3				
Principal 4				

Other Organization Information	
Year Business Established	
Date operations commenced in CF FFG region (includes Prince George, Mackenzie, Valemount & McBride)	
Organization Type (Sole Proprietorship, Partnership, Corporation)	
Number of Employees (including owner(s))	
CRA Business Number	
OR GST Number (first 9 digits only)	
Incorporation Information, If Applicable	
Incorporation Type	
Incorporation Number	
In the Province of	
Date of Incorporation	
Primary Contact	
Note: The Primary Contact will be contacted for any follow-up to this application.	
First Name	
Middle Name	
Last Name	
Title	
E-Mail Address	
Telephone	
Cell	



Proposal Details
<p>Existing Operations</p> <p>Provide a description of your business/organization and its principal business line(s).</p>
<p>Project</p> <p>Describe the impact that COVID-19 has had on your business/organization?</p>
<p>How will a consultant/service provider with specialized expertise help pivot your business moving forward? (What will you have when consultant leaves?)*</p>
<p>What is the total cost of the proposal?</p>
<p>If the total cost of the proposal is greater than \$5,000, where will the other funds be coming from?</p>
<p>What is the timeline for the project (anticipated start and end dates)?</p>

*Please note all service providers will be asked to sign a service agreement outlining expectations and payment terms.

Applicant Acknowledgments	
Note: For the purposes of this application, Community Futures Fraser Fort George shall be referred to as "Community Futures"	
Authorized Official	
The application form must be submitted by a member of your business/organization with signing power/authority to enter into a legal agreement	
On behalf of the Applicant Business Organization, I hereby acknowledge and agree that: This application does not constitute a commitment from Community Futures for grant funding. By signing this form, you are granting Community Futures access to personal information under the Personal Information Protection and Electronic Documents Act (PIPEDA). The information will be protected and used in conformity with PIPEDA and the Privacy Act. Under these Acts, each Recipient has access to their personal information and has the right to demand any modification. This information will be maintained by Community Futures.	
Authorizing Official Contact Information – Official Signing Affidavit	
First Name	
Middle Name	
Last Name	
Title	
E-Mail Address	
Telephone	
Cell	
Signature	
Date	

The Consulting Grants for Women Entrepreneurs are provided with support of the Government of Canada through Western Economic Diversification Canada.

