



Fishing Loan Program



LIST OF ATTACHMENTS REQUESTED WITH THIS APPLICATION:

- Copy of Driver's License
- Copy of Birth Certificate
- Copy of T4 & Past year income tax return
- Partnership Agreement, if Applicable
- Leases, if Applicable
- Copy of Financial Statements for Last Three Years (if purchasing an existing business or are currently in business)
- Copy of Life Insurance Policy, if available
- Copy of Business Insurance Policy, if available
- Any Other Supporting Documents
- \$75 non-repayable application fee

Application
and
Guide for
Applicants

**Community Futures East
Interlake Inc.**

Box 1620, Gimli, MB R0C 1B0

Ph: 1-204-378-5106

Fax: 1-204-378-5192

www.eastinterlake.com

Introduction

The Community Futures East Interlake Inc. (CFEI) Fishing Loan Program is an initiative offering business loans to applicants starting or expanding their fishing business.

The program provides loans for fishing licenses at a rate of \$1.25 per pound of license weight. The program can also provide funds for equipment/supplies for the business. The lending rate will be based on Bank prime rate plus 3% - 6%, with a minimum base rate of 6%.

CFEI will only fund projects where applicant(s) have or are purchasing two (2) or more licenses. Youth (ages 18-29) are exempt from two license rule. Youth may apply for funding of their first license, provided they have all the necessary equipment in place.

For further information or assistance, contact the Community Futures East Interlake Inc. office at:

62-2nd Ave
Box 1620, Gimli, MB R0C 1B0
Phone: 1-800-378-5106/204-378-5106 Fax: 1-204-378-5192
Email: ezalevich@eastinterlake.com or tdziadek@eastinterlake.com
or dfridfinnson@eastinterlake.com

Web: www.eastinterlake.com

Community Futures East Interlake Inc. region includes: Town of Arborg, RM of Gimli, RM of Armstrong, RM of Rosser, Town of Teulon, Town of Stonewall, Town of Winnipeg Beach, Village of Riverton, Village of Dunnottar, Fisher River First Nation, Kinonjeoshtegon First Nation, RM of Bifrost, RM of Fisher, RM of Rockwood and a number of unorganized territories and northern communities.

This locally operated program is funded in part by the Government of Canada through Western Economic Diversification.

Eligibility Criteria

Who can participate?

You must:

- Be a Canadian citizen or legally entitled to work in Canada,
- Be a minimum of 18 years of age,
- Have an existing license (if over 30 years old)
- Have a strong desire to be an entrepreneur,
- Live in the Community Futures East Interlake region

Criteria:

- If the proposed business is a partnership, all partners must be eligible for the loan and all partners will be jointly and severally liable for the loan repayment,
- Only one loan may be issued to a business owned by more than one person.
- Community Futures East Interlake Inc.'s (CFEI) loan funds are to be used for ventures that would not proceed without CFEI's financial assistance. If an applicant(s) is able to receive traditional financing for the business, the business may not qualify for CFEI's loan funds.
- Applicant's viability will be assessed at the CFEI office. Based on the assessment, the applicant may be required to obtain a written refusal, in whole or in part, from a financial institution before applying for CFEI's loan funds.
- CFEI encourages partnership/joint lending. If you are approved financing elsewhere for your business venture but it is not the required amount, CFEI can accept applications for the additional dollars needed, up to its maximum financing.
- The maximum amount of financing that may be provided by CFEI to any single applicant or enterprise toward the fishing industry is \$50,000.00. The maximum total loans to the fishing industry as a whole are capped at \$50,000/fiscal year.
- Maximum amount that CFEI will fund per pound will be equivalent to Community Economic Development Fund's (CEDF) rate (currently \$1.25/lb).
- Applicant(s) must have no remaining funding available from CEDF.
- CFEI will only fund projects where applicant(s) have or are purchasing two (2) or more licenses. Youth Fishing Loan Fund is exempt from the two license rule—applicants in the youth program eligible for funding of first license, provided they have all necessary equipment already in place.
- The applicant must be willing and able to invest a minimum of 20% capital

in the enterprise. This equity contribution of 20% is mandatory.

- The venture must appear to have a reasonable expectation of economic viability. No grants or forgivable loans are permitted to be made by CFEI.
- The majority of jobs to be created must be filled by persons residing within the area of influence of CFEI.
- Interest rates will vary, depending on the amount of security provided for the loan (CIBC Prime plus 3% - 6%, minimum base rate of 6%.
- All applications for financial assistance will be analyzed for the number of jobs it will generate using a general guideline of one full time-equivalent job per \$15,000 to \$25,000 loaned.
- The applicant(s) shall adhere to all municipal, provincial and federal regulations with respect to business operations (environment, health, Canada Customs and Revenue Agency, Employment Standards etc.); and shall not hold the lender responsible for any lawsuits, complaints or penalties that may arise due to the client's failure to adhere to all the appropriate legislature and regulations.
- Receipt of the application does not constitute approval by CFEI. If the application is successful, the applicant will be required to execute all documents necessary to give CFEI the security requested and agreed to by the applicant as stated in the letter of offer.
- Financing applied for is funded by Western Economic Diversification. Representatives of that government department conduct regular reviews of the operations of CFEI and therefore will have access to information in the applicant's file.
- No loan will be made or considered to any individual who is currently under charge or investigation for any crime or offence and who as a result a potential judgment could become incarcerated, or to any client having serious financial delinquencies and/or outstanding collections.

Loan Process:

- Each Fishing Loan Application must be accompanied by a **\$75.00 application fee.**
- It will take 3 to 4 weeks to process your application. The responsibility of assessing and approving the application will rest with CFEI's Board of Directors.
- These documents will be reviewed by the Community Futures East Interlake Investment Review Committee, who will make the final decision on the application.
- There is no application deadline.
- Applications are reviewed on an on-going basis.
- The loan will be disbursed based on invoices or receipts.

Program Promotion - Although it is not mandatory for you to do so, any marketing materials that you use for advertising may state the following: *"This business has received a youth business loan from Community Futures East Interlake."* This promotion will help promote the program to other youth in the region, the concept of self employment, and that there is assistance available to make it happen.

What determines consideration for loan approval?

- Your effort in planning and running your business,
- Your application is fully completed and demonstrates potential viability,
- You demonstrate the desire and commitment to work hard and succeed in your business venture.

What can the loan be used for?

- Fishing License
- Start-up capital
- Leasehold improvements
- Equipment (other than vehicles)
- Inventory
- Working capital associated with running your business.

Hot to Apply?

Apply – Complete the loan application and business plan included in this booklet with a \$75 non-refundable loan application fee. Return these documents to the **Community Futures East Interlake Inc.** office at:

Box 1620, Gimli, MB R0C 1B0

Phone: 1-800-378-5106

**Email: ezalevich@eastinterlake.com
tdziadek@eastinterlake.com or
dfridfinnson@eastinterlake.com**

Repayment Requirements:

- Applicants who borrow funds must ensure that they repay their loan by the agreed date.
- Should you default on your loan after the repayment deadline, loan recovery proceedings will commence. Recovery proceedings include, but are not limited to, collection and sale of assets, and Small Claims Court.

For additional business resources, visit the Community Futures East Interlake East Interlake Inc. links on our web page at www.eastinterlake.com .

FISHING LOAN APPLICATION

Note: Complete one loan application per business.

Name: _____ Birth Date: _____

FFMC #: _____

Treaty #: _____

Band No.: _____

Fishing License #: _____

Lake Fished: _____

Year & Seasons Held: _____

Years of Commercial Fishing Experience? _____

Loan Amount Requested: \$ _____

Loan for:

- License _____ lbs/kgs
- Equipment
- Repair
- Other

Detail of what funds will be used for:

Name of Agent to whom fish will be delivered:

Summer: _____

Fall: _____

Winter: _____

PERSONAL INFORMATION

Note: A separate Information Sheet must be completed by each partner if the business will be operated as a partnership.

Surname: _____ Given Name(s): _____

Previous (Maiden) or Other Names: _____

Permanent Address: _____

_____ Postal Code: _____

Phone Number: _____ Cell Number: _____

Email: _____

Social Insurance Number: _____ D.O.B.: _____
mm/dd/yr

Are you eligible to work in Canada: _____

Driver's License Number: _____

Number of Dependants: _____

List all sources of income: (Please include a copy of your most recent T4 and your last three years of Income Tax Returns)

_____	_____
Source/Employer	Monthly Amount
_____	_____
Source/Employer	Monthly Amount
_____	_____
Source/Employer	Monthly Amount

Business Name: _____

Is your business name registered? _____ Yes _____ No

Type of business:

- Sole Proprietorship
- Partnership
- Corporation

BUSINESS PLAN

As a part of your loan application you are required to complete the following business plan and cash flow forecast. Assistance in completing the documents can be obtained by calling the Community Futures East Interlake office at 1-800-378-5106 to arrange for an appointment.

Business Summary:

Provide a description of your business.

Fishing Equipment:

Provide a description of your equipment. List each item giving age, condition, serial number, model number and value of each. Boats – give length, beam and depth and construction (wood, steel, fiberglass) and vessel license number.

Fish Storage Buildings:

Describe – Lakeshore installations, icehouses etc. (Give location, age, size, condition and value of each.

Operational Equipment:

Describe condition and value of nets, corks, leads, Anchors etc.

Regulatory Environment:

What insurance, government regulations, licenses, permits and other approvals apply to your business and have they been obtained? (Check with your local municipal office to ensure compliance to zoning, building and other by-laws which may be in effect in your area. You may also have to check with your closest regional Department of Environment office to ensure compliance and health standards.)

Financial Planning:

What will be your fixed monthly costs? (i.e. rent, phone, hydro, wages, etc.)
Fixed costs are there even if you sell no fish.

--

What amount of sales do you need to cover your monthly expenses to break even (not owe any money at month end)?

--

What is the amount of money you are bringing into the business? What is (are) the source(s) of the money? (Friends, family, personal account, etc.)

--

List and give values of other items (equity) that you already own and are bringing into the business (i.e. truck, trailer)

--

If your business is not as successful as you expected, and doesn't make enough money to pay off the loan, how will you repay the loan?

--

Determining Your Start Up Cost:

The following chart will help you determine how much money you need (your own or other resources) to start your business. Complete the following chart based on your research.

Start - Up Cost	
Start-up costs includes: renovations, leasehold improvements, signage, legal and accounting, installing software/computers/phones, purchase of inventory, purchase of equipment, first months operations etc.	
	\$
	\$
	\$
	\$
	\$
	\$
	\$
	\$
	\$
	\$
	\$
	\$
	\$
TOTAL	\$

Source Of Funds	
Where will you get the money from?	
Cash	\$
Other Equity	\$
	\$
Loan	\$
Other	\$
TOTAL	\$

Cash Flow Projections

CASH RECEIPTS (money you receive, including the money you are placing into the business)	Year One	Year Two	Year Three
Loan – CEDF			
Loan – CFEI/Other			
Personal Contribution (cash)			
Estimated Sales (Revenue)			
Other (specify): _____			
TOTAL CASH RECEIPTS - A			
CASH DISBURSEMENTS (money paid out)			
Purchase of Equipment			
Purchase of Quota			
Bank Charges			
Professional Fees (Legal, accounting, licenses, fees)			
Automobile			
Utilities (hydro, phone, etc.)			
Rentals (equipment, premises, etc.)			
Insurance			
Repairs / Maintenance			
Materials / Inventory			
Office Supplies			
Loan Repayment (Interest + principal)			
Wages and Benefits			
Owner Drawings			
TOTAL CASH DISBURSEMENTS - B			
NET Monthly Cash - C (A-B)			
Beginning Cash Balance (E of previous month, first month none) - D			
Ending Cash Balance - E (C + D)			

Assumptions To Your Cash Flow Projections

Explain in detail how you determined the numbers in your cash flow projections.

ITEM	DESCRIBE ITEM(s)	CASH RECEIPTS ASSUMPTIONS (Revenue)- Per pound price
Fishing License(s) Revenue		
Other		
		CASH DISBURSEMENTS ASSUMPTIONS (Expenses)
Purchase of Equipment		
Quota		
Bank Charges		
Professional Fees		
Automobile		
Utilities		
Rentals		
Insurance		
Repairs/ Maintenance		
Materials/ Inventory		
Office Supplies		
Loan Repayment		
Wages & Benefits		
Owner Drawings		

Other Assumptions And Calculations

1.
2.
3.

Cash Flow Projections - Explanation of Common Terms

Cash Receipts – Money you receive from all sources

Loan: The amount of money you borrow.

Estimated Sales: Estimate the total amount of money you expect to receive (Gross Revenue) when you sell your goods or services.

Other (specify): Money invested in the business from sources other than a loan.

Cash Disbursements - Money paid out.

Purchase of Equipment (Fixed assets) – Money you spend to buy equipment.

Bank Charges – Charges incurred to operate your business bank account.

Professional Fees – Accounting, business name registration, or special permits or licenses, etc.

Automobile – Business portion of vehicle expenses.

Utilities – Hydro, cell phone, etc.

Rentals – Equipment, premises, etc.

Insurance – Premiums you need to pay for business and liability insurance.

Repairs/Maintenance – Costs related to new or replacement parts to keep things in working condition.

Materials/Inventory – Purchases used to produce your product.

Office supplies – money spent on office and administrative expenses such as stationary supplies, an answering machine.

Loan Repayment – principal and interest payments due.

Wages and Benefits – wages paid to employees plus Employment Insurance and Canada Pension Plan deductions.

Owner Drawings – money you take out of the business to cover essential personal expenses.

Other Common Terms

Net profit / loss – Is the profit or loss resulting after paying all expenses.

Equity – The value of everything physical that you have put into the business that is paid for (equipment, vehicle, tools and supplies).

Various Items to Think About When Starting a Business

Here are a few items to check out when starting your own business. Make sure you research properly and know if they are necessary or not for your business!

- Registering the Name of the Business – Companies Office:
<http://www.companiesoffice.gov.mb.ca/index.html>
Phone: 1-888-246-8353
- Federal Taxes: Goods and Services Tax (GST), Federal Export / Import Tax
- Provincial Taxes: Retail Sales Tax
- Necessary permits or licenses which may include but not limited to municipal (call your municipality to see what is required of you), vendor, or health for food items / services.
- Applicable insurance: Types of insurance that might be required could be business liability, theft, vehicle. Contact your insurance agent.
- Hiring employees: You will require a Business Number and will be required to make deductions from the employees and submit deductions to the government. You may also require Worker's Compensation for your employees.
- Business Number: For payroll and GST.
- Open a business bank account under your company's name.
- Set up a bookkeeping system to monitor the progress of your business.
- Negotiate any lease agreements required for premises and/or equipment.
- Establish a network of mentors: banker, accountant, lawyers, entrepreneurs.
- Establish credit terms with suppliers (credit limits, payment terms, discounts and charges).

Authorization

Disclaimer

Receipt of the loan application **does not** constitute acceptance by Community Futures East Interlake. If Community Futures East Interlake accepts this application, the applicant agrees to execute all documents necessary to give the Community Futures East Interlake the security requested by it and agreed to by the applicant as stated in the letter of offer.

Authorization

I hereby certify that the information provided in this application is correct and permission is hereby granted for the Community Futures East Interlake to conduct a credit investigation now and/or in the future regarding this loan application and any subsequent loans.

In completing and submitting this document, the applicant(s) recognizes, acknowledges, and authorizes Community Futures East Interlake to use and share the information contained in this document with pertinent financial partners, investment board members, and other government agencies as required to render requested technical and financial assistance.

Community Futures East Interlake may from time to time give any credit and other information including any information on this form, to or receive such information from: (a) any credit or operating agency; (b) any person with whom the applicant may have or propose to have financial dealings; and (c) any person if in connection with any dealings the applicant has or proposes to have with the Community Futures East Interlake. I/we agree that the Community Futures East Interlake may use that information to establish and maintain the applicant's relationship with the Community Futures East Interlake and to offer any services as permitted by law.

Date: _____ Signature: _____
Name (printed): _____

Signature: _____
Name (printed): _____

IF THE APPLICANT IS INCORPORATED, AFFIX CORPORATE SEAL.

Contact Information

Please feel free to contact our office with any questions or concerns you may have regarding the completion of this application. Our staff will be pleased to assist you.



Community Futures East Interlake
Box 1620, Gimli, MB R0C 1B0
Phone: (204) 378-5106 **Toll Free: 1-800-378-5106**
Fax: (204) 378-5192

e-mail: tdziadek@eastinterlake.com (Tammy Dziadek, General Manager)
dfridfinnson@eastinterlake.com (Deanna Fridfinnson, Economic Development Coordinator/Self Employment Program)
ezalevich@eastinterlake.com (Eugene Zalevich, Economic Development Analyst)

Please visit our website at, www.eastinterlake.com for additional information and support.



Western Economic
Diversification Canada

Diversification de l'économie
de l'Ouest Canada

Canada

Statement

I, the applicant, am not an “interested person” in Community Futures East Interlake (hereinafter called CFEI) meaning:

1. A director of CFEI or a member of any committees of CFEI;
2. The spouse, child, sibling, or parent of a director of CFEI or a member of any committees of CFEI or a member of CFEI’s staff.

Declaration & Authorization

1. I declare that the attached pages are a true statement of my affairs, that there are no judgments or other actions outstanding against me, except those recorded herein, that all real estate is registered solely in my name, unless otherwise stated, that the information herein is provided for the express purpose of obtaining financial assistance from CFEI.
2. You are authorized to obtain any information you may require relative to this application from any sources to which you may apply and each source is authorized to provide you with such information. You are furthermore authorized to disclose, in response to direct enquiries from any other lender or Credit Bureau, such information on my loaning account as you consider appropriate, and I agree to indemnify you against and save you harmless from any and all claims in damages or otherwise arising from such disclosure on your part.
3. I understand that CFEI is not acting exclusively for me or my venture and that it reserves the right to provide financial and non-financial assistance to individuals or corporations which could be seen as my direct or indirect competition without further notice to me, as it may decide in its unfettered discretion.
4. I agree and consent to take responsibility for the payment of all charges relative to the preparation, execution, and registration of such documents as may be required by CFEI or its solicitors.
5. I have no other applications pending with CFEI, on my own behalf, nor on behalf of any affiliated, controlled or subsidiary company associated with me, whether by direct or beneficial share ownership.
6. The applicant confirms that he/she made best efforts to access funds from other sources.
7. **I have received and read the Lending Criteria for the loan fund I am applying to, and hereby understand all the conditions of the loan fund I am applying to, including fees and interest rates for the loan fund.**

Signature(s)

Date

IF APPLICANT IS INCORPORATED, AFFIX CORPORATE SEAL.

NOTE: FINANCING APPLIED FOR IN THIS APPLICATION FORM IS FUNDED BY WESTERN ECONOMIC DIVERSIFICATION. REPRESENTATIVES OF THAT GOVERNMENT DEPARTMENT CONDUCT REGULAR REVIEWS OF THE OPERATIONS OF CFEI AND THEREFORE WILL HAVE ACCESS TO INFORMATION IN THE APPLICANT’S FILE.

Interest rates and conditions for all loan funds are found in the *Lending Criteria* for each fund. Copies are available and/or included with this application. Please ensure that you receive and read the criteria for the loan fund you are applying for. All conditions, fees and criteria for the specific loan fund are included in the *Lending Criteria*.

Statement of Understanding

I understand and acknowledge that the Community Futures East Interlake ("CFEI") to whom I have submitted a loan application collects, uses and discloses personal information in connection with loan applicants for the following purposes:

- To determine a loan applicant's eligibility for a loan from CFEI and to process the loan application;
- To assess and update my creditworthiness on an on-going basis;
- To establish, maintain and manage CFEI's relationship with me as a client and to provide me with on-going services;
- To assist a loan applicant in applying for and arranging life insurance coverage in connection with a loan from CFEI;
- To provide me with information about products, programs, services, training resources and upcoming events that CFEI believes may interest me;
- To administer CFEI's services, to assess the quality and quantity of CFEI's services, to prepare and maintain adequate accounting and tax records, and to have information in such form as the CFEI may reasonably require for our business needs;
- To meet legal, regulatory and governmental requirements, (including the requirements of Western Economic Diversification Corporation Canada ("WD") as the funding source for CFEI) to detect and prevent fraud and to protect the interests of me, CFEI and WD; and
- To achieve any other purpose to which I have given my consent.

Privacy Consent

I, the undersigned, consent to the collection, use, retention and disclosure of personal information by CFEI for the purposes outlined above and on the basis outlined in CFEI's Privacy Code. In providing my consent, I understand that CFEI may collect personal information about me from credit reporting agencies, other financial institutions and from references I have provided. **I accept this as written notice to me of CFEI's intention to obtain credit reports and a personal investigation about me in connection with my loan application and, if approved, loan from CFEI.** I further understand that CFEI may use my social insurance number as an aid to identify me with credit reporting agencies and other financial institutions and I understand that CFEI may disclose my personal information to credit reporting agencies, to WD, and to others with whom I have contacted or made applications for financial assistance or have financial relations. I consent to CFEI retaining a copy of any and all information and documents, including any business plan, connected with my loan application and, if applicable, loan from CFEI, for such time as CFEI determines is reasonably necessary. I acknowledge that I may obtain a copy of CFEI's Privacy Code, which sets out further information regarding the collection, use, retention and disclosure of my personal information, by contacting CFEI or by logging on to www.cfmanitoba.ca. In the event that I obtain a loan from CFEI, I may consent to media publicity to profile me, my business and the loan provided by CFEI, through funding by WD. This consent, once obtained shall be valid for so long as my application and, if approved, my loan from CFEI, is outstanding.

Signatures(s)

Date

If loan applicant is incorporated, affix a seal

If personal information is collected about a spouse or co-applicant, then that individual must also sign.