

# Self Employment (SE) Program Overview For The West Interlake Region Of Manitoba

Program delivered by: **Community Futures**  West Interlake

## Summary

The SE program is a provincially funded program sponsored by Education and Training, Skills and Employment Partnerships. The program is delivered in the West Interlake by Community Futures WI (the service provider) and encompasses the municipalities of Grahamdale, West Interlake, Coldwell, St. Laurent, and Woodlands. The SE program assists eligible people to achieve economic self-sufficiency through the creation of their own jobs. The program provides participants with the training and supports necessary to start a business by offering business planning, self-employment/skills training, and individual consulting. Participation is subject to eligibility restrictions and availability of program funds. Participants are eligible for up to 52 weeks of business supports with up to 39 weeks of income support. The business must be launched by the end of the 13<sup>th</sup> week of participation in the program.

Skills and Employment Partnerships uses a one-to-one assessment process to help you decide whether self employment is right for you and to determine if you are eligible for the program. Skills and Employment Partnerships will refer you to the service provider who will evaluate your business concept and provide coaching in the development of your business plan. The completed business plan is reviewed by the Community Futures Investment Committee who either recommends or declines the business concept for SE program participation. Upon approval business supports as required are coordinated.

## Eligibility Criteria

Must be legally entitled to work in Canada, have a viable business idea and fit into one of the following categories:

- Have a current or previous Employment Insurance (EI) claim
- Employed individuals who are low skilled
- In receipt of Provincial Employment and Income Assistance (EIA) benefits
- An individual who is unemployed or about to lose your job

You must also:

- demonstrate that self employment is the most appropriate option for you;
- have a viable and feasible business concept; and
- be able to contribute equity towards the business (in cash or in kind) in the amount of 25% of the total EI benefits/living allowances you will receive during the program, up to a maximum of \$4,000.

You must not:

- have been funded for skill training within the past two years;
- have been funded by Skills and Employment Partnerships or Human Resources and Skills Development Canada (HRSDC) for the SE program within the past five years; or
- start your business or be deemed to be self-employed prior to being accepted into the SE program by Skills and Employment Partnerships.

## Eligibility and Conditions for Businesses

Your business must be:

- a Manitoba based venture residing in the West Interlake;
- a new business or an existing business in which you had no prior ownership/financial interest; and
- perceived as being suitable for public funding (does not exploit sex, religion, race or politics).

Your business must not be:

- controlled by someone other than the person receiving financial assistance through this program;
- a subsidiary of, or financially supported by another company; or
- a multi-level marketing business; or
- be in direct competition with an existing business in your market area.

### **Application and Approval Process**

- Contact Community Futures WI to discuss the SE program and to discuss what is involved in becoming self-employed. Inquiries will be provided with business start up information and resources.
- Contact Skills and Employment Partnerships to meet and complete the Self Employment Program Application form for review by Skills and Employment Partnerships to identify whether you are eligible to apply for the SE program.

Contact: Danielle Kirton, Career Development Consultant  
Skills and Employment Partnerships in Gimli at 204-642-6023

You are encouraged to research your business idea, but must not go beyond the research stage at this point. Upon Community Futures WI receiving confirmation of your eligibility to apply for the program from Skills and Employment Partnerships, Community Futures WI will provide assistance in your business plan development. Your business plan must evidence that your business will be a full time business operating a minimum of 30 hours a week and will be a full time viable business with sufficient revenue projections to support it. You will need to evidence that there is market potential for your business. Your business plan is reviewed by the Community Futures Investment Review Committee who either recommends or declines the plan.

The following are acceptable activities while you are awaiting approval:

- conduct market research.
- research information on licenses and permits, forms of business organizations, how to register your business name, taxes and duties, workers compensation contributions.
- produce items for demonstration purposes.

The following activities are not acceptable while you are awaiting approval and may disqualify you from the SE program:

- secure financing.
- purchase a business or a franchise.
- enter into a contract to purchase a premise or a property.
- obtain an Occupancy Permit, a Development Permit or an Authorization Clearance from the Zoning Branch.
- enter into a lease or take out an option to lease.
- buy or rent equipment specifically for use in the business.
- enter into contracts for supplies.
- sell goods or services connected with the business at any time before acceptance.
- advertise for staff and/or hire anyone for work.
- install a business phone line.

If you are approved for the SE program, you will be required to sign an agreement with the Province of Manitoba and with Community Futures WI to comply with the ongoing monitoring and/or training while on the SE program. For more information contact:

**Community Futures West Interlake Inc.**  
**Box 68, Ashern, Mb. ROC OEO at 1-888-496-8932**  
**Email: [admin@westinterlake.com](mailto:admin@westinterlake.com) Website: [www.westinterlake.com](http://www.westinterlake.com)**