

Please complete all sections.

SECTION A: PERSONAL AND BUSINESS INFORMATION

FREEDOM OF INFORMATION AND PROTECTION OF PRIVACY ACT

“This personal information is being collected under the authority of the MB4Youth Division of Manitoba Education Citizenship and Youth. The information will be used and may be shared with MB4Youth Division partners for the purpose of determining eligibility for the program, monitoring and accountability requirements, as well as research and evaluation purposes. These partners include Manitoba Agriculture, Food and Rural Initiatives, Manitoba Competitiveness, Training and Trade, and Manitoba Advanced Education and Training. As well, this information may be used to contact you in the future for follow-up and evaluation purposes. This personal information is protected by the Protection of Privacy provisions of *The Freedom of Information and Protection of Privacy Act*. If you have any questions about the collection, and use of this information, contact the MB4Youth Division: Laurie E. Unrau, Program Manager, at (204) 945-3556, Room 310-800 Portage Avenue, Winnipeg, Manitoba, R3C 0N4.”

I consent to the collection, use and disclosure of personal information as outlined above.

Signature Date

- 1. MR
- MS
- MRS

Surname Given Names

Present Mailing Address	No. and Street	City/Town	Province	Postal Code						

Home Phone No.	Work Phone No.	Fax No.	
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E-Mail Address

- 2. Are you a: Canadian citizen? Landed Immigrant? Other?

If other, please explain: _____

- 3. Are you between 18 and 29 years of age? Yes No Date of Birth

YY / MM / DD

Please include a photocopy of driver's licence or Birth Certificate to confirm date of birth.

- 4. Gender: Male Female

5. Social Insurance Number

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- 6. The following information is being collected for statistical purposes only.

Do you fall within any of the following Special Needs categories of the program?

- Yes No If yes, please check all categories applicable:
- Aboriginal Decent Income Assistance Recipient Other
- Disabled Visible Minority _____

OFFICE USE DOB Verified with _____ by _____ on _____

7. Please indicate your current or highest level of study.

High School grade 9 or less grade 10 grade 11 grade 12

Community College: year 1 year 2 year 3

University: year 1 year 2 year 3 year 4 year 5 or greater

Area of Study: _____
 Other Training or Courses: _____

8. Are you: *(Please check all that apply at the time application)*

- Not a student
- A full-time student
Taking 60% or more of a normal year's studies
- A part-time student
Taking less than 60% of a normal year's studies
- Unemployed
- Employed full-time (working 25 hours or more per week)
- Employed part-time (less than 25 hours per week)
- Farming
- Self-employed full-time
- Self-employed part-time

9. Please provide information on your most recent employment

Company Name: _____

Address: _____

Title: _____ Employed From: _____ To: _____

MM/YY

MM/YY

Responsibilities: _____

10. Legal Name of proposed business: _____

Operating Name (if different): _____

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Business Address No. and Street City/Town Province Postal Code

11. Please give a brief description of your business:

12. Is the business/organization currently in operation?

Yes No

NOTE: Businesses that are in full operation are not eligible to apply.

If no, please provide proposed start date: _____

If business is in operation, indicate start date _____

17. **Personal Assets and Liabilities** Please provide details of your current personal financial status as of the date of application to the Young Entrepreneurs program.

Assets		Liabilities	
DETAILS	VALUE/ AMOUNT	DETAILS	AMOUNT
Cash	\$	Mortgage(s)	\$
Liquid Assets (Stocks, Bonds, etc.)	\$	Credit Cards	\$
Real Estate (state name(s) of registered owners)	\$	Other loans outstanding (auto, personal, etc.)	\$
Vehicles/Automobile – state name(s) of registered owners	\$	Loans (other)	\$
Other	\$	Other	\$
<u>TOTAL ASSETS</u>		<u>TOTAL LIABILITIES</u>	
	\$		\$

SECTION B: CERTIFICATION

- A. I, _____, hereby declare that I am the Applicant, or the authorized representative of the Applicant business, named in the Personal and Business Information Section of the Young Entrepreneurs Application form.
- B. I certify that I have read and agree to the criteria, terms, conditions and requirements of this application form.
- C. I certify that all of the information given by me in this application is true and complete. I authorize the officers of the program to make all necessary credit investigations and provide the Partners with Youth program office with any relevant information. I have included with this application the business description, for which I am requesting program assistance, I understand that this and any subsequent information submitted by me and approved under Partners with Youth become part of this application.
- D. I understand that upon approval of this application, I agree to permit the program to audit the records of the business during the first year of operation.
- E. I understand that upon approval of this application the individual named in the Personal and Business Information Section of the Young Entrepreneurs Application undertakes to comply with all conditions as set out in this application.
- F. I understand that if the Applicant named in the Personal and Business Information Section fails to meet with any or all of the terms and conditions as set out in this application or has provided false / incomplete information to the Young Entrepreneurs Program, the Applicant shall, upon request by the Government of Manitoba, be required to repay all funds paid to the Applicant.

Name of Owner or Applicant (Please Print)

Position With Business

Address

Telephone Number

X

Signature

Date

SECTION C: BUSINESS PLAN OVERVIEW AND CHECKLIST

*Be advised that incomplete business plans **will not** be assessed.*

To ensure that all aspects of your business plan have been addressed, the program assessment committee requires that this overview sheet be completed and attached to your plan. Please ensure that you have included all of the following data and indicate the page numbers where data is located in your business plan.

For more information and resources on business plan development <http://cbsc.org/> and click on the Manitoba icon at the bottom of the page.

Executive Summary / Business Overview

- Have you determined what form of business structure (sole proprietorship, partnership, corporation or cooperative) your venture will take?
- Have you completed an implementation plan / schedule?
- Have you registered your business with the Companies Office?

Marketing Section

- Have you identified the trends in the industry?
- Have you identified your major competitors and detailed their strengths and weaknesses?
 - How long have they been in operation?
 - Where are they located and what products and services do they offer?
 - Have you considered the difference between direct and indirect competition?
- Have you identified your target market (*who are your customers and where are they located*)?
- What is the estimated size of your market in terms of territory?
 - Type of customer and consumer?
 - Price ranges for your product / service?
 - Have you quantified the size of the opportunity locally, provincially, nationally and globally (if applicable)?
- Have you compiled your demographic information?
- Why will customers prefer your product / service to that of your competitors? (*It is not enough to state that you will provide "better service"*)
- Please provide the results of the research (*surveys and other quantifiable data*) conducted that supports these assumptions about your customer base.
- What forms of advertising, promotion and publicity do you plan to use to market your business? Please detail all related costs.
- What amount do you plan to spend on advertising, promotion and publicity for your first twelve months of operations?

Operations and Management Section

- Have you listed your major suppliers (*locations and services / products offered*) and their credit terms?
 - Can you change suppliers easily if required?
- What are your overhead costs (*rent, utilities, taxes, licenses and permits, maintenance, equipment and machinery, vehicle, etc.*) that will be factored into your product or service pricing in order to cover general operating expenses?
- Have you made any provisions for warranty / servicing costs in your pricing?
- What is the average cost per unit for your product / service including all labour and other related overhead costs?
- Identify your facility requirements as to the size, location and type of premises.
 - Will your venture be home-based?
- Are there any special skills required to operate your business venture?
- Have you considered additional training or supports you might need to help you and your business to succeed? (*i.e. courses in accounting, management, marketing, IT, business advisors, etc*). Check out the YE Skills Development grant <http://www.edu.gov.mb.ca/youth/Employers/SkillDevelopmentYoungEntrepreneurs.html>
- Are patents, franchise obligations and agreements, trademarks and licensing agreements relevant to your business venture? If they are have you considered the financial implications?

Please note the following questions are related specifically to those ventures that are involved with manufacturing:

- What are the materials that will be used to manufacture your product or provide your service?
- What is the average cost of these materials?
- What is the average labour cost required to manufacture your products or provide your service?

Financial Section – *please be certain to include Notes to Financial Statements within your business plan.*

- Have you calculated your break-even point? (Go to <http://cbasc.org/> and click on Business Fact Sheets)
- Have you completed a pro-forma cash flow forecast for **Year One** and **Year Two** of operations?
- Research data and general assumptions used to determine your cash flow projections (*what was the logic based on when you determined your sales projections?*).
- Have you completed an Income Statement and Balance Sheet for **Year One** and **Year Two**?
- Have you completed a Profit and Loss Statement?
- Detailed your banking expenses and any other expenses related to financial and professional services used by your business (*accountant, lawyer, architect, etc.*)?
- Have you made provisions to provide yourself with a suitable salary or monthly draw (*owner / personal draw*)?
- Have you identified all costs, operating and capital, associated with the start-up of your business venture?
- Have you identified all assets and equity that will be used to start your business venture?
- Have you identified all sources of financing for your business venture?