

METIS WOMEN ENTREPRENEURSHIP (MWE) PROGRAM - APPLICATION

Program Purpose:

Louis Riel Capital Corporation (LRCC) provides commercial financing to help Metis-Women citizens start or expand businesses in Manitoba. This program offers up to \$20,000.00 in financing composed of a grant and loan.

Program Eligibility

- Businesses must be minimum 51% Metis & Women owned and controlled.
- Businesses must be headquartered in Manitoba and at least one Metis owner must be a Manitoba resident.
- Applicant(s) must have a minimum of 5% of total project costs in non-borrowed cash equity.

Please review all pages of this document before submitting an application. It is also recommended that you read the “Metis Women Entrepreneurship (MWE) Program Information Sheet”.

Any costs incurred before program approval will not be eligible for support.

Completed applications and general program Inquiries can be directed to:

- **Website:** www.lrcc.mb.ca
- **Address:** 340-150 Henry Avenue, Winnipeg, MB, R3B 0J7
- **Phone:** 204-589-0772
- **Toll Free within Manitoba:** 1-800-387-6004
- **Fax:** 204-589-0791
- **E-mail:** info@lrcc.mb.ca

Estimated Project Costs

Estimated Project Costs	\$
Capital Costs	
Equipment & Machinery	
Leasehold Improvements	
Vehicles	
Other (specify) _____	
Other (specify) _____	
Other (specify) _____	
Operating Costs (START-UPS ONLY)	
Rent (first 3 months)	
Insurance (first 3 months)	
Utilities (first 3 months)	
Inventory (initial purchase only)	
Other Working Capital Required (up to first 3 months)	
TOTAL CAPITAL & OPERATING COSTS	_____
Marketing Costs	
Advertising	
Website	
Signage	
Decaling	
Other (specify)	
TOTAL MARKETING COSTS	_____
Business Support Costs	
Bookkeeping (start-up only)	
Legal	
Other (specify)	
TOTAL BUSINESS SUPPORT COSTS	_____
Total Estimated Project Costs (should match page 2 of application)	_____

APPLICATION CHECKLIST

Please include all items listed below when submitting an application to avoid delays in processing your application.

Proof of Metis Heritage & Additional ID

- MMF Citizenship card, or letter from MMF Central Registry Office and Genealogy documents confirming Metis Heritage. – ***Each Metis owner must submit.***
- Additional Photo ID (Driver's License, Passport, etc.) – ***Each owner must submit.***

Proof of Minimum 5% Cash Equity

- All applications require that the owners will be putting in at minimum 5% of your **total project costs**.
- Bank/Investment Statements showing funds on hand for at least 30 days.
- If funds have recently been gifted to the applicant, a gift letter must also be submitted.

Confirmation of Canada Revenue Agency (CRA) Tax Filings and Income Tax payments (if applicable).

- CRA Notice of Assessments for previous 2 years. – ***Each owner must submit.***
- If income taxes were owing, proof of payment or current CRA Statement of Account must also be submitted.

LRCC Personal Statement of Affairs

- Separate LRCC form to be filled out detailing personal net worth. – ***Each owner must submit & spouse sign***

Void Cheque

- Void Cheque for account where proposed loan payments will be deducted.

Business Plan

- Details overview of current operation or start-up (Operations, Marketing, Industry, Project Costs, Financial Projections, etc.)
- LRCC Business Plan Template can be provided upon request.

Business Registration Documentation

- Sole Proprietorships: Business Registration documentation from Manitoba Companies Office
- Partnerships: Business Registration documentation from Manitoba Companies Office and Partnership Agreement (if applicable)
- Corporations: Articles of Incorporation and Shareholders Agreement (if applicable)

Resume (Start-up Only)

- Resume detailing employment history, training, certification, education, etc. – ***Each owner must submit.***

Financial Statements (Business Expansion Only)

- Sole Proprietors/Partnerships: CRA T2125 – Statements of Business Activities for at minimum last 2 years
- Corporations: Accountant Prepared Financial Statements for at minimum last 2 years.
 - Notice to Reader level or higher.

**** If you are a new business start-up and have not yet registered a business or opened a bank account you can do these after applying. ****