



Kluane Community Development Limited Partnership

Business Equity Matching Fund (BEMF) Application form 2025

Instructions

1. The Kluane Community Development Limited Partnership (**KCDLP**) Business Equity Matching Fund (**BEMF**) Application Form allows us to determine eligibility for support available for Kluane First Nation Citizens (**KFN Citizens**), through our funding support provided by the Kluane First Nation (**KFN**) Community Economic Development Services that includes support for KFN Citizen's Entrepreneurship and Business Development. Therefore, it is important that you answer all questions completely; use attachments if space is insufficient. Include any additional information that supports your proposal, such as business studies, market studies, financial statements and relevant industry information.
2. Before making a commitment to provide assistance, may require an assessment of the potential impact of your project on the environment. To minimize delays, you should submit with your Business Proposal a copy of environmental studies or any other available information concerning possible environmental impacts.
3. Please ensure that your BEMF Application Form is signed and dated.
4. Please submit the completed BEMF Application Form, including attachments, to the KCDLP delivery office nearest you (see below). Retain a copy for your files.
5. Before completing the assessment of your BEMF Application Form, a development officer will review the information in the document and contact you to discuss your proposal in more detail.
6. Following a review and discussion of the information provided, and depending on the nature of your application, you may be asked to supply a comprehensive business plan.

For more information

We provide a range of support, information products and services to KFN CITIZEN entrepreneurs and business organizations. For more information, please contact the KCDLP regional office nearest you, or visit www.kluanekcdlp.ca or email: admin@kluanecorp.ca

Region	Telephone
Burwash Landing	(867) 641-5081
Whitehorse	(867) 668-2333
Online, Email, Zoom, Teams, Facetime	(778) 669-2711

Information to assist you when applying to the (KCDLP) Entrepreneurship and Business Development Program

1. BEMF supports opportunities that help KFN CITIZEN firms grow in regional, national or international economies. Before completing your BEMF Application Form, we strongly recommend that you refer to the literature available from KCDLP so that you can discuss your project in detail.



Program materials are available at each of the KCDLP delivery offices listed on the previous page or online at www.kluanekcdlp.ca

Note: This material is provided for information purposes only. Specific questions concerning eligibility and program criteria should be discussed with a development officer.

2. In order to determine eligibility, and to assess your request for BEMF assistance, KCDLP is authorized to collect limited personal information, including the following:
 - We require documented proof of KFN CITIZEN ancestry of applicants to confirm eligibility for the program.
 - We collect the gender of applicants for statistical purposes only, to allow us to report on the demographics of our client base.
 - We collect the date of birth of applicants to establish their eligibility for youth entrepreneurial support and to facilitate the completion of a credit check that may be required as part of our assessment.
 - We collect the education/experience of applicants to help us assess their collective business and management experience.
 - We collect personal financial information of applicants to help us assess their ability to contribute capital and obtain commercial funding.

All information provided as part of this business proposal is subject to the provisions of the Access to Information Act and Privacy Act, and will be treated accordingly.

All personal information collected will be retained for six years from the project completion date and transferred to KFN Archives for selective retention. To access your information, please contact us.

3. If your project is approved for a financial contribution under the BEMF, it may be subject to other approvals from other sources of funds. This means that KCDLP will need to speak to other development officers or financial managers for more information.
4. KCDLP and its clients are required to adhere to the provisions of the KCDLP BEMF Policy as documented in a separate document:



A. Applicant Information

Applicant Legal Name	Business Operating name
Mailing Address	Business Address (if different from Mailing Address)
Telephone Number (Residence)	Telephone Number (Business)
Email Address	Facsimile Number

Ownership Information

Owner(s) Name	Ancestry (Please attach documentation) (Kluane First Nation Citizenship)	Gender (information for statistical purposes only)	Percentage of Ownership	Date of Birth (if applicable)

Education/Experience

For each owner, please attach a statement of education, training, employment history and management experience (Resumé).

Summarize below how the education/experience relates to this proposal.

B. Project Information

I am seeking assistance for one of the following (Check only one):

- | | |
|---|---|
| ☐ Support to start or acquire a business | ☐ Support for an existing business |
| ☐ Support for a youth entrepreneur | ☐ Support for an KFN business organization |

Please refer to our online information by visiting **www.kluanekcdlp.ca**

Description of the Project

What product or service will you be providing, or are you currently providing? Identify your current and/or target market and any existing competitors. Attach any additional information that helps support your proposal, such as business studies, market studies and relevant industry information. For advocacy projects (i.e., projects designed to improve the climate for Kluane First Nation Citizen Owned businesses), please outline the objectives, expected participants, timing, location, and any other significant information. The funding for advocacy projects is not intended for individual entrepreneurs or commercial ventures, but is available to business or sector organizations to support conferences, economic and sectoral research with widespread application, or other activities that promote KFN economic opportunities.

Is the Project located in the Kluane First Nation Community? (Information for statistical purposes only.)

- | | |
|------------------------------|--|
| ☐ Yes | If Yes – Name of Kluane First Nation Community |
| ☐ No | _____ |

Structure of Business (check only one):

- | | | | |
|---|--------------------------------------|--------------------------------------|--|
| ☐ Individual/Sole Proprietorship | ☐ Corporation | ☐ Partnership | ☐ Joint Venture |
| ☐ Other (Specify) | | | |



Estimated Project Costs and Financing

Please itemize major projected expenditures, and set out the proposed financing package. Total project costs must equal Total Project Financing. These are estimates only and are intended to provide KCDLP with information on the expected size and scope of your project.

Estimated Project Costs	\$	Estimated project Financing	\$
Business Planning		Minimum Applicant Cash Equity • 10% Minimum	
Capital			
Land			
Building			
Equipment		Entrepreneurship and Business Development Assistance	
Inventory			
Other (Specify)			
		Other Government Assistance	
Operating			
Insurance			
Utilities			
Other (Specify)		Commercial Financing	
Marketing		Other Financing	
Business Support			
Other (Specify)			
Other (Please Specify)			
Total Estimated Project Costs		Total Estimated Project Financing	

Sources of Commercial Financing

Please identify the contact person and telephone number of financial institutions, government organizations or others you have approached to finance this project.

Contact Person	Telephone Number	Organization

C. Other Information

Have you, or any business that you own or have previously owned, received financial assistance from the BEMF?

- ☐ Yes If yes, please describe.
☐ No



Are you applying to any other government programs for financial assistance for this project? If yes, please describe.

☐ Yes If yes, please describe.

☐ No

Are you approved for any other funding, or financial assistance?

☐ Yes If yes, please indicate to which department or agency and list amount(s).

☐ No

Have you already made any financial commitments for the project?

☐ Yes If yes, please list amount(s).

☐ No

Note: Any costs for which you have made a legal commitment prior to project approval will not be eligible under Entrepreneurship and Business Development.

Note: To be eligible for support, the applicant should be involved full-time with the proposed business in a management capacity.

When sending your completed BEMF Application, please ensure that you have included the following:

- ☐ Evidence of KFN Citizenship;
- ☐ Evidence of sufficient personal financial resources to undertake the project you are proposing;
- ☐ A resumé that highlights experience, training and/or education related to your business activity;
- ☐ For existing businesses, a copy of your most recent financial statements (up to three years, if available);
- ☐ Any additional information that supports your proposal, such as business studies, market studies or relevant industry information; and
- ☐ A copy of any partnership agreements or incorporation documents.

Note: Failure to provide these documents with your Business Proposal will cause delays in assessing your project.



D. Declaration

Note: Each applicant must sign and date this Business Proposal.

To the Board of Directors for the Kluane Community Development LP:

The statements herein and the attachments hereto reflect an accurate description and estimate of costs regarding the intended project.

I (We) authorize duly appointed representatives of the Board of Directors to obtain from and share with persons or organizations, public or private, any information necessary to complete the assessment of the project outlined in this Business Proposal.

I (We) certify that I am (we are) of the requirement for KFN Citizenship and/or represent a company that is majority-Kluane First Nation owned.

I (We) consent to KCDLP sharing my (our) name(s), phone number, and e-mail address with third party service providers (who are required to safeguard the handling of this information under the Personal Information Protection and Electronic Documents Act (PIPEDA) and/or the Privacy Act) for statistical, research and evaluation purposes for KCDLP's Business Development Program.

I (We) declare that if I (We) have used or are using the services of a lobbyist for the purposes of my (our) application for financial assistance, the lobbyist(s) is (are) in compliance with the Lobbying Act.

Signature	Date
Signature	Date
Signature	Date