



**MILLBROOK  
FIRST NATION**  
MILLBROOK EQUITY INCENTIVE  
INFORMATION COVERSHEET

(Please Print)

**Business Name and Address:** \_\_\_\_\_  
\_\_\_\_\_

Name of Principal(s): \_\_\_\_\_

Address: \_\_\_\_\_

Telephone: (\_\_\_\_) \_\_\_\_\_

Is this a new business? \_\_\_\_\_ (Y/N) Existing Business? \_\_\_\_\_ (Y/N)

If existing, years of operation: \_\_\_\_\_

Amount of Contribution requested \$ \_\_\_\_\_ (\* see guidelines)

Purpose of Contribution requested: \_\_\_\_\_  
\_\_\_\_\_

Other sources of funding obtained / approved:

Applicant's Equity: Cash \$ \_\_\_\_\_ Other: \_\_\_\_\_

Financing

Ulnooweg Development \_\_\_\_\_ (Y/N) Amount \$ \_\_\_\_\_

Bank? \_\_\_\_\_ (Y/N) Name and Address of Bank: \_\_\_\_\_

Amount \$ \_\_\_\_\_

Other contribution Received / Approved: \_\_\_\_\_ Amount \$ \_\_\_\_\_

Name of Agency: \_\_\_\_\_

\*Other information you wish to include may be forwarded on a separate sheet.

\_\_\_\_\_  
**Signature of Applicant (s)**

\_\_\_\_\_  
**Date**

## Millbrook Equity Incentive Guidelines

- Purpose** To assist band members in the start-up of a business or expanding/upgrading of an existing business.
- Terms** Non repayable grant, reimbursement of contributed equity by the applicant can be up to a maximum of 20% of the costs that are paid by the applicant. The contributed equity source can be cash/equipment or in kind assets and must be identified. This equity must be non-borrowed funds.
- Costs which other grants have been obtained to cover are not eligible. One application per applicable business.
- Maximum lifetime limit of \$ 2,000 per band member, this includes grants under the previous equity program.
- Eligible Expenses** Set up costs such as one time set up fees such as initial business registration, license fees, printing costs for advertising, business cards, invoices etc.
- Purchase of fixed assets such as buildings, real estate, equipment, computers, software and furniture etc.
- For equipment contributed to the business (in kind contribution) by the applicant must be supported by a valuation of equipment this can be a formal valuation or copy of advertisement for similar equipment that has been recently purchased. (EBay, Kijiji etc.)
- Receipts/invoices identifying assets purchased and supported by proof of payments, cash, cheque, Visa etc.
- Expenses Not eligible** Expenses that are not covered include automobiles costs, inventory purchased for resale, goodwill, trademarks or other intangible assets

## **Requirements**

Business must be registered with the Registry of Joint Stocks  
If project financing has been approved by a lender or another party  
please enclose a copy of the terms letter or offer to finance.

### **New Business**

Requests under \$ 750.00 (equity injection up to \$ 3,750) should  
have a preliminary business plans explaining the opportunity, list of  
costs, equipment required, sources of funds equity, financing (if any)  
and projected financials statements. These can be hand written format.

Requests over \$ 750.00 to \$ 2,000.00 (equity injection from \$ 3,750 to  
\$ 10,000) should be accompanied by a formal business plan covering  
such topics as business description, listing of project cost and  
financing including source of equity contribution, a brief industry and  
market analysis, promotion/marketing outline, operations and  
environmental issues(if any), a timetable for implementation.  
Financial projections for the first 3 years are also required.

### **Existing Business**

A copy of the latest financial statements and a copy of the current,  
registry of Joint Stock registration as well as information referred to  
above.

## **Information Cover sheet**

Please be forwarded to

Terry French  
Director Commercial Operations  
Millbrook First Nation  
P.O. Box 634  
Truro, Nova Scotia  
B2N5E5  
Telephone: (902) 897-9199  
Fax :( 902)893-4785  
Email: [tfrench@eastlink.ca](mailto:tfrench@eastlink.ca)

Millbrook reserves the right to reject any application for a start –up or expansion upgrading business equity incentive grant if

1. There are or could be serious environmental concerns with the businesses operations;
2. The business activity/actives are dangerous to or present a real potential danger to the public;
3. The business conflicts with an existing Band operated business or a business in which the Band is a partner or shareholder of;
4. The business is one that does not meet the Bands ethical standards;
5. The business does not meet the Bands construction design standards for the area proposed for its location; and
6. Any other matter the Band considers may in any way be harmful to Bands image or reputation.