



INDIGENOUS BUSINESS INCUBATOR APPLICATION FORM



APPLICATION PROCESS:

- 1) Complete the following forms and submit them to ibi@capilanou.ca:
 - a. Eligibility Form
 - b. IBI Application Form
 - c. Updated Resume
- 2) Your application and support documents will be reviewed by the IBI Advisory Committee.
- 3) Virtual interviews will be scheduled with applicants.
- 4) Those selected for the program will be contacted by May 1st and provided with further program details.

Before you apply, please ensure you are eligible (see page 5 for more details). We are committed to keeping you informed and even if your application is unsuccessful, we will let you know.

Use this checklist to ensure you have completed all segments of the application:

- Declaration of Indigenous Identity (page 3)
- Waiver Form (page 4)
- IBI Eligibility Form (page 5)
- Indigenous Business Incubator Application Form (page 6 – 9)
- Supporting documents (ex: resume, etc.) attached separately



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Contact Information

First Name: _____

Last Name: _____

Preferred Last Name: _____

Pronouns: _____

Date of Birth: _____

Street Address: _____

City/Town: _____

Province/Territory: _____

Postal Code: _____

Phone: _____

Email: _____

Emergency Contact

Name: _____

Relation: _____

Phone: _____



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Declaration of Indigenous Identity

The purpose of this form is to collect data and information regarding Indigenous identity, which will better support Indigenous Business Incubator clients and support Capilano University's commitment to Decolonization and Indigenization. Please fill out the form below and sign before submission.

First Name:	Last Name:
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Indigenous Nation:

Indigenous Ancestry (please select one):

- Status/First Nations of Canada

Status Card Number: _____

Community Name: _____

Province or Territory: _____

- Non-Status/First Nations of Canada

Non-status please contact the Program Coordinator to discuss eligibility and required supporting documents.

- Métis

Métis Citizenship Number: _____

Community Name: _____

Province or Territory: _____

- Inuk

G.I.C Number: _____

Community Name: _____

Province or Territory: _____

Registered Band/Nation/Community Contact:

Name: _____

Email: _____

Phone: _____



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Indigenous Identity Waiver Form

I, _____, hereby authorize the Indigenous Business Incubator (IBI) and Capilano University to confirm my information regarding enrollment and connection to Community using the information provided above. I understand that any information released will be held in confidence by the IBI and Capilano University.

I, _____, declare that the information provided in this section is up to date and filled out correctly to the best of my knowledge.

I, _____, understand that any false or misleading claims will automatically dismiss my application.

Signature

Date



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Eligibility Form

The Indigenous Business Incubator is for early-stage Indigenous artists and creators to test your ideas within a Lean Business Plan framework and to be mentored while you launch your new business. The program is unique as it emphasizes Indigenous ways of knowing and being in a modern ecosystem.

Eligibility Requirements:

- Indigenous Ancestry
- Resident of BC
- Have a business idea related to the arts
- Access to a printer/scanner, computer or tablet and reliable internet access

Address of Business:
Will your business be majority Indigenous owned & operated (51% or higher)? <input type="checkbox"/> Yes <input type="checkbox"/> No
If your business is currently in operation, how long has it been operating for?
Will this business be for-profit? <input type="checkbox"/> Yes <input type="checkbox"/> No



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1. Tell us about your business. (500 word maximum)

2. Will your business be wholly owned by you or are you planning to have partners?

Wholly owned by myself

I will have partners



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3. What is your sector / industry?

- music
- film
- fashion
- textiles
- writing
- printing/publishing
- visual arts
- graphic design
- live performances
- health/wellness products
- other: _____

4. How would you describe your business activities or business model?

- manufacturing
- retail
- hand-made crafts, specialty gift products
- jewelry (beaded, silver, gold, other)
- on-line
- store
- wholesale
- health/wellness products
- art: painting, prints, carving, metal
- consulting service
- other: _____



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5. Please indicate the stage you are at:

- Idea Stage
- Have developed products
- Have started offering my services
- Selling to friends and family
- Participated in craft fairs and/or trade shows
- Set up my point of sale
- Established an online presence (Facebook, Etsy, etc.)
- I have chosen a business name
- I have opened a bank account
- I have applied for or have already received funding for my business

6. Please share key areas (up to 5) where the Indigenous Business Incubator can help your start-up.

- Registering business name
- Explain the steps to business start-up and launch
- Provide information on taxation
- Identify where to find funds to cover business start-up costs
- Banking advice
- Promoting and Marketing ideas
- Day to day business operations
- Website development
- Policies and procedures
- Intellectual property
- Business Planning
- How to price my products/services
- Packaging and Shipping tips
- How to prepare for a trade show
- _____
- _____
- _____



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7. How did you hear about us?

- Search Engine
 - Social Media
 - News
 - Referral
 - Other _____
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Thank you for your application!

If you have any questions or experience difficulty accessing the forms or attaching support documents please contact the Program Coordinator, via email: ibi@caplanou.ca