



First Nations, Métis and Inuit Co-operative Development Program

Application Guide

This guide is designed to help you fill in the application form to apply for a grant from the First Nations, Métis and Inuit Co-operative Development Program.

This program is designed to support co-operative projects in First Nations, Métis and Inuit communities interested in examining whether the co-operative model could be used to help deal with pressing economic, social, cultural or environmental needs. We can also support expansion projects from existing co-operatives.

A Steering Committee composed of representatives from Arctic Co-operatives Ltd., the Assembly of First Nations, Canadian Co-operative Association, the National Association of Friendship Centres, and the Inuit Tapiriit Kanatami will select the successful applications.

Here is some information to help you fill in the form. Please note that every field on the application form can be expanded if required.

- 1. Name of the project** – Please use a name that shortly summarizes your idea.
- 2. Name of the applicants** – Please use the name of the organizations that will be managing the grant and signing the contract. We need incorporated organizations such as a band, a tribal council, friendship centre, an existing co-operative or a provincial co-op organization to manage the funds on behalf of the group that is examining the co-op idea or on its own behalf. A name of a contact person for each organisation is needed.

We strongly urge to have two applicants – one Aboriginal Organisation and one [Co-operative Development Organization](#).

- 3. Community to be served** - Tell us a bit about the community that will benefit from the co-op. If it is a group within a community such as youth, mothers, artists or fishers, also tell us about them.
- 4. Description of project** – There are five sections to fill in that will provide us with information on your project.

Background and history is about what led up to starting this project and what you have done to date. Have there been community consultations or discussions about the co-op idea?

Needs to be met by the co-op describes unmet needs that a new co-op will fill. *Examples are creating jobs, marketing products or services, providing cheaper food and supplies, or providing financial services.*

The co-op idea describes what the co-op will do, the services, members, location, and mission.

The co-op group describes who is involved to date. New co-ops need a group of people who will work to plan the new co-op. Is there a group of potential members of the co-op? Is there a committee, working group, or steering committee?

Goal(s) of the project are what you plan to achieve during the short term project for which you are requesting funding.

Examples: Prepare a feasibility study for a food co-op in a community. Examine the potential for using a co-operative business to operate a community radio station. Hold a workshop on co-operatives for our tribal council. Develop a marketing plan for selling our craft products (after feasibility study). Train and mentor new co-op board of directors.

5. Project Work Plan – Fill in the table about the project activities, results, time frame and who will undertake the work. Use the separate sections to list each step in your project. Delete the rows you do not need.

Activities that qualify for funding include:

1. Visits of co-op experts such as a co-operative developer or people from a provincial co-op association or existing co-op to your community to examine the potential for your co-operative.
2. Visits of members of your project group to meet with and see an existing co-operative or credit union that is similar to your co-op idea.
3. A training session on the basics of co-operatives, the process of starting a new co-op, roles and responsibilities, membership, governance, and financing.
4. A pre-feasibility study to identify whether the co-operative or credit union could be financially viable
 - Analyze the community situation and the issues the co-operative would address
 - Define the co-op – its mandate, services, and membership/ownership
 - Examine the co-op's market potential, looking at potential customers, competition and the general industry
 - Examine the willingness of community people to plan and join the co-op
 - Define operational requirements and start-up costs
 - Develop pro forma profit and loss statements
 - Evaluate the project's potential to attract the minimum number of members required
 - Evaluate if the co-operative is the best legal framework to use or if the kind of co-operative selected is the most suitable.
 - Identify available technical and financial assistance.
5. A feasibility study which would examine in greater detail:
 - A description of the co-op and its products or services
 - Market and industry trends
 - Target markets and potential customer response to the products/services
 - Competition
 - The costs of production of the goods and services to be marketed
 - Operational requirements such as space, equipment, insurance and staff
 - Financial projections including pro forma profit and loss statements, start-up costs, and cash flow
 - Co-op structure and organization
 - Support for the co-op in terms of potential members and other partners

- The cost and benefits of setting up the co-operative
- The risks and opportunities of setting up a co-op or credit union
- The sources of funding for setting up the co-operative
- The next steps

6. A marketing study or other in-depth work to enable the co-op to proceed

7. Training or mentoring new board members or staff

Please contact us if you have other ideas for activities to see if they would be acceptable.

For the **timeframe**, use dates (starting at the beginning of the next fiscal year i.e. April 1) or weeks to undertake the activity or task.

We highly recommend using a co-op developer or other co-op experts to carry out contracted work. We will help you find people who have the experience and qualifications.

- 6. Partners and Supporters** – You may have a partner to help with your project such as a band council, community group or another co-op. It is acceptable to not have a specific partner. Please list the name of your partners and attach letters of support stating what they will do.
- 7. Grant Request** – the amount of funding you are looking for from this program. Requests can range from \$5,000 to 50,000. To date the Steering Committee has provided the smaller amount for examining a new idea and a larger amount for the next stage of co-op planning.

It is possible to return for additional funding to undertake additional work on the same co-op idea.

8. Budget for the project –

Revenue - please include the money you are applying for and other sources of revenues for this project.

Also indicate any in-kind contributions partners might be making such as voluntary labour or services such as accounting.

Expenses – state what it will cost for each aspect of your project such as co-op developer, travel, or community meetings. Add categories as needed.

9. Other comments/ additional information

Add any information that will help us better understand your project.

11. Attachments

List all attachments such as letters of support from partners and confirmation of additional funding sources.

Assessment Criteria	
Here are the aspects that will be assess	
<u>Qualitative criteria</u>	
- Overall project potential	- Impact of the project on the community
- Impact on the reduction of poverty	- Involvement of a Co-operative Development Organization / Co-op Developer
<u>Quantitative criteria</u>	
- Number of jobs created or maintained	- Income from other sources (leverage effect)
- Number of people trained	- Number of supported co-operatives

Please send the completed application form for the First Nations, Métis and Inuit Co-operative Development Program to the following addresses:

By email dev@canada.coop

By post First Nations, Métis and Inuit Co-operative Development Program
Co-operatives and Mutuels Canada
400-275 Bank Street
Ottawa, ON
K2P 2L6

If you require help filling in the application form, please do not hesitate to email or contact us at:

First Nations, Métis and Inuit Co-operative Development Program
Canadian Co-operative Association
400-275 Bank Street
Ottawa, ON K2P 2L6
Tel: Michaël Béland, Manager of Co-operative Development at (613) 238-6711 ext. 204
Email: fnmi@coopscanada.coop