

Self-Employment Assistance Program Guidelines

www.tewa.ca



1.0 Purpose and Objective

The purpose of this document is to provide information on eligibility and benefits of the Self Employment Assistance Program (SEAP) of the Employment and Training Services division of Tewatohnni'saktha.

It should also be recognized that the decision to approve projects is a function of budgetary and available financial resources.

Program Coordinator: Coreen Delormier, Workforce Development Officer
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Objectives/Description

The Self Employment Assistance Program is intended to provide new self-employed clients with financial support in the first year of operation of their new business.

The objective of the program is to support and encourage the client to focus on the success of their new business by providing a monthly allowance.

Business owners will report monthly on the activities of their business to ensure accountability but moreover to allow Tewatohnni'saktha to monitor and assist the business if needed.

2.0 Benefits (6 months with a possible extension up to a 12-month period)

Allowances (weekly)

Single	\$150.00
One dependent	\$204.00
Two dependents	\$218.00
Three dependents	\$230.00
Four or more dependents	\$243.00

Dependent: The biological child (or children) or legally adopted child (or children), legal guardian or foster child (or children) under the age of eighteen (18) years of the E&T client and residing with the client. The E&T client must provide a birth certificate(s) or legal documentation as proof for the child (or children). Only one person can claim a dependent(s). Exceptions to this definition may be granted by the Board of Directors upon application by the client. Such applications must take the form of a letter to the Board and it must be accompanied by all documentation to support the request for recognition of the dependents being claimed.

E&T Childcare Allowances: With children who are not attending school (below Grade 1 or 6 years of age or less):

<u>weekly rate</u>	
1 child	\$25.00
2 children	\$50.00
3 children	\$75.00
4 children	\$100.00

- If a participant's spouse or partner is unemployed, the participant will not be eligible for child care allowances.

- The childcare allowance will be payable only upon receipt of payment from a recognized childcare facility unless alternative childcare arrangements have been authorized for reimbursement by the Director in advance.

3.0 Criteria for Eligibility

To be eligible for financial assistance under the Self-employment Assistance Employability Program, a client must adhere to the following criteria:

- a) The business must be a new start up in the first year of its operation and generating revenue.
- b) Must be recognized by the Registrar's Office of the Mohawk Council of Kahnawà:ke, or be listed on the National Registry for the Mohawk Band of Kahnawà:ke.
- c) Must not have an interest in another existing business.
- d) Must not be receiving any income other than revenue from the business in question.
- e) In the event of a partnership, the individual applying for assistance must provide verification of 50% or more ownership of the business. In the event of a family owned business only one person shall be eligible for financial support.

4.0 Ineligible Businesses

- a) A business controlled by someone other than the individual applying for financial assistance
- b) A business where revenue is mainly from commission

5.0 Training

Clients who are partaking in the Self-Employment Assistance Program (SEAP) and would like to further develop their skills are eligible for financial assistance for short-term trainings/courses/workshops.

- a) SEAP client is expected to contribute 20% towards the cost of their training measure
- b) Employment & Training will contribute the balance, to a maximum of \$500 per annum.
- c) Training must be directly related to the primary functions of the business (i.e. taking a QuickBooks training to aid with financials).

6.0 Ineligible Applications

Tewatohnhí'saktha Employment and Training Services division will not consider the following applications:

- a) Applications from individuals who have participated in the Self Employment Assistance Program within the last four (4) years.

- b) Application from business owners who have taken over an existing business in which the previous owner participated in the Self Employment Assistance Program.
- c) Applications from individuals who are under penalty, or in debt with Tewaohnni'saktha.

7.0 Application Procedures (General)

A client who wishes to receive financial assistance from Tewaohnni'saktha under the SEAP must register, fill out and submit the required application. Clients must receive written approval from Tewaohnni'saktha before proceeding with any type of activity related to this program.

8.0 Client Obligations

It is the responsibility of the client to fulfill all obligations and requirements placed upon them while receiving support from the Tewaohnni'saktha Employment and Training Division. Furthermore, a client must:

- a) Complete all required documentation requested by the Employment and Training Division.
- b) Submit signed monthly progress reports to the Employment and Training Division.
- c) Agree to work full-time, a minimum of 35 hours per week, on the business while receiving financial assistance.
- d) Be available for a minimum of two site visits during the duration of the contract.

9.0 Selection Process

A selection committee will evaluate and prioritize applications and reconcile with funding available for the program. Applications will be scored on the content of the application, quality and completeness of the application requirements

Criteria is weighted based on:

- a) The businesses potential for growth;
- b) The social acceptability and responsibility of the business;
- c) The applicant / business owner's training and background in the industry / field;
- d) The personal / financial investment into the business
- e) The Business Plan;
- f) Has the Entrepreneur Course / Business training completed or in progress;
- g) Has the business explored and accessed other programs and services;
- h) If the business is a creative and innovative new business.

Applications are available on www.tewa.ca or can be picked up at Tewaohnni'saktha.
Deadline to apply: Thursday, September 28st, 2017 at 4 p.m.

Send applications and all supporting documentation to the attention of:

Coreen Delormier, Workforce Development Officer

email to: coreen.delormier@kedc.biz,

P.O. Box 1110

3rd Floor Business Complex

Kahnawake Qc J0L 1B0

Tewatohni'saktha 3rd Floor Business Complex

Applicants will be notified of the status of their application by October 6, 2017.