



SEAP

SELF EMPLOYMENT ASSISTANCE PROGRAM

PROGRAM GUIDELINES

2024-2025



TEWATOHNHSAKTHA

Table of contents

Program Objective	2
Program Benefits	3
Program Benefits	4
Eligibility	5
Ineligible Businesses	6
Application Procedure	7
BSO Referral Criteria	8
Approval	9
Contact Information	10

Program Objective



Tewatohnhi'saktha's Self-Employment Assistance Program is intended to further the economic development of Kahnawà:ke by providing newly self-employed individuals with financial support in the first year of business operations. The objective of the program is to support those who wish to pursue entrepreneurship as a career and encourage them to focus on the success and stability of their new business.

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

It should also be recognized that the decision to approve projects is based on available financial resources.



Program Contact:

Kristy Kennedy

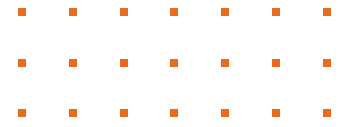
Business Services Officer
Kristy.Kennedy@kedc.biz
(450) 638-4280 ext. 244

or

Otiohkwano:ron Montour

Junior Business Services Officer
Otiohkwano:ron.montour@kedc.biz
(450) 638-4280, ext. 247

Program Benefits



Benefits

The Self-Employment Assistance Program benefits include monthly allowances, childcare assistance (if applicable), as well as Mohawk Self Insurance. Monthly allowances are issued by cheque once per month and require monthly activity reports.

Allowances

Monthly Allowances

Students of the Builders of the Future Program benefits will be entitled to monthly allowances, childcare assistance (if applicable), and materials and toolkits. Monthly allowances are issued by cheque once per month and require full-time attendance in the Program.

- Single \$1,200.00
- 1 Dependent \$1,300.00
- 2 Dependents \$1,480.00
- 3 Dependents \$1,655.00
- 4+ Dependents \$1,705.00

Program Benefits



Childcare



Childcare Allowances

Childcare allowances may be claimed by students who have dependent(s). A dependent is defined as the biological child (or children), legally adopted child (or children), legal guardian or foster child (or children) under the age of 18 and residing with the client. The client must provide a birth certificate(s) and/or legal documentation as proof for the child (or children).

Only one person may claim the dependent(s). Exceptions to this definition may be granted by the Board of Directors upon application by the client. Such applications must be in 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. Spouses, regardless of employment status, cannot be considered dependents.

In order to be eligible for the weekly childcare allowances, children must be six (6) years of age or less, or below Grade One. 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 of Workforce Development in advance.

The following are the Childcare Allowance Rates:

- One Child \$40.00
- Two Children \$80.00
- Three Children \$120.00
- Four Children \$160.00

Eligibility Criteria



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

Criteria

- The business must be in its first year of operations and generating revenue;
- Must be an active Business Services client and receive a referral for the Program from a Business Services Officer;
- The client 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;
- The client must not have an interest in another existing business;
- The client must not be receiving any income other than revenue from the business in question;
- In the event of a partnership with a non-Kahnawakehró:non, the individual applying for assistance must provide verification of 50% or more ownership of the business. Exceptions may be made at the discretion of Workforce Development to fund up to two (2) persons per business for the SEAP; and,
- In the event of a family-owned business, only one person shall be eligible for financial support.

Ineligible Businesses



Businesses

The following situations demonstrate businesses that are ineligible for the Self-Employment Assistance Program:

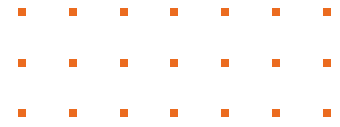
- a) A business controlled by someone other than the individual applying for financial assistance; and,
- b) A business where revenue is mainly from commission.
- c) A business that is still in the research and development phase.

Applications

Tewatohnhi'saktha's Workforce Development 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 Tewatohnhi'saktha.

Application Procedures



A client who wishes to receive financial assistance from Tewatohnhi'saktha under the Self-Employment Assistance Program must:

1 Meet with BSO

Set up a meeting with designated Business Services Officer and receive a referral for the program;

Should the client not already have a Business Services Officer, they must contact reception and request to be assigned to one.

2 Application Form

Complete an application form and write a letter of request to the Workforce Development Committee stating the need for the Self-Employment Assistance Program;

Online applications for the Self-Employment Assistance Program are available at Tewa.ca/seap.

BSO Referral Criteria

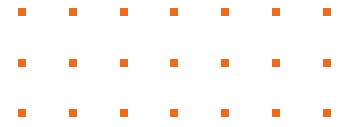


Criteria

The Tewatohnhi'saktha Business Services Officer will evaluate the client's request based on the following criteria:

- a) The businesses potential for growth;
- b) The social acceptability and responsibility of the business;
- c) The applicant's training and background in the industry/field;
- d) The applicant's personal/financial investment into the business;
- e) The business plan;
- f) If the applicant has the completed the Tewatohnhi'saktha Entrepreneur Course or similar business management course/program;
- g) If the applicant has explored and accessed other programs and services;
- h) If the business is creative, new and innovative.

Approval



Obligations




It is the responsibility of the approved client to fulfill all obligations and requirements while receiving financial support from Tewaohnhi'saktha's Workforce Development. The client must:

- a) Complete all required documentation requested by the Business Services Officer;
- b) Submit signed Monthly Activity Reports to the designated Business Services Officer;
- 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 (2) site visits during the duration of the contract.

Contact Information




Kristy Kennedy Business Services Officer

 (450) 638-4280 ext. 244

 kristy.kennedy@kedc.biz


 www.tewa.ca

 P.O. Box 1110, 2 River Road

3rd Floor – Kahnawà:ke Business Complex


Kahnawà:ke Mohawk Territory, Qc J0L 1B0

Otiohkwanó:ron Montour Junior Business Services Officer

 (450) 638-4280 ext. 247

 otiohkwanoron.montour@kedc.biz

 www.tewa.ca

 P.O. Box 1110, 2 River Road

3rd Floor – Kahnawà:ke Business Complex

Kahnawà:ke Mohawk Territory, Qc J0L 1B0



P.O. Box 1110
Kahnawà:ke Mohawk Territory, Qc J0L 1B0

TEL **450-638-4280**
FAX **450-638-3276**
kedc@kedc.biz

tewa.ca
shopkahnawake.com
kahnawaketourism.com

