

2022 Summer Company Completion Requirements

When you sign this document, you are agreeing to complete the checklist below in order to be considered successful in the completion of this grant program. If you are unable to complete the check list below please speak to the Program Coordinator before accepting the grant.

- Sign a Letter of Agreement (document B) whereby a parent or guardian must sign the agreement for applicants under 18
- Sign a Release and Consent form (document c) whereby a parent or guardian must sign the form for participants under 18
- Submit a signed letter of confirmation (document D) stating that you are returning to school in the fall
- Submit proof of your business name and registration
- Sign a letter of Waiver of Moral Rights (document E)
- Submit proof of your bank account for the sole purpose of your new business
- Submit proof of spending the grant (as approved) within the first 30 days (submit receipts)
- Provide a record of hours of operations for your business activities during the summer
 - of 280 hours if you are a high school student and 420 hours if you are a post-secondary student
- 3 monthly meetings with a mentor
 - Mentor Meeting #1 Date: _____
 - Mentor Meeting #2 Date: _____
 - Mentor Meeting #3 Date: _____
- Required attendance to:
 - Program Coordinator meeting #1 Date: _____
 - Program Coordinator meeting #2 Date: _____
 - Program Coordinator meeting #3 Date: _____
- Participate in business training with your Program Coordinator which includes:
 - Understanding your financial forecasting
 - How to maintain records and best practices for bookkeeping Marketing online and general marketing tips

<https://www.futurpreneur.ca/en/resources/start-up-business-planning/tips-tools/business-planner/>

Name of Participant (Print)

Signature of Participant



Date