

## Summer Company Grant Completion Requirements

When you sign this document, you are agreeing to complete the checklist below. You must complete the checklist below to complete the grant program and to receive your \$3000 cheque.

### Please submit to the Program Coordinator:

- Submit your best business plan <https://futurpreneur.ca/en/resource/business-plan-writer/>
- Submit the contact sheet
- Complete and submit your 3-month cashflow forecast and your start up costs (document on website)
- Submit copy of your business registration (sole proprietor or corporation)
- Submit proof of Social Insurance Number for payment (do not email - not kept on file)
- Submit proof of spending the first \$1500 (as approved and in line with your start up costs submitted) within the first 30 days (submit receipts)

### You must complete:

- 3 monthly meetings with a mentor
  - Mentor Meeting #1 (at the convenience of your mentor)
  - Mentor Meeting #2 (at the convenience of your mentor)
  - Mentor Meeting #3 (at the convenience of your mentor)
- Attend peer session one- to be determined
- Attend peer session two – to be determined
- Submit a 3 monthly journal of your business activities (June – July – August)
  - 280 hours for high school students and 420 hours for post-secondary students
- Attend workshop one- to be determined
- Attend workshop two- to be determined

\*It is the Entrepreneurship Officer's responsibility to monitor the success of progress, and it is their sole-discretion to withdraw any participant at any time for not completing the requirements or for not following program guidelines.

Name \_\_\_\_\_

Signature \_\_\_\_\_