



Community Business Development Corporation  
Corporation au bénéfice du développement communautaire  
**Victoria Madawaska-South/Sud**

## **APPLICATION FORM**

***\*Please fill out this application form using a word processing program. Print the completed document, sign and send it to the address provided along with the additional documents requested.***

***\*\* If you feel a question does not apply to your case, please provide a short, detailed explanation as to why not.***

***\*IF YOU HAVE ANY QUESTIONS, PLEASE CONTACT THE CBDC VICTORIA MADAWASKA-SOUTH AT 473-6446.***

### **Information on the candidate**

Name:

Title:

Email:

Phone:

Date of birth:

### **Information on the business**

Name:

Postal Code:

Address:

Phone:

City:

Fax:

Province:

Company website:

**The business has been in operation for at least two (2) years**

Yes

No

Date the operations started:

### **Organizational Structure**

Incorporated       Registered       Cooperative

### **Products/Services**

**1.1** Describe the business and the nature of its operations

### **Market**

**2.1** Describe your market and your target client. What undertakings have you done to maintain or to attract these clients? Describe your closest competitors.

**2.2** Outline a list of your main short term, intermediate and long term objectives for your products, services or others.

**Short term:**

**Intermediate term:**

**Long term:**

## **Human Resources**

### **3.1 Number of employees**

- Permanent
- Part-time

## **Technology**

### **4.1 Is your company computerized?**

- Accounting:  Yes  No
- Sales & Inventory Control:  Yes  No
- Daily Operations:  Yes  No
- Web Site:  Yes  No

## **New Trends**

- 5.1** How do you stay abreast of the new trends in your industry? Give some examples of changes that will allow you to remain competitive and offer a value added product or service (ex. new product, new equipment, computer system, etc.)

## **Financial Data**

- 6.1** How did you finance the start-up and/or the growth of your business?

- 6.2** Does the company contribute to an increase in the wealth of the region either through export, subcontracting, or other activities such as tourism or ecological/ environmental conservation? Please describe.

**Community Involvement**

- 7.1** Describe the level of your community involvement. Are you a member of a business organization? Are you active on a not-for-profit organization? Do you organize fundraisers?

**Other**

- 8.1** Please feel free to add any other pertinent information which has not been asked in this questionnaire, or describe any challenges which you have had to face throughout the development of your business.

### **Truth of Information**

I swear that all of the information presented is completely truthful. I hereby grant permission to the Victoria Madawaska-South CBDC and to the selection committee to verify this information with my financial institute, my accountant as well as all other references provided. It is understood that any false information provided could automatically disqualify my application, as could refusing or forgetting to furnish all documents.

### **Confidentiality**

The Victoria Madawaska-South's CBDC assures the confidentiality of all information presented by the candidate. This information will only be used for evaluation purposes for the Young Entrepreneur of the Year Award, and in no other time without prior consent from the candidate.

### **Other**

Please take notice: The quality of the presentation could be taken into consideration by the selection committee. The evaluation committee could, at its discretion, inquire the candidate for further information.

**Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

***\*All applications must be received before the close of business (4:30 pm) on September 23rd, 2016. No extensions will be granted and applications received after that date will not be considered.***

### **Please mail completed form to the address below:**

*Young Entrepreneur Recognition Award*

*Victoria Madawaska-South CBDC's*

*551, Main Street, Suite 300*

*PO Box 7295, Grand Falls, NB E3Z 2W4*

*Tel. (506) 473-6446*

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