

Have an idea for a business?

MAKE YOUR CASE

win \$1000

competition

Application Form
& Guidelines 2010



sponsored by

**The Business
Help Centre**



ELGIN

BUSINESS RESOURCE CENTRE

A Community Futures Development Corporation



OXFORD SMALL BUSINESS

SUPPORT CENTRE INC.

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If you dream of becoming your own boss and are between the ages of 14-24 it's simple – put your ideas on paper and submit a business plan. Don't miss out on this exciting opportunity to make your business idea a reality!

The Business Help Centre of Middlesex County, the Elgin Business Resource Centre and the Oxford Small Business Support Centre (hereafter referred to as the CFDCs) are each offering one "up and coming" young entrepreneur in their county \$1000 to start their own business in 2010.

Don't wait...Get your application in now! Enter by May 31st, 2010.

Where do I start?

To apply you must:

1. Check your eligibility.
2. Fill out the application and consent form below.
3. Submit your application, together with your business plan to Community Futures Development Corporation of Middlesex County, 22423 Jefferies Road, Unit 6, R.R.#5, Komoka, Ontario, Canada N0L 1R0, Attention: Make Your Case Competition, by 1:00 pm on May 31, 2010 to be eligible for judging.

Eligibility

You are eligible for the Make Your Case Competition if you are:

- 14 to 24 years of age as of April 30, 2010. Note: applicants under 18 must have a parent or guardian sign the application
- proposing a new business, not operating an existing or previously existing business
- Operating your business in Middlesex County, the city of London, Elgin County, or Oxford County
- prepared to commit to a minimum average of 35 hours a week, for a minimum of 8 consecutive weeks. This should be defined in the business plan.
- a resident of Ontario
- a Canadian citizen, permanent resident or a person who has been granted refugee status in Canada and is legally entitled to work in Canada
- and be legally entitled to work according to the relevant provincial legislation and regulations.

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Eligibility

You are not eligible for the Make Your Case Competition if you:

- have an outstanding loan with Community Futures Development Corporation of Middlesex County (The Business Help Centre), the Elgin Business Resource Centre, or the Oxford Small Business Support Centre.
- Additionally, CFDC employees' immediate families and partners/spouses are not eligible to compete.

What type of business can I start?

Almost any type — as long as it:

- is a sole proprietorship or a corporation where the applicant will be the majority shareholder
- maintains its own books and records
- maintains a separate business bank account
- follows government rules and regulations for operating a business, and
- is a new business, not previously registered or operated on an on-going basis.

Businesses not eligible for the Make Your Case Competition include:

- partnerships
- franchises
- distributorships

Note: The CFDCs may, at its sole discretion, determine a particular business is inappropriate for the Make Your Case Competition.

How does the Make Your Case Competition Work?

- Your application will be reviewed and evaluated by a committee of successful business people who volunteer their time to assess your application.
- If your business plan is sound and meets the program's criteria, your business plan will be put forward for judging.
- If your application is selected as a winner, you will be required to:
 - sign an agreement with the CFDCs outlining each party's rights and responsibilities
 - agree to comply with the program guidelines and implement the business substantially in accordance with the business plan included with your application
 - show your business name registration and any required licensing documents for verification
 - open and operate a separate business bank account for the business

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- operate your business on a full-time basis a minimum average of 35 hours a week for a minimum of 8 consecutive weeks.
- meet with a local CFDC Representative every two weeks for four structured meetings in an eight-week period to review and track your progress
- agree to one site visit by the program provider
- maintain a journal, including time allocations, outlining business tasks, operations and marketing activities
- maintain appropriate business records of income and expenditures including receipts

Notes:

1. The CFDCs may, at its sole discretion, determine a particular business is inappropriate for the Make Your Case Competition
2. Funds from the Make Your Case Competition grant cannot be used for the purchase or lease of a vehicle, and
3. Failure to successfully complete the program will result in default as specified in the Letter of Agreement.

Confidentiality Clause:

- All submissions will be treated as confidential and kept in a locked and secure location. Information and documents will only be shared with the Judging Panel and key members of the CFDCs committee involved in organizing the judging process.
- Judges will be asked to sign a confidentiality agreement before receiving documents.
- The CFDCs committee agrees to maintain the information submitted in confidence and to not reproduce / distribute / communicate the information within, except to the members of the judging panel, without expressed written consent of the contest entrant.
- All submissions will be DESTROYED (shredded) within 30 days of the public announcement of the winners.

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Participant Application & Consent Form

All applicants must review, sign and submit this application & consent and cover page form in order to be considered as a Make Your Case Competition participant.

The Participant agrees to the competition, submission and liability requirements as outlined below:

1. The Participant acknowledges that Make Your Case Competition applications may be submitted starting **May 1st, 2010**.
2. The Participant acknowledges that a total of two (2) printed and completed copies of each business plan, as well as a copy of this completed application, must be submitted to Community Futures Development Corporation of Middlesex County, 22423 Jefferies Road, Unit 6, R.R.#5, Komoka, Ontario, Canada N0L 1R0, Attention: Make Your Case Competition, by **1:00 pm on May 31, 2010** to be eligible for judging.
3. The Participant acknowledges that all copies of business plans submitted for the Make Your Case Competition will not be returned and will be destroyed within 30 days of the public announcement of the winners.
4. The Participant acknowledges that the CFDCs will disqualify any business plans and / or applications that do not meet the minimum requirements for eligibility and submission.
5. The Participant acknowledges that all business plans must be a maximum of 30 pages in length including cover sheet, body, financial statements and appendices.
6. The Participant acknowledges that the business plan submitted will be for a proposed new business located in Middlesex County, the city of London, Elgin County, or Oxford County.
7. The Participant acknowledges that the judging criteria may include but is not limited to: innovation, growth potential, marketability, risk, profitability, management, financial, impact on local community, and viability.
8. The Participant acknowledges that the CFDCs will announce the winning business plans on **June 11th, 2010**.
9. The Participant acknowledges that all Judging Panels reserve the right to disqualify any Participant if it is determined that the Participant has submitted false information, committed fraud, and / or plagiarism.
10. The Participant acknowledges that Judging Panels reserve the right to make all final and binding decisions with respect to all aspects of the competition and that selections are final and not subject to any review.
11. The Participant agrees to be bound by all the decisions of the Judging Panels. Judging Panels reserve the right to judge and evaluate all entries, the function of which is reserved solely for the judges.

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12. The Participant acknowledges that the views expressed by any competition judges or business mentors are not the opinions of the CFDCs, and the CFDCs will not be liable for any liability or losses arising from such views.
13. The Participant acknowledges that the information described in the 'Business Description' of this application may be used, published or distributed by the CFDCs and that their name and likeness may be used in future promotions.
14. The Participant acknowledges that the CFDCs have the right to reasonably alter or cancel the contest in the event of a technical failure, fraud or other circumstances beyond their control.
15. The Participant acknowledges that all participants must be between the ages of fourteen (14) and twenty-four (24) years of age to participate and that there will be only one entry per person.
16. The Participant agrees to release the CFDCs organizers from any claims or actions that the new business has or may have in the future, and indemnify and hold the CFDCs harmless in respect of any loss, liability, expense, or cost of any kind whatsoever, arising from claims made by anyone by virtue of this submission to, or participation in any the CFDCs competition.

The _____ day of _____, 2010

Name of Participant

Signature of Participant

Note: applicants under 18 must have a parent or guardian sign the application

The _____ day of _____, 2010

Name of Participant parent or guardian

Signature of Participant parent or guardian