



Pre-qualification Questionnaire - Subsidies

1. Age of the majority shareholder(s)

In what age group are the majority shareholder(s) of the enterprise?

- None (NPO - Non-profit organization).
- 41 years old or more.
- 18 to 40 years old.

NOTE: There may be several shareholders in the same age group holding a majority of shares or a single shareholder located in one of these age groups who alone holds more than 50% (50% +1%) of the enterprise's shares. Eligibility to programs for Young Entrepreneurs – in some case less than 35 years old, and in other case less than 40 years old.

2. First enterprise

Has (have) the majority shareholder(s) ever owned a business in the past?

- Yes, I have previously owned an enterprise.
- No, I have never owned an enterprise.

NOTE: In most of the cases, you should never have owned or been a shareholder of an enterprise to be eligible to programs for Young Entrepreneurs.

3. Development phase

At which stage of development is the enterprise or the project?

- 4 years or more.
- 1 to 3 years.
- Business seed or start-up.

NOTE: To determine the eligibility to programs aimed at project and business seed or start-up. Also to determine the eligibility of Young Entrepreneurs to most of the programs aimed at project and business seed or start-up.

4. Activity sector

What industry is the enterprise involved in, or in which field has the project been developed?

- Municipalities, cooperatives, and enterprises operating in the hotel, in restaurant and in the catering industry, in real estate and financial services, in natural products, in personal care, in beauty, in cosmetology and nutrition, or in community and social economy.
- Universities, institutions of higher education and national defense industries (military supplies/equipment).
- Any other industry sector.

NOTE: Assess the eligibility level of the enterprise based on the overall number of programs available in the various sectors or fields.

5. Goal targeted with the funding

Why are you looking for funding, and what are your objectives in the short and medium term?

- Business creation, start-up, expansion or consolidation, consulting services, marketing, exportation, developing new products, services, technologies or markets, job creation, work and study programs, training, market, needs or feasibility studies, quality control or SR&ED tax credits.
- Any other objective including, among others, the increase of competitiveness and productivity, health and safety at work, networking, trade, business partnerships, business immigration, rules and regulations, and environmental protection.

NOTE: Determine the likelihood of receiving funding based on the business objectives to be achieved with these funds or the activities to be funded. For example, very few programs target pure marketing (financing a marketing campaign, etc.), unless it concerns the development of foreign markets. However, several programs subsidize consulting fees for various purposes.



6. Financial contribution

What will be the financial contribution of the majority shareholder(s) or that of the enterprise to the project?

- No personal investment by the shareholder(s) or by the enterprise.
- An investment of 10 to 25% of the total cost of the project is expected.
- An investment of 25% or more of the total cost of the project is expected.

NOTE: Most programs provide financial assistance to be disbursed under 2 conditions: the applicant must cover at least part of the expenses that will be subsidized and the subsidized activity must have been paid in full by the enterprise before it can be refunded.

7. Business development plan or projected sales

Is there a clear and precise description of the project or has a business plan already been prepared? Are there any documents supporting the forecasted potential sales or the future benefits for the enterprise (letters of intent, purchase orders, etc.)?

- No document has been prepared.
- A business plan or a descriptive plan has been started but is not yet completed, or the documents supporting the forecasted potential sales or anticipated profits are available.
- A business plan and / or a document specifically describing the project with the appropriate documentation has been prepared.
- The business plan or the descriptive document is accompanied by documentation supporting the assumptions of potential sales or anticipated profits.

NOTE: In order for a business project or enterprise to receive funds, it is crucial for the applicant to demonstrate that he has conducted a basic analysis of the elements that would allow his project or his enterprise to have a chance to achieve the objectives.

8. Previous funding or financing application

Have you previously already applied for funding or financing for this project? What was the outcome or the response to this request?

- Yes, the request(s) for financial assistance has (have) been refused.
- No application for financial assistance has ever been made.
- Yes, the request(s) for financial assistance or funding has (have) been accepted with or without condition(s).

NOTE: An application for financing is likely to be refused if an application for funding or financing has previously been refused, if this factor is combined with the lack of financial contribution of the applicant and/or a lack of adequate and minimum documentation on the project.

9. Number of employee(s)

How many individuals are currently employed by the enterprise, excluding the shareholder(s)? If you are starting up, how many employee(s) do you foresee having in the first year, including the shareholder(s)?

- No employee.
- 1 to 3 employee(s).
- 4 employees and more.

NOTE: For wage subsidies, it is possible, in some start-up cases, to receive a subsidy that will target the salary of the shareholder actively working in his enterprise. In such a case, it is also possible to benefit from employee subsidies, even if only one other employee is officially employed by the enterprise and the employee is a shareholder or the owner of the enterprise. These factors must also be evaluated.

10. Job creation and training

Job creation(s) and training programs - Potentially, how many job(s) will be created by the enterprise in the next 24 months?

- No job creation.
- With 1 or 2 employee(s) currently working in the enterprise, we foresee creating at least 1 or 2 more permanent job(s).
- With 1 to 3 employee(s) currently working in the enterprise, we foresee creating at least 2 to 3 more permanent jobs.
- With more than 4 employees in the enterprise at the present time, we foresee creating at least 4 new permanent jobs.

NOTE: The higher the number of employees within the enterprise and the higher the forecasted number of jobs to be created, and the chances of obtaining subsidies are greater. The number of subsidies potentially available for job creation and for personnel training also increase based on these factors.