



# Social Enterprise for Northern Ontario

## Co-Starter for Change

# Required Criteria and Milestones





## Your Next Steps (Required Criteria):

1. Successful applicants must meet with the SENO Program Manager to sign a funding agreement/loan repayment schedule, provide **\*\*Required Documentation** (listed on page 2) and create a Training Action Plan outlining the first 90 days of business. Applicants will be required to track successes and outcomes from their training plan using the Milestone Tracking and Activity Monitoring Forms that will be submitted monthly.

\*\*Please note loan disbursements cannot begin until you have met with SENO staff to complete this first step and all required documents have been submitted.

2. Participants are required to retain receipts for any purchases using SENO grants and loans and submit them with a revised business plan at the end of the program. An acceptable receipt is a document that contains:
  - transaction date
  - name of merchant
  - transaction details (what was purchased)
  - form of payment used
  - amount of purchase
  - indication that the amount was paid
3. Successful applicants will complete the SENO Self-Assessment and Participant Mentor Assessment forms to better identify their strengths and areas needing support. These assessments will be used to match participants with suitable educational and mentoring opportunities. Applicants are required to meet with their mentor at least four (4) times during the 12-week education and assessment period and sign a Mentor Match Agreement at their first meeting. Participants must complete the Milestone Tracking form after each meeting as well as a Final Mentor Evaluation at the end of the 12-weeks.
4. Applicants must take part in twelve (12) mentorship, workshop and networking opportunities during the 12-week educational and assessment period. This is a requirement of all successful applicants and must be met in order to receive your full funding disbursement. Applicants will track all participation in SENO opportunities monthly, using the Milestone Tracking and Activity Monitoring forms.





## **\*\*Required Documentation:**

*Must be received prior to the first disbursement of funds:*

- CRA Notice of Assessment for the prior year – if applicable
- Evidence of Canadian citizenship status (birth certificate, passport, citizenship card, or landed immigrant card)
- Photo ID (Driver's license, Passport, age of majority card, status)
- Confirmation of home address (utility bill or government mailing)
- Completed Projected Cash Flow for business plan including the grants and loans from SENO
- Business Plan – complete with list of start-up costs, including how the SENO funds will be used. Any changes to the business plan must be approved by project management

## **Loan Disbursement**

1. Loan funds will be disbursed the first payment date after the **\*\*1st Payment Milestones** (listed on page 3) have been met and all required documentation has been signed by the participant and submitted/approved by the SENO Program Management. **(Friday, November 20<sup>th</sup>, 2015 9-10am)**
2. 50% of the grant will be disbursed on the second payment date once the **\*\*30 day milestones** have been met. **(Monday, December 14<sup>th</sup>, 2015 9-10am)**
3. 25% of the grant will be disbursed on the third payment date once the **\*\*60 day milestones** have been met. **(Monday, January 18<sup>th</sup>, 2016 9-10am)**
4. 12.5% of the grant will be disbursed on the third payment date once the **\*\*90 day milestones** have been met. **(Friday, February 15<sup>th</sup>, 2016 9-10am)**
5. The final 12.5% of the grant will be disbursed on the final payment date once the **\*\* Final payment milestones** have been met and all final documentation has been submitted and verified for accuracy by the SENO Program Management. **(February 15<sup>th</sup>, 2016 or earlier depending on completion)**

**\*\*each session will include continental breakfast and 20 minute workshop followed by milestone verification and equivalent grant disbursement.**





## **\*\*Milestones:**

### **1st Payment Milestones:**

1. Call to setup meeting with SENO Program Coordinator
  - Discuss Monthly Milestone/Activity Monitoring forms
  - Create 90 day training action plan
  - Loan repayment schedule/Funding Agreement signed
  - Self-assessment/Participant Mentor Assessment form completed
2. Submit required documentation:
  - CRA Notice of Assessment for the prior year – if applicable
  - Evidence of Canadian citizenship status (birth certificate, passport, citizenship card, landed immigrant card)
  - Photo ID (Driver's license, Passport, age of majority card, status)
  - Confirmation of home address (utility bill or government mailing)
  - Completed Projected Cash Flow for business plan including the grants and loans from SENO
  - Business Plan – complete with list of start-up costs, including how the SENO funds will be used. Any changes to the business plan must be approved by project management

### **30 day milestones:**

1. Contact your mentor and have your first meeting/sign Mentor Match Agreement.
2. Attend four (4) SENO opportunities (includes meetings with Mentor).
3. Complete and submit the Monthly Milestone and Activity Monitoring forms.

### **60 day Milestones:**

1. Meet with your Mentor two (2) times (total).
2. Attend four (4) SENO opportunities (includes meetings with Mentor).
3. Complete and submit the Monthly Milestone/Activity Monitoring form and Mentor evaluation.





### **90 day Milestones:**

1. Meet with your Mentor four (4) times (total).
2. Attend four (4) SENO opportunities (includes meetings with Mentor).
3. Complete and submit the Monthly Milestone/Activity Monitoring form and Mentor Evaluation.

### **Final Payment Milestones:**

1. Meet with your Mentor four (4) times (total).
2. Attend 12 SENO opportunities (total).
3. Complete and submit the following:
  - Revised business plan, with complete with list of start-up costs, including how the SENO funds were used and receipts to verify any purchases using SENO funds
  - Final Mentor Evaluation
  - Final Program Evaluation

### **Ongoing Reporting:**

Successful applicants are required to submit reports for 10-months following the 12-week assessment and educational period. A Monthly Report Template will be provided to you. Please ensure your monthly reports are submitted by the dates below.

### **Monthly Reporting Dates:**

1. March 31<sup>st</sup>, 2016
2. April 30<sup>th</sup>, 2016
3. May 31<sup>st</sup>, 2016
4. June 30<sup>th</sup>, 2016
5. July 31<sup>st</sup>, 2016
6. August 31<sup>st</sup>, 2016
7. September 30<sup>th</sup>, 2016
8. October 31<sup>st</sup>, 2016
9. November 30<sup>th</sup>, 2016
10. FINAL REPORT DUE: December 31<sup>st</sup>, 2016

