

## Entrepreneur in Residence Program

Get small business help from Community Futures Central Island's new Entrepreneur in Residence program.

- Are you looking to start a business and have questions that you need help with?
- Have you recently started a new business and now need some guidance or help with things that have you scratching your head?
- Are you already in business and wonder how to increase your sales or profit margins?
- Are you looking to expand or grow your business but are unsure if it is the right time?

If so, you are a perfect candidate for the Entrepreneur in Residence Program. The purpose of the Entrepreneur in Residence program is to allow prospective entrepreneurs and current business owners in the Central Vancouver Island region access to invaluable advice from a successful entrepreneur. The Entrepreneur in Residence will provide counsel, offer advice and discuss business best practices. And, best of all, they will work with you on your schedule with mutually agreed upon appointments. Work on your business; get small business help. The perfect solution, now!

This program will run for a maximum of 12 weeks. Six candidates will be chosen to participate in this exciting and innovative program. Chosen participants will have the opportunity to engage in one-on-one meetings with the Entrepreneur in Residence where details regarding business plans, marketing strategies, financial statements and other business best practices will be shared and discussed. You may only need 2 meetings to get you on track or 12 to take your small business from concept to launch.

**Prospective entrepreneurs and current business owners interested in participating in the program should apply today!**

We ask that you submit a two to three-page outline of your proposed business idea or plan if you are in a concept or start up phase. If you are in business we ask that you provide a brief outline of your current business and what you would like to have addressed by answering the following questions:

1. Tell us about your business idea if you have a concept or have just launched. If you have been in business for a while, tell us where you are in your business life cycle. With your service or product in mind write 1-2 paragraphs that address the following:
  - Who is your customer? Who is your target market?
  - What need are you fulfilling? Who is your competition?
2. What is your business vision and mission? How does this fit with your personal goals?
3. What experience and knowledge do you have in the area you are exploring? What are the qualities and characteristics of an entrepreneur?

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4. Do you have a business concept, plan or strategy? What is your time line (think start-up launch date, expansion drop dead date or growth markers)?
5. Please indicate the top two areas where you would like assistance:
  - a. Market research of your idea, service or product
  - b. Marketing strategy (price, position, etc.)
  - c. Promotion (social media, online skills etc.)
  - d. Financial fundamentals (cash flow, accounting, understanding financial statements etc.)
  - e. Accessing business start-up, expansion or growth capital
  - f. Other?

**Note:** Submitting an application does not guarantee an interview. Twelve applicants will be selected from the submitted applications based on the strength of their submission and effort with regards to fulfilling the application requirements. From that group, six participants will be selected based on the strength of the initial interview. Applications will not be returned, however, we may retain your application on file for a 3-month period if you wish to be included in the next intake. If you do not wish to be included on that list, we will confidentially destroy your application and documents.

### Submission Details

- Intake is on a continuous basis
- Complete your two – three page (max) outline and save in PDF format
- Complete the User Agreement form below and save in PDF format
- Update your personal CV/resume and save in PDF format
- Submit your application via email to [leslie@cfnanaimo.org](mailto:leslie@cfnanaimo.org) with “Entrepreneur in Residence Program” in the subject line and your business outline, personal CV/resume and signed User Agreement documents attached.

Initial interviews are by appointment only and the Entrepreneur in Residence Program will be outlined further upon acceptance into the program. Upon acceptance, one-on-one meetings will be arranged via applicant and the Entrepreneur in Residence; therefore, Community Futures of Central Island holds neither Duty of Care nor obligation of employment towards the applicant.

### Questions?

Any further questions can be emailed to Leslie Sutton @ [leslie@cfnanaimo.org](mailto:leslie@cfnanaimo.org)

# Entrepreneur in Residence Program

## User Agreement

By completing and submitting this form, I agree to the following terms:

### Confidentiality

I understand that all ideas and information that I submit as part of the Entrepreneur in Residence program (“the Program”) will be used by the Entrepreneur in Residence only for the purpose of administrating the Program and will not be divulged to any third party or be used for any personal gain.

### Disclaimer and Liability

I understand that, as part of the Program, I may receive business help, including analysis and recommendations, from the Entrepreneur in Residence which may be in written or verbal form, I acknowledge and agree that:

- while the business help is believed to be accurate and reliable at the time it is provided as part of the Programs, neither Community Futures Central Island nor the Entrepreneur in Residence warrant or represent that any such business help will be accurate and reliable;
- I am aware that the business help is for educational purposes only and is not intended to constitute a financial or legal opinion of any kind; and
- I assume the entire risk as to the quality of the business help and its accuracy and completeness.

Neither the Entrepreneur in Residence or Community Futures Central Island shall be liable for any act or damages, direct or indirect, incidental, special or consequential arising out of my participation in the Program or receipt or use of the business help received as part of the Program, even if they have been advised of the possibility of such damages.

Name:	
Address:	
Email:	
Signature:	
Date:	Phone Number: