



## CYBF NEWCOMER ENTREPRENEUR CHECKLIST

(Not eligible for CYBF-BDC Financing Program)



<b>Starting my CYBF application...</b>	
I meet <b>ALL</b> CYBF eligibility criteria	<a href="http://www.cybf.ca/entrepreneurs/newcomer">http://www.cybf.ca/entrepreneurs/newcomer</a>
I contacted/met the CYBF Community Partner (CP) in the city closest to me to discuss my project and get a CP Code	<a href="http://www.cybf.ca/entrepreneurs/contactyourcp.php">http://www.cybf.ca/entrepreneurs/contactyourcp.php</a>
I completed my online registration (including demographic information, a description of my business, a personal budget and the contact information for 3 references)	<a href="https://www.cybf.ca/cybfapp/">https://www.cybf.ca/cybfapp/</a>
I faxed my authorization for a credit check to the CYBF National Office	CYBF National Office Fax Number: 416-408-3234 or 1-877-408-3234
I have a completed business plan to submit which includes: <ul style="list-style-type: none"> <li>• a start-up budget</li> <li>• 2 year cash flow projection <b>month-by-month</b></li> </ul>	Example of CYBF cash flow: <a href="http://www.cybf.ca/assets/xls/Financial%20Statements%20-%20Examples%20v6%20ENG.xls">http://www.cybf.ca/assets/xls/Financial%20Statements%20-%20Examples%20v6%20ENG.xls</a>  **For other helpful resources, please feel free to visit the CYBF "Business Resources" Section: <a href="http://www.cybf.ca/entrepreneurs/business-resources-allstages.php">http://www.cybf.ca/entrepreneurs/business-resources-allstages.php</a>
I have included a copy of my driver's license and resume	
I have 3 completed reference check forms (2 references must be completed by Canadian citizens)	<a href="http://cybf.ca/assets/pdf/newcomer/Sample-CYBF-Reference-Form.pdf">http://cybf.ca/assets/pdf/newcomer/Sample-CYBF-Reference-Form.pdf</a>
I have a completed bank letter from my Financial Institution	<a href="http://cybf.ca/assets/pdf/newcomer/Sample-Bank-Letter.pdf">http://cybf.ca/assets/pdf/newcomer/Sample-Bank-Letter.pdf</a>
<b>Prior to my loan disbursement...</b>	
Meet with my local CYBF CP to sign loan documents	<a href="http://www.cybf.ca/entrepreneurs/contactyourcp.php">http://www.cybf.ca/entrepreneurs/contactyourcp.php</a>
Provide a void cheque from my business account ( <u>not</u> my personal account)	
Provide a \$50 cheque to CYBF for administration fees	
Provide a copy of my business registration/incorporation documents	
My self-referred mentor needs to register online  <u>OR</u>  I will contact CYBF to help me find a qualified mentor	See profile of an eligible mentor: <a href="http://www.cybf.ca/mentors/">http://www.cybf.ca/mentors/</a>  Mentors register online here: <a href="https://www.cybf.ca/cybfapp/">https://www.cybf.ca/cybfapp/</a>  CYBF Mentoring Program Coordinator: Diane Popovski, <a href="mailto:dpopovski@cybf.ca">dpopovski@cybf.ca</a> , 1-866-646-2922 ext 2116
CYBF will qualify my mentor	CYBF Mentoring Program Coordinator: Diane Popovski, <a href="mailto:dpopovski@cybf.ca">dpopovski@cybf.ca</a> , 1-866-646-2922 ext 2116
Complete the online Ment2B orientation (90 mins) with my mentor after CYBF Head Office approval	<a href="https://www.cybf.ca/cybfapp/">https://www.cybf.ca/cybfapp/</a>
<b>Did I remember to include...? (IF APPLICABLE)</b>	
Proof of other additional financing, line of credit etc	Proof of owner's injection (e.g. copy of bank statements etc)
Copy of insurance	Copy of <b>signed</b> partnership agreement
Copy of <b>signed</b> lease	Copy of <b>signed</b> Purchase agreement
Proof of all licenses/permits required to operate my business	Copies of letters of intent