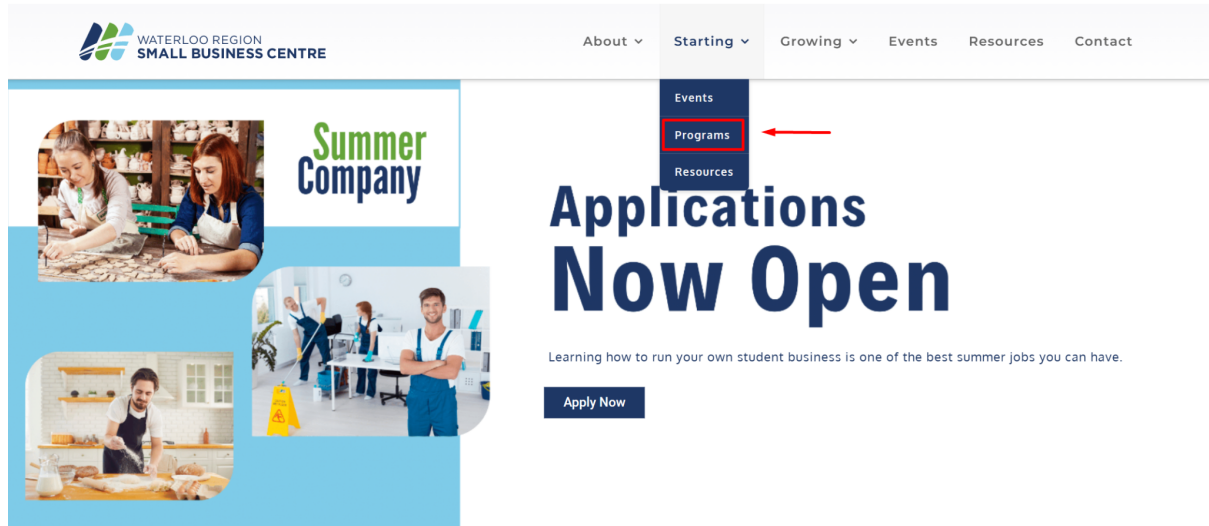


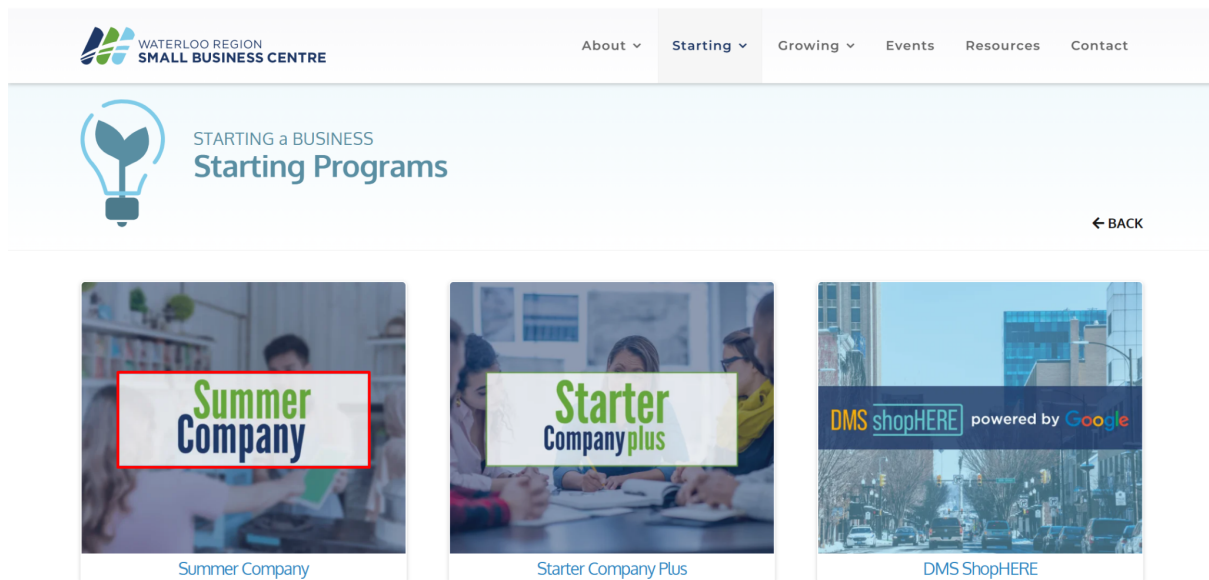


## How to Complete and Submit Your Summer Company Application:

- Please visit: [Waterloo Region Small Business Centre](#) and hover over our starting tab, then select programs:



- From there please select **Summer Company**:





- In order to start your application, please select “**Apply Now**”:

#### You could be eligible for Summer Company if you:

- currently reside in Ontario, enrolled in full-time studies at a high school, college or university level
- are a Canadian citizen or permanent resident
- are between 15-29 years old (approved participants under 18 must have a parent co-sign the contract)
- are not already running a business (running less than a year)
- are not working at another job or going to school for more than 12 hours a week during the program
- are returning to school after the program ends
- you cannot apply again if you have received a Summer Company grant in the past.

If you are on social assistance (Ontario Works or Ontario Disability Support Program) you can still apply to Summer Company. Payments from the program may be exempt as income and assets under social assistance, so your monthly social assistance payment may not be affected.

#### Grant Amount

Maximum grant: \$3,000


- up to \$1,500 upfront to help with start-up costs
- up to \$1,500 when you successfully complete the program requirements


[Apply Now](#)

[Registered Applicant? LOGIN Here](#)

## Before you begin applying:

- Make sure that you meet all the eligibility criteria. Here is a checklist of eligibility requirements, along with a questionnaire to check your eligibility:






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### Eligibility Checklist

Please answer the following questions to see if you are eligible to apply for Summer Company. If you pass the eligibility checklist you will be asked to fill in a short application. This system will be used during the application process as well as throughout the program. You can also use this username and password to return to the application at a later time to continue to fill out and/or submit your application.

Experiencing technical difficulties?  
  
[Contact us for assistance!](#)

Will you be between the ages of 15 - 29 by April 30, 2023?	<input checked="" type="radio"/> Yes <input type="radio"/> No
Are you a student returning to school in the fall of 2023?	<input checked="" type="radio"/> Yes <input type="radio"/> No
Are you a Canadian Citizen or a Permanent Resident living in Ontario?	<input checked="" type="radio"/> Yes <input type="radio"/> No
Are you starting a new business?	<input checked="" type="radio"/> Yes <input type="radio"/> No
Do you plan to operate your (Summer Company) business in Ontario?	<input checked="" type="radio"/> Yes <input type="radio"/> No
Have you received a previous Summer Company award?	<input type="radio"/> Yes <input checked="" type="radio"/> No
Will you be employed elsewhere working or attending school more than 12 hours per week during the duration of the program?	<input type="radio"/> Yes <input checked="" type="radio"/> No
Are you planning to operate your Summer Company business as a partnership?	<input type="radio"/> Yes <input checked="" type="radio"/> No

[Check My Eligibility](#)



- Once you are done with the initial questionnaire you will be presented with a “**Notice of Collection**” this is essentially a terms and conditions page, have a look and click “**I ACCEPT**”.

Questions about the collection of personal information should be directed to:

Erin Coulter  
Freedom of Information Co-ordinator  
Ministry of Economic Development, Job Creation and Trade  
8th Floor, Hearst Block, 900 Bay Street  
Toronto, Ontario M7A 2E1  
Telephone: 416-325-8899 | BB: 416-400-4870  
e-mail: [erin.coulter@ontario.ca](mailto:erin.coulter@ontario.ca)

Should I withdraw my consent after my application has been submitted, I acknowledge the following conditions:

1. I must return all funds given to me by the Ministry if withdrawal of consent is made during the period when I am actively participating in a Program.
2. I will not be permitted to make another Summer Company application in any future Program year.
3. The Ministry will erase all of my personal information from the Program information bank, unless there is an overriding legal requirement to retain the information.

**I have read and accept the conditions of this Notice of Collection under the Freedom of Information and Protection of Privacy Act, and I understand the content.**

- Next, complete the application below and click the “**Proceed to Select a Program Provider**” button at the end of the application.

If we need to contact you and you are not available, with whom can we leave a message?

Contact Name

Contact Phone  -  -  Ext

- As part of the Summer Company Application process you must select a program provider. Since you are within Kitchener, Waterloo or Cambridge, the program provider will be us: **Waterloo Region Small Business Centre (Kitchener Location)**

**Locate a Program Provider closest to you**

☒ City/Town

☐ Show All Program Providers

**Waterloo Region Small Business Centre (Kitchener Location)**  
Kitchener

- Review the information about the program provider, and **select finish**.



- Now you will need to create your User ID and password:

Fields denoted by \* are mandatory

Email Address \*:

Confirm Email Address \*:

Password \*:

Confirm Password \*:

- After providing the information, an email will be sent to the email address you provided with your Login information and you will be automatically logged into your account.

## Start the application process:

- In order to finish our application, we need to prepare and **attach** your Summer Company **Business Plan**.

**Welcome,**


You have started the application process for Summer Company 2023. We have sent an email to you with the subject "Summer Company Registration Information". Please save this email for future reference in the case you forget your email address and password. You can now complete the rest of your application by using the links below.

To complete your application for Summer Company, carefully follow these steps:

- Read the [Overview](#) of the application process
- Prepare and attach your [Summer Company Business Plan](#)
- Complete a [Start-up Budget and Cash Flow Forecast](#).  
(To view an example of a completed Cash Flow Forecast, you can download this [sample Cash Flow](#) in PDF format. Contact your [Program Provider](#) for help if you need it).
- Review and update your Summer Company [Personal Information](#)

Once you have completed all of these steps, click the button below to submit your application.

Experiencing technical difficulties?



[Contact us](#) for assistance!



- The copy of the plan template will be provided in an email but you can also find a copy of the template on the page, here:

If you are attaching a file that is currently open in another window, please close that file in order to properly attach it!

- The recommended template for your business plan is available for you to [download](#) (opens in new window).
- Accepted file formats are MS Word, MS Excel, Adobe PDF and ZIP
- Once you've completed the business plan template, please attach it
- If you've already prepared your business plan in some other format, you may attach it instead.
- To add any additional documents related to your business plan, click the Add More File(s) button (you may attach a maximum of 5 files including your business plan)

- After downloading the plan and making the edits, please **upload your completed business plan** here:

**Attachments**

New Attachment

<b>Business Plan file name</b>	<input type="text" value="Choose File"/> No file chosen	<input type="button" value="Attach"/>
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- The next thing we need to do it complete our “**Cash Flow Forecast**”:

To complete your application for Summer Company, carefully follow these steps:

- Read the [Overview](#) of the application process
- Prepare and attach your [Summer Company Business Plan](#)
- **Complete a [Start-up Budget and Cash Flow Forecast](#).**  
(To view an example of a completed Cash Flow Forecast, you can download this [sample Cash Flow](#) in PDF format. Contact your [Program Provider](#) for help if you need it).
- Review and update your Summer Company [Personal Information](#)

Once you have completed all of these steps, click the button below to submit your application.



- In order to complete this more efficiently we recommend that you switch to the single page version, you can do so by clicking here:

Projected Start Date : May 1 [Change Start Date](#) [Contact us for assistance!](#)

[Single page version](#)

Category	Total
Advertising/Marketing Expenses	0.00
Banking Fees and Licenses	0.00
Equipment Expenses (materials and inventories are excluded in this category)	0.00
Insurance Expenses	0.00
Other Expenses	0.00
<b>Total Start-up Cost</b>	<b>0.00</b>

Ad/Marketing Expenses

Equipment Expenses

Fees/Licenses Expenses

Insurance Expenses

Other Expenses

Cash Flow Forecast

- After the forecast information has been added and saved to their specific categories, you must click “**proceed to the Cash Flow Forecast**” for the complete view and save it to your account.

**Total Start-up Cost** **\$ 4,050.00**

[Proceed to Cash Flow Forecast](#)

- Lastly, we ask that you please add the rest of the information to the “**personal information**” section. Most of this should be filled out from the initial registration, but there are some fields that won't be, make sure they are complete.

To complete your application for Summer Company, carefully follow these steps:

- Read the [Overview](#) of the application process
- Prepare and attach your [Summer Company Business Plan](#)
- Complete a [Start-up Budget and Cash Flow Forecast](#).  
(To view an example of a completed Cash Flow Forecast, you can download this [sample Cash Flow](#) in PDF format. Contact your [Program Provider](#) for help if you need it).
- [Review and update your Summer Company Personal Information](#)

- Once you have completed all of these steps, click the button below to submit your application.

Once you have completed all of these steps, click the button below to submit your application.

Submit Your Application

Logout

**Congratulations, you are done with the application for Summer Company!**