

ORIENTATION & ASSESSMENT SESSION

Must be attended 2 weeks prior to the
Business Concept Deadline Date

Contact Community Futures office at:
250-392-3626 or 1-888-879-5399
to book an appointment



SELF EMPLOYMENT PROGRAM SCHEDULE

1022

BUSINESS CONCEPT DEADLINE	BUSINESS PLAN WORKSHOPS	BUSINESS PLAN SUBMISSION	BUSINESS PLAN SELECTION	
Community Futures Office 266 Oliver Street Williams Lake	All workshops are held at the Community Futures office 266 Oliver Street Williams Lake	Completed Business Plans must be delivered to 266 Oliver Street Williams Lake	100 Mile House	Williams Lake
Dec 20, 2021	Jan 10 - 13 2022	Mar 7 (Draft by Feb 22)	Mar 15	Mar 16
Feb 14, 2022	Feb 28-Mar 3	Apr 25 (Draft by Apr 11)	May 3	May 4
Apr 11	Apr 25 - 28	June 20 (Draft by Jun 6)	June 28	June 29
May 30	June 13 - 16	Aug 8 (Draft by July 25)	Aug 16	Aug 17
July 18	Aug (Tues) 2 - 5	Sept 26 (Draft by Sept 12)	Oct 4	Oct 5
Sept 6	Sept 19 - 22	Nov 14 (Draft by Oct 31)	Nov 22	Nov 23
Oct 24	Nov 7 - 10	Jan 2, 2023 (Draft by Dec 19)	Jan 10, 2023	Jan 11, 2023
Dec 19	Jan 9 - 12, 2023	Mar 6 (Draft by Feb 21)	Mar 14	Mar 15

SE PROGRAM – INFORMATIONAL HANDOUT

The Self-Employment Program (SEP) provides financial assistance to people who want to start their own business. SEP is a service where funding is provided by the Ministry of Social Development and Poverty Reduction. Community Futures is the service provider for this program in the Cariboo-Chilcotin region. People who are receiving E.I. Benefits normally lose their benefits when they start a business. If you are in this situation this program may allow you to start and build your own business and receive a monthly living allowance for up to 48 weeks. The program includes an introductory workshops and a benefit portion. The *minimum* that is payable on this program is \$300 per week.

To qualify for the Self-Employment Program, you must meet the following conditions:

- Unemployed or precariously employed AND;
- Currently receiving OR; Have received EI Benefits in the past (called a Reachback EI Client or Former EI Claimant); OR
- Has earned more than \$2,000 in insurable earnings **and** paid EI employee premiums on those earnings in at least 5 of the last 10 years (**Note:** The 5 years do not have to be consecutive years). OR
- **BCEA Clients with a Persons with Disabilities Designation or Person with Persistent Multiple Barrier status;** OR
- **General Clients with a disability who have had their disability confirmed through a Disability Related Employment Needs Assessment.**
- Must live and work in the area where you are participating in the program (Cariboo-Chilcotin). Business may be promoted worldwide. A business that will be working out of Province for extended lengths of time may not be eligible.
- Have not already started the business (A business which has been registered and has had income claimed in previous tax years, and/or, a business which has been actively selling is considered to be already started).
- Must obtain your own start up financing.
- You can purchase an already existing business if you can obtain financing for it.
- You can take on a partner as long as you hold 51%. You must obtain a written partnership agreement.
- Agree to work full-time on your business (minimum 35 hours per week). If the proposed business is seasonal then an alternate method of self-employed earnings must be presented in the business plan to show income during the off-season.

Step 1 Make an appointment with an Employment Counselor at your local WorkBC Centre: WorkBC in 100 Mile House, WorkBC in Williams Lake or WorkBC in Bella Coola to receive employment counseling and to develop a back to work action plan. **A referral from their office is required before proceeding.**

Step 2 You must attend a **SE Orientation & Assessment Session** with the SE Coordinator and complete an Assessment Application, sessions are available by appointment only.

Step 3 Submit a Business Concept Application. If approved, there will be up to 10 weeks given to complete and submit a business plan.

Step 4 Attend the “Business Planning Workshop”.

Step 5 Submit 1 copy of your completed business plan as per selected date.

Step 6 The Selection Committee will review the Business Plan. This is when your business plan will be approved or declined.

Step 7 If Selection approves the business plan you will move on to “Phase 2” - Business Launch and Implementation.

Step 8 A review of the business financial viability will be done at week 24 of your post business launch. Financial supports could be terminated if the business consistently generates a net profit.

******Do you owe any amounts that are in default to the governments of British Columbia or Canada?**

If so, then you will need to provide proof the debt is suspended, significantly reduced, or a repayment plan is in place before moving forward with self-employment services. Contact your Employment Counselor for more information.