

How to Apply Info Sheet

Thank you for your interest in the Youth Mean Business (YMB) Program. If you have not yet gone through the YMB Orientation PowerPoint Presentation, please do so. You may access the Orientation Presentation online (www.ethoscmg.com/YMB.html) or by calling our office at 250-384-9283. The Orientation Presentation explains all the details of the Program; how it works, the eligibility requirements, the assessment requirements and the benefits you may receive from the program.

Applying to the Youth Mean Business Program is easy. All materials are available on-line or may be picked up at any of the four locations listed at the bottom of this page. To successfully submit an application, please follow these 5 steps:

Step 1) Eligibility

It is important to first determine eligibility for the Program. Please go through the Eligibility Checklist and answer all of the questions. Please contact the Youth Mean Business Office (250-384-9283) if you have any questions about determining your eligibility.

Step 2) Entrepreneurial Assessment

Once eligibility has been determined; you are going to complete the Entrepreneurial Assessment. The Entrepreneurial Assessment explores your life experience, personality, motivation and business readiness. The results of this assessment are for information purposes only, however, it does allow us to consider your readiness for entrepreneurship.

Step 3) Application Package

Complete the Application Package. This package helps you provide all the information the Program requires to evaluate your suitability for the Youth Mean Business Program. As explained in the Orientation Presentation, there are six suitability requirements that need to be evaluated; viability, financial capacity, skills, personal and business suitability and appropriateness, competitive impact and environmental impact.

The *Application Package*, the *Eligibility Check*, the *Entrepreneurial Assessment* and any supporting documents can be submitted one of three ways:

1. In Person

Youth Mean Business Office
915 Fort Street, Victoria, BC
250-384-9283

2. At our three Drop-off Partner
Locations

CARE Saanich
120-4243 Glanford Ave.,
Victoria, BC V8Z 4B9
250-658-4222

CARE Sidney
212-2506 Beacon Ave., Sidney,
BC V8L 1Y2
250-656-4330

CARE Gulf Islands
105-109 McPhillips Ave.,
Salt Spring Island, BC V8K 2T6
250-537-8562

3. Online

www.ethoscmg.com/ymb.html

Upon submission, please contact us to confirm that your application has been successfully received and book an intake meeting. This may be done by either phoning 250-384-9283 or emailing leaverd.carnegie@ethoscmg.com

Step 4) The Intake Interview

Once your application is submitted, the Program Manager will evaluate your application (the Concept) based on viability, financial capacity, skills, personal and business suitability/appropriateness, potential environmental impact and the competitive impact of the new business on the local market. The Program Manager will also follow up for any additional information that may be required. The evaluation is completed with a one-on-one interview with the Program Manager.

Step 5) Approval

It usually takes one week (5 business days) for the Program to process your application and determine whether or not it is approved. You will be advised of the decision within 48 hours (2 business days) of the decision being made. When you are notified that your application was approved, a Participation Plan appointment will be scheduled for you and your Business Coach. The Participation Plan is part of the Participant Agreement. With seven days of being approved, you should expect that all required documentation will be completed and that you will sign a contract with the Program (the Participant Agreement).

If your application is declined, you will also be advised within 48 hours (2 business days). You will receive a written rationale as to why the application was unsuccessful. Upon reviewing the rationale for the declined application you may adjust your application and resubmit the new application covering off these concerns.

If your application is still not successful, even with a re-submission, you may choose to appeal. More information will be provided to you on this process, should it be required.

For more information please contact the Youth Mean Business office or visit the website.



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www.ethoscmg.com/ymb.html
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