

Summer Company

Guidelines 2012

www.ontario.ca/summercompany

Want to start your own business this summer? Be your own boss?

Then Summer Company is for you!

If you've got a winning idea for starting a new business and are a student who is not afraid of hard work, you should consider applying to our 'Summer Company' program.

Summer Company is a great opportunity for enterprising young people who want to start and run their own summer businesses. The program provides hands-on business coaching and mentoring from local community business leaders who will work with you to make your Summer Company a reality.

You never know, one day your summer experience may lead to an exciting career

If your application is accepted, you will be eligible to receive an upfront award of up to \$1,500 to put toward start-up costs and up to \$1,500 upon successful completion of the program. Successful completion requires that you:

- implement your project substantially in accordance with the business plan
- participate in coaching and training
- meet with a local business mentor as specified
- provide documents related to the experience and business operations as required in the guidelines, and
- meet all program requirements for establishing and operating the business.

Where do I start?

You are invited to take advantage of business consulting services and resources available through our network of program providers. A list of program providers is available through our website at www.ontario.ca/summercompany. We strongly recommend that you get in touch with a program provider to assist you with your application.

Applying to Summer Company is a competitive process. Space is limited and the program reaches capacity quickly, so APPLY EARLY.



**Summer Company Participant
Food Business: Quizina**

Am I eligible for Summer Company?

You are eligible for Summer Company if you are:

- a student 15 to 29 years of age as of April 30, 2012. Note: applicants under 18 must have a parent or guardian sign the application
- proposing a new business (if you are unsure contact your program provider)
- attending school and returning to school in the fall
- a resident of Ontario
- a Canadian citizen or a landed immigrant
- not operating an existing or previously existing business venture
- not employed elsewhere (working for more than 12 hours per week) during the term of the operation of the Summer Company program, and
- prepared to commit to a minimum average of 35 hours a week, for a minimum of 8 consecutive weeks if you are in high school or 12 consecutive weeks if you are attending post-secondary school. This should be defined in the business plan. Exceptions may be approved by the ministry.

If you have any questions about your eligibility call us at 1-888-745-8888 and press 0, alternatively you can call 1-800-387-5656, or visit your local program provider.

You are not eligible for Summer Company if you are:

- a past recipient of a Summer Company Award.

What type of business can I start?

Almost any type — check out our Summer Company Yearbook at www.ontario.ca/summercompany to see what other applicants have done.

And as long as it:

- is a sole proprietorship or a corporation where the applicant will be the majority shareholder
- is an independent business venture
- fits the Canada Revenue Agency definition of being self-employed FORM RC 4110 through the website <http://www.cra-arc.gc.ca/E/pub/tq/rc4110/>
- operates at arm's length from family business ventures
- operates in Ontario
- operates full-time as defined in the business plan
- maintains its own books and records
- maintains a separate business bank account
- follows government rules and regulations for operating a business, and
- is a new business, not previously registered or operated on an on-going basis.

Businesses not eligible for Summer Company include:

- partnerships
- franchises
- distributorships
- incorporated businesses that are controlled directly or indirectly by a person who would not be eligible for a Summer Company Award

- business ventures that are subsidiaries or divisions of an existing business
- business ventures that are continuations of existing commercial endeavours
- commissioned sales
- not-for-profit or charitable enterprises
- multi-level marketing ventures
- single event such as musical ventures bands, DJs or dance/party event organizations
- businesses that are strictly pay per click
- 1-900 businesses

You are not eligible for Summer Company if you are:

- a past recipient of a Summer Company Award

Note: The Ministry may, at its sole discretion, determine a particular business is inappropriate for the Summer Company program.

How do I apply for Summer Company?

To apply you must:

1. Fill out the application form online at: www.ontario.ca/summercompany
2. Submit your application, together with your business plan to the program provider you select. A list is available on our website at www.ontario.ca/summercompany

How does Summer Company Work?

Your application will be reviewed and evaluated by your local program provider.

If your business plan is sound and meets the program's criteria, you may qualify for the next step. Leading candidates will be invited for an interview with the program provider staff and local business mentors.

After the interview — if your application is recommended by the program provider and approved by the Ministry, you will be required to:

- sign an agreement with the Ministry outlining each party's rights and responsibilities
- agree to comply with the program guidelines and implement the business substantially in accordance with the business plan and cash flow included with your application
- show your business name registration and any required licensing documents to your program provider for verification
- open and operate a separate business bank account for the business
- operate your business on a full-time basis, a minimum average of 35 hours a week for a minimum of 8 weeks for high school students or 12 weeks for post secondary students
- meet with your local program provider/mentors every two weeks for a minimum of four structured meetings in an eight-week period to review and track your progress
- agree to one site visit by the program provider

- maintain a journal, including time allocations, outlining business tasks, operations and marketing activities
- maintain appropriate business records of income and expenditures including receipts, and
- participate in business training provided by the program provider
- attend an exit interview with your program provider
- complete the anonymous participant survey at the end of program cycle

To be eligible to receive the second Summer Company award of up to \$1,500 you must:

- have implemented your project substantially in accordance with your business plan and attended the exit interview at the end of the summer,
- submit a signed affirmation confirming of your return to school
- in a professional and business-like manner submit to your program provider for review:
 - a) a cash flow record of your business operations
 - b) copies of all your bank statements
 - c) copies of all business receipts and invoices organized, totalled and reconciled to the cash flow and award allocation
 - d) complete the participant survey
 - e) satisfy the ministry and the program provider that you have fulfilled all program requirements

Tax Treatment of Award

The Summer Company grant is considered taxable under the Canada and Ontario Income Tax Acts. A T4A slip will be issued to the recipient of the Award.

Term of Program

You may decide to continue your business while in school, however, for Summer Company administration purposes, businesses end before Labour Day.

Notes:

1. The Ministry may, at its sole discretion, determine a particular business is inappropriate for the Summer Company program
2. Funds from the Summer Company award cannot be used for the purchase or lease of a vehicle
3. Maximum for equipment is \$600; award allocated to equipment cannot be used for the one single item

Failure to successfully complete the program will result in default as specified in the Letter of Agreement.



**Summer Company Participant
Premium Produce business**