

17th
Annual

The logo for YBEX (Youth Business Excellence) features the letters 'YBEX' in a bold, black, hand-drawn font. The letters are contained within a purple, oval-shaped graphic that has a white gradient and a slight shadow effect, giving it a three-dimensional appearance.

YBEX

Youth Business Excellence Awards 2018

Each year for the last sixteen years, Community Futures Newsask has been hosting an awards event for a business plan competition. We believe it's important for young people of our region to explore all of the options available to them as they consider their many choices in the next few years. Whether the journey begins with post-secondary education at a University, a technical college or hands-on learning experience, young people need to be aware of the World of Entrepreneurship! YBEX is a great program that provides participants with an opportunity to explore Entrepreneurship as an option to learn about starting their own business. It's an experience that they can take with them, no matter where their life leads them. This country was built by independent, self-disciplined entrepreneurs and by participating in this event, youth will be provided with the experience and opportunity to develop these skills.

What are the YBEX Awards?

- **Awards are presented in three categories:**
 1. **BUSINESS PLAN** – Take a business idea and develop a business plan.
 2. **BUSINESS VENTURE** – Report on the operation of your actual business.
 3. **BUSINESS VENTURE 2** – Significantly expanded or improved business.
- Awards are presented in three age divisions as an individual or group:
 - Grades six to nine;
 - Grades 10 to 12; or
 - Under 30 out of school or attending a university or technical institute with a permanent address within our region.
- Awards to recognize and encourage the outstanding achievements of young people in Northeast Saskatchewan.



Who can Apply?

- Any student in Grade Six through Twelve attending school in the Newsask CFDC region (map of the region attached)
- Out of School Youth under the age of 30
 - Living in the Newsask CFDC region or
 - Attending secondary education outside the region with a current permanent address within the Newsask CFDC region.

The YBEX Awards are hosted and partially funded by Newsask Community Futures Development Corporation. Newsask CFDC is a non-profit corporation, partially funded by Western Economic Diversification. It is a regionally based organization, governed by a local volunteer board of directors nominated by municipalities within the region.

Past submitters may not enter the same category for the same business they have entered in a previous year. The business must be a new business idea.

A submitter may enter a Business Plan one year, then proceed to start and run that business and enter it in the Business Venture Category the following year.

Past submitters may enter the Business Venture 2 category if they have previously submitted their Business Venture, and they have illustrated significant business growth and development.

YBEX Awards



Categories And Prize Amounts:

	Prize Amount	Individual or Group	Grade 6 – 9	Grade 10 – 12	*Out of School under 30
<u>Prizes for Each</u> of the three categories: Business Plan, Business Venture & Business Venture 2					
1 st Place	\$350	Individual	✓	✓	✓
2 nd Place	\$250	Individual	✓	✓	✓
3 rd Place	\$150	Individual	✓	✓	✓
1 st Place	\$350	Group	✓	✓	✓
2 nd Place	\$250	Group	✓	✓	✓
3 rd Place	\$150	Group	✓	✓	✓
We reserve the right to change the categories based on submission numbers.					
* Out-of-School Youth or attending a university or technical school from the region & under 30					

1. Up to Six additional awards of \$50.00 each will be presented for outstanding performance in a specific area as creativeness and/or uniqueness.
2. Newsask Memorial Award: \$100 for the submission showing Commitment to community, passion for a chosen field, and quality of work.
3. Agricultural Business Award: for a submission demonstrating effort and outstanding achievement in producing a Business Plan or Business Venture in an Agricultural business or a business with Agricultural Value Added potential.
4. The School or Association, if acknowledged by the winner, will receive an additional prize equal to half of the participant’s prize value for the Business Plan and Business Venture Categories (excluding Special Achievement, Newsask Memorial and Agri-Business Awards). This additional prize does not apply to out-of-school youth participants.
5. An impartially selected YBEX Committee will determine the winners. To prevent any biased opinion, judges are chosen from outside the region and possess several years’ experience in entrepreneurship/business planning and project development.
6. Applicants, Educators and Advisors must be present at the Awards Ceremony in order to receive their prize unless there are extenuating circumstances previously approved by Newsask.
7. All applicants, Educators or Advisors will receive complimentary dinner tickets for the Awards Ceremony at the **TBA**.

YBEX Award Categories

Youth Entrepreneurs may enter YBEX as an INDIVIDUAL or as a GROUP in ONE of the following categories:

- A. Business Plan (The Dreamer)
- B. Operating a Business Venture (Taking the Plunge)
- C. Business Venture exhibiting significant growth and development (Seasoned Pro)

A. Business Plan

To compete in this category, applicants will research an imaginary business that they would like to own and operate. The business may sell a product or provide a service that already exists, change an existing product or service or invent a new product or service.

Applicants will describe their imaginary business, what motivated them to choose their product or service, why their product or service is needed in the community, and describe the customers that will support their business. All business plans must include monthly and yearly sales and expense estimates, a marketing plan to sell the product or service, and a plan to address any problems that may occur in operating their business.

The applicants of the Business Plan Category will be judged on the description of their business and customers, their operation/advertising strategy, creativity, business viability, organization, and problem solving skills.

B. Operating a Business Venture

To compete in this category, applicants will describe a revenue-generating activity such as a student run business, or an out-of-school activity that produces income for the individual(s).

Some examples of After School Businesses are: Yard Care/Snow Removal Business, Internet Web-site Design, or Computer Help for Beginners etc.

Participants will create their own company, raise capital, produce and market their product or service. They will create a Business Plan that describes their business, their product or service, and their customers. Start-up costs, along with monthly/yearly sales and expenses will also be included with their plan. Additionally, contestants will describe their goals for their business and state whether or not those goals were reached and the experience gained by running the business.

The applicants in "Operating a Business Venture" Category will be judged upon their ability to operate an actual business, organization, problem-solving skills, creativity, and clear recognition of the learning experience gained from this process.

C. Operating a Business Venture 2

For any business venture that has submitted in previous years and illustrates significant changes, expansion or improvements in growth/product/service, marketing, ideas, etc.

The plan must include one or more of the following:

- Additional products or services (not just modifying something slightly, but significantly expanding and adding different products or major modifications of products or services that is worthy of a prize.)
- Entirely different or additional marketing [i.e. formerly sold items at local events and now products are available for sale in stores; or now available online and website developed to market new approach].
- Significant growth in sales – financials indicating considerably increased growth compared to previous entry.

Describe changes in the operation and business plan. Explain the objective and the outcome. Include Cash Flow, Balance Sheet and Income Statement.

How to Apply

1. Choose the category that you wish to compete in.
2. Choose to compete as an individual or as a group.
3. Complete the YBEX Awards Application form enclosed.
4. Our format preference would be typed or neatly written on 8-½" X 11" paper. We photocopy the submission for the judges to make notes on.
5. Complete your Business Plan, following the "Guidelines for Creating a Business Plan" and if you are submitting as a Business Venture or Business Venture 2: Operate and manage your business keeping accurate financial statements. Report in a Business Plan Format.
6. Include attachments that are related to your business idea or plan.
I.e. Business card, pictures, brochure, prototype, video, website, etc.
7. Submissions may sent be via email to admin@newsaskcfdc.ca. Subject "YBEX Submission". Please use MSWord or PDF format and submit by **April 20, 2018 at 4:00 p.m...** *[If you email, we will reply that we have received it. If you do not receive a reply, please phone 1-888-586-9855]*
or
Forward the completed package **to be received by THURSDAY April 20, 2018**, to:

YBEX Awards
P.O. Box 357
Tisdale, SK S0E 1T0

This year the YBEX Awards Dinner & Ceremony will be held on
Saturday, May 5, 2018 at 5:30 p.m. TBA.

Newsask May Provide Assistance!

- Assistance with the research in the Preparation of Business Plans and Financial Forecasts
- Business counseling and training
- Providing a complete range of business, self-improvement and employment resources

Phone: 1-888-586-9855
Fax: 1-306-873-4645
Email: admin@newsaskcfdc.ca

1. Original Business Plans must be submitted. If you have submitted a business plan in other years, submitting the same business plan in the same category with some improvements is not eligible.
2. If you are operating a business venture, it may be part-time or seasonal.
3. Agriculture related businesses are eligible.
4. Evaluation sheets are provided. This information is what the judges evaluate your business plan or venture with.
5. If you are a winning entry, this will increase your employability skills and you may add the attributes to your resume or portfolio.
6. Schools only – an entire school or an entire class may enter as a group.
7. Remember – entrants must be present at the Awards Dinner and Ceremony on **May 5, 2018** to win. If there are extenuating circumstances, submitters may apply to be excused from our Ceremony.
8. Operating a Business Venture means that it must be an actual business in operation within the last year.
9. Good Luck!

Typical Business Plan Contents

(No more than 30 pages)

- Business Plan Executive Summary –overview of the entire business plan.
 - No more than 2 pages
 - It should concisely report the background and development of your business. It is intended to be read by a busy Executive who might not have time to read the whole report, so it gives clear, sensible, well organized and specific information about your plan. If you sell it well here, the Executive will then continue to read the rest. [What is your business name? What is the product or service? Where will you be located?]
- Goals and Objectives – list the goals and objectives for your business over the next three to five years. Why did you choose this product? You could include future development potential, environmental impact, is it able to adapt to new technology, community impact.
- Market Analysis – define the particular industry your business is in. Discuss who your customers are, the market to go after, and likely competitors in the market. Why would customers choose your product? What will be the benefits for your community?
- Marketing Plan
 - Product – what is it, why would people want it? What extras can you offer your customers (guarantees, free delivery, service, repair, seminars?)
 - Price – what will you charge and how did you determine this?
 - Place – where will you be located? Do you have special needs? Do your clients have special needs?
 - Promotion – how will you advertise and sell your product or service?
 - People – who will you sell your product to (customers)... is it a specific group of people you will focus on or will everyone want your product?
- Operations Plan – describe how you will put your plan into place. Describe day to day activities of the business venture. If appropriate, describe how the product will be produced and offered for sale. Are there risks involved and how will you manage them? You could also include a SWOT Analysis (Strengths, Weaknesses, Opportunities and Threats).
- Financial Plan – discuss the costs and revenue of the business. Show how much money is needed to start the business and where the money will be spent. Will you need to borrow money? Include the following:
 - Cash Flow – Sample on Page 7
 - Income Statement – Sample on Page 8
 - Balance Sheet – Sample Page 9
- Management Plan – discuss who makes up the management team and what their background is. Provide details about company ownership and company structure. [Are you a single owner/proprietor, partnership, or corporation?]
- Appendix – provide additional information on specific items that are not essential to the business plan. These could include customer letters of support for your business, sponsorship, logo designs, prototypes, etc.
- Bibliography – credit all your references including written and online materials.

Your Business
Income Statement
For the Year Ended December 31, 20__

Cash Receipts	
Cash from Sales	42500
Other	
<hr/>	
Total Receipts	42500
<hr/>	
Cash Payments	
Equipment Purchases	300
Land and Building Purchases	
Wages - Management	12000
Wages - Employees	
Wages - benefits (CPP, EI, WCB, etc)	1800
Inventory (<i>purchase before you expect sales</i>)	13100
Inventory adjustment, year end value	-4000
Utilities (<u>Power</u> - gas & water in rent)	360
Rent (perhaps heat and water included)	4800
Phone, fax, internet	600
Licenses, fees & dues	540
Insurance	1200
Repairs & Maintenance	200
Travel	400
Vehicle expenses (gas)	1200
Office Supplies & Postage	240
Accounting & Legal	700
Advertising	500
Bank service charges	240
Municipal Taxes	1000
Income Tax Paid	200
Capital Cost Allowance	900
<u>Colouring Contest</u>	200
<hr/>	
Miscellaneous	240
Total Cash Payments/Expenses	36720
<hr/>	
Net Profit (loss)	5780

Note: Vehicle payments are listed on cash flow but not on Income Statement (they will come off the loan on the Balance Sheet. The same applies to personal loan repayment.)

Your Business
Balance Sheet
As at December 31, 20__

ASSETS

Current Assets

Bank	3980	
Accounts Receivable	0	
Inventory	4000	
		7980

Capital Assets

Building		
Equipment		
Vehicle	3000	
Vehicle depreciation	-900	
		2100

Total Assets		10080
--------------	--	-------

LIABILITIES & OWNER'S EQUITY

Short Term Liabilities

Accounts Payable	0	
		0

Long Term Liabilities

Vehicle Loan	1800	
Owner Loan	2500	
		4300
Total Liabilities		4300

Owners Equity

Equity	0	
Retained earnings (previous year)		
Current Profit (loss)	5780	
Total Equity		5780

Total Liabilities & Owners Equity		10080
-----------------------------------	--	-------



Evaluation form for Business Plan or Operating a Business Venture

Youth's Name:
Project Title:
Evaluator:

	Poor 1	Fair 2	Adequate 3	Good 4	Excellent 5
--	-----------	-----------	---------------	-----------	----------------

PRESENTATION & EFFORT

Appearance of submission - packaging & uniqueness	1	2	3	4	5
Material presented clearly, readable, pages numbered, easy to follow	1	2	3	4	5
Contact information and Bibliography	1	2	3	4	5
Confidence that student(s) authored submission	1	2	3	4	5
Writer enthusiasm about business idea	1	2	3	4	5

EXECUTIVE SUMMARY (Descriptive Paragraph Outlining Their Business)

Concise, logical well organized. Did it make you want to read the rest?	1	2	3	4	5
---	---	---	---	---	---

GOALS & OBJECTIVES

Goals / motivation for starting business (BV 2 for expansion/improving)	1	2	3	4	5
---	---	---	---	---	---

MARKET ANALYSIS

Market + competition identified	1	2	3	4	5
Competitive advantage: distinct or unique feature	1	2	3	4	5

MARKETING PLAN

Product / service clearly described	1	2	3	4	5
Price – determination logical, practical	1	2	3	4	5
Place – Is the location well thought out and practical	1	2	3	4	5
Promotion – Is there a well thought out plan for advertising and selling	1	2	3	4	5
People – have they established a customer profile	1	2	3	4	5

OPERATIONS PLAN

Business operations clearly described	1	2	3	4	5
Response to "challenges of youth in business"	1	2	3	4	5

FINANCIAL STATEMENTS

Was a cash flow completed and well thought out?	1	2	3	4	5
Was there an income and expense statement?	1	2	3	4	5
Was a balance sheet completed?	1	2	3	4	5
Were the financial position and requirements discussed?	1	2	3	4	5

MANAGEMENT PLAN

Ownership details provided?	1	2	3	4	5
Management team identified and discussed?	1	2	3	4	5

SUPPORT MATERIAL/APPENDIX

Inclusion of pictures / graphics / logo / data tables	1	2	3	4	5
Circle Number of independent attachments	1	2	3	4	5
Quality / uniqueness of attachments. Do they relate to & support?	1	2	3	4	5

Note: This is not a "grade". Maximum 125 points

TOTAL					
--------------	--	--	--	--	--

NEWSASK MEMORIAL AWARD - \$100 sponsored by Newsask

Entrant shows commitment to community, passion for chosen field, and quality of work

AGRICULTURAL BUSINESS PLAN - Award sponsored by Sask Ag and Food
 Business Plan or Business Venture in an Agricultural business or a business with Agricultural Value Added potential

Did you note any "special achievement" in this submission?

(There are up to six \$50.00 awards.)

1	2	3	4	5
---	---	---	---	---

1	2	3	4	5
---	---	---	---	---

The evaluation is strictly un-biased and based on the criteria attached. Judges are chosen from outside the region with experience in business planning, project development and economic development.

No one ever knows all the answers when they start writing a business plan. You may need to make some phone calls, take a neighborhood survey, or go to the library. You can also learn from the experience of other business owners or your parents.

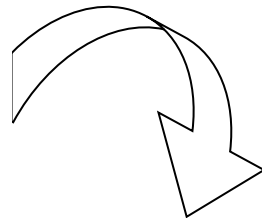
There are lots of places on the internet that you can find sample business plans. Just do a search and you will get sites like this: http://www.bplans.com/sample_business_plans.cfm

They have a product for sale (which we are not endorsing) but they also have about 400 free sample business plans that you can look at to see how another business might present their ideas. Graphs can make something fancy but they are not necessary for the financial information. A spreadsheet or table format is just fine.

Contact us at:

Community Futures Newsask
Box 357, 903 – 99th Ave. West.
Tisdale, SK S0E 1T0

1 888-586-9855 or in Tisdale: 306-873-4449
admin@newsaskcfdc.ca
www.newsaskcfdc.ca



YBEX Awards Application Form

1. Which category do you wish to compete in: (check only one)

A. Business Plan

➤ Group

➤ Individual

B. Operating a Business: How long did the business operate? _____

➤ Group

➤ Individual

C. Operating a Business Venture 2: How long did the business operate?

➤ Group What Year Did You Previously Submit to YBEX? _____

➤ Individual

2. Grade Division: Grade 6-9 Grade 10-12 Out of School Youth

3. Title of Submission _____

4. Applicant Information

Name: _____ Male Female

Address: _____ Age and/or Grade _____

City/Town: _____ Province: _____ Postal Code: _____

Home Phone: _____ Email: _____

5. School or Association Affiliation: (Applies only to Students Grade 6-12)

Name: _____

Mailing Address: _____

Phone: _____ Fax: _____

Name of Teacher or Advisor: _____

Additional Group Information: (If Required)

Name: _____ Male Female

Address: _____ Age and/or Grade _____

City/Town: _____ Province: _____ Postal Code: _____

Home Phone: _____ Email: _____

Name: _____ Male Female

Address: _____ Age and/or Grade _____

City/Town: _____ Province: _____ Postal Code: _____

Home Phone: _____ Email: _____

Attach a list of other in your group if required.

Release Form (please attach to application)

Each year Community Futures Newsask does presentations and workshops in schools and trade shows, as well as posting photos on our website of winning entries.

If you are willing to allow us to use any photos or video recordings taken of you at the YBEX 2016 Awards Ceremony, or if you are willing to allow us to use your submission, or a portion of your submission, as an example in our promotional materials, please indicate and sign below.

[Note: for group entries, if all entrants do not give their permission we will not use the submissions, photos or video recordings in our promotional materials.]

I _____ give my permission for Community Futures
(Print name of youth)

Newsask to: *[please check each that you are giving permission for]*

- Use my submission, or a portion of my submission, for future promotional materials associated with YBEX.
- Use my photo or video recordings from the YBEX 2016 Awards Ceremony for future promotional materials associated with YBEX

Date

Signature of Youth

Signature of Parent if youth
is under the age of 18.