

**TFAB Tool & Service Submission Form** Choose Date

**Overview**

Thank you for your interest in providing tools, resources or listing your businesses services on the TFAB online portal. Your valuable contribution will enable more Aboriginal entrepreneurs to start and grow their businesses.

To provide a tool or list your services on TFAB please following these simple instructions:

1. Complete this form and return to [tfab@ccab.com](mailto:tfab@ccab.com) ensuring you attach your tool(s), provide an overview of your organization and your logo so we can recognize your contribution to TFAB
   1. If you’re submitting a tool, resource or guide please complete the TFAB Tool Submission Form section of this document
   2. If you would like to have your services listed on TFAB and made available to Aboriginal businesses, please complete the TFAB Service Submission Form section of this document
2. A member of the TFAB team will review your submission and provide any feedback, if required
3. A member of the TFAB team will provide you with a copy of the TFAB Provider Agreement which outlines how we will use your tool or list your services and to ensure your intellectual property is acknowledged and protected
4. Upon completion of the TFAB Provider Agreement your tools or services will be loaded to TFAB

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| **Provider Contact Information** | |
| First Name | Last Name |
| Job Title | Phone Number |
| Email | |

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| **Contact details for TFAB users (viewable online)** | |
| Organizations Name | Contact Phone Number |
| First Name (Optional) | Last Name (Optional) |
| Title (Optional) | |
| Contact Email | |
| Contact Website | |

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| **Brief description of the Organization - No more than 75 words** |
| Organization Description | |

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| **Upload your company logo(s) here - Please ensure image is Hi-Resolution Image - .pdf or .jpeg** |
|  |
| Insert hyperlink for Image |



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| **TFAB Tool Submission Form**  Complete this section to submit a tool, resource or guide to TFAB Website | | | |
| Has your template/tool been developed or modified specifically for Aboriginal businesses?  *\*Note: This is not a requirement.* | | | |
| Is your tool specifically applicable to businesses operating on reserve?  *\*Note: This is not a requirement.* | | | |
| Which provinces and/or territories is the TFAB tool designed for, select all that apply: | | | |
| **Canada Wide**  Alberta  British Columbia  Manitoba  New Brunswick  Newfoundland and Labrador  Northwest Territories |  | Nova Scotia  Nunavut  Ontario  Prince Edward Island  Quebec  Saskatchewan  Yukon |  |
| Is your template/tool applicable to an industry or sector? Choose an Industry | | | |
| Which TFAB business function do you feel your tool best fits into? Choose a Function Here | | | |
| Is your template/tool available in French? Yes No | | | |
| What program is required to run the tool Choose Program | | | |
| Is your tool available in a format the is fillable/editable for TFAB users? Yes No | | | |
| Does your tool include clear instructions outlining the purpose of this tool and how to use it? Q Yes No | | | |
| Does your Tool require a glossary of terms (e.g. acronyms, business terms) TFAB users may be unfamiliar with and if so has this been included?  Yes No | | | |
| Does your Tool provide a filled in example of what a completed and working document looks like?  Yes No | | | |

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| **Tool Name and brief description(s) of your tool(s)—no more than 50 words for each tool**  Also add a maximum of five descriptive terms for each tool  e.g. location, industry, any specifics. Your tool will be tagged with up to five terms (which may or may not be the ones you provide), and the more accurate you are, the easier it will be for your tool to be searched/found by TFAB users. |
| **Tool # 1 Tool Name** |
| Tool Description |
|  |
| Add Descriptive Term Add Descriptive Term Add Descriptive Term  Add Descriptive Term Add Descriptive Term. |

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| **Tool # 2 Tool Name** |
| Tool Description |
| Add Descriptive Term Add Descriptive Term Add Descriptive Term  Add Descriptive Term Add Descriptive Term. |

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| **Tool # 3 Tool Name** |
| Tool Description |
| Add Descriptive Term Add Descriptive Term Add Descriptive Term  Add Descriptive Term Add Descriptive Term. |



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| **TFAB Service Submission Form**  Complete this section to have your organizations services listed on TFAB and made available to Aboriginal businesses across Canada | | | |
| Are any of your Services developed or modified specifically for Aboriginal businesses?  *\*Note: This is not a requirement.* | | | |
| Which provinces and/or territories is the TFAB Service designed for, select all that apply: | | | |
| **Canada Wide**  Alberta  British Columbia  Manitoba  New Brunswick  Newfoundland and Labrador  Northwest Territories |  | Nova Scotia  Nunavut  Ontario  Prince Edward Island  Quebec  Saskatchewan  Yukon |  |
| Is your Service specifically applicable to businesses operating on reserve?  *\*Note: This is not a requirement.* | | | |
| Is your Service applicable to an industry or sector? Choose an Industry | | | |
| Which TFAB business function do you feel your Service best fits into? Choose a Function Here | | | |
| Is your Service available in French? Yes No | | | |

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| **Brief description of Services offered - no more than 200** |
| Description of Service |
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| **Offering for Certified Aboriginal Businesses (CABs).**  *\*Note: This is not a requirement.*  To support the growth of Aboriginal entrepreneurship in Canada, CCAB members are providing special discounts to CCAB Certified Aboriginal Business (CAB) companies. In addition to increasing access to the services Aboriginal entrepreneurs require to start and grow their businesses, providing a discount will also help your business build relationships with new clients.  As CAB certification is required for businesses to be eligible to receive the discounts you provide you will have the assurance that Aboriginal businesses are benefiting from your contribution. Examples include discounted rates on services/products, free initial consultations, etc.  Feel free to be as creative with your discount as you like! |
| Offering, Discount, Benefit, Etc |
| Please add a maximum of five descriptive terms for your services , e.g. location, industry, any specifics. Your services will be tagged with up to five terms (which may or may not be the ones you provide), and the more accurate you are, the easier it will be for your services to be searched/found by TFAB users.  Add Descriptive Term Add Descriptive Term Add Descriptive Term  Add Descriptive Term Add Descriptive Term. |

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| **Submit Tool & Service Provider Submission Form** | | |
| Submitting both TFAB Tool & Service  Submitting TFAB Tool  Submitting TFAB Service |  |
| Please email this completed form and your tool(s) to [tfab@ccab.com](mailto:tfab@ccab.com) with the subject line:  ***“TFAB Tool - [Organization Name]”*** | | |



**TFAB Tool & Service Submission Form**

On behalf of CCAB, thank you for your engagement and cooperation. We appreciate your contributions to the TFAB Program. This is a great opportunity to become better connected with Aboriginal businesses across Canada. Your high standing and vast experience are vital to our continued success. We are sure that the collaboration between our two organizations will lead both parties to new opportunities.

Thank you,

Tracy Morningstar

Manager, Entrepreneurship

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