



THE *MAP* TO SUCCESS

Technical Assistance • Networking • Funding

MICROENTERPRISE ASSISTANCE PROGRAM

Loan Program Purpose: To Develop and Support new and existing micro-enterprises to contribute to a vibrant and diverse local business environment.

Deadline: All Applications must be received no later than 5 p.m. on June 30, 2023. Applications must receive a minimum of 75 points in order to be considered for funding.

Section One: Executive Summary

Max 10 Points

Applicant Information

First Name: _____ Last Name: _____

Business Title: _____

Home Address: _____ City: _____

State: _____ Zip Code: _____

Phone Number(s) Mobile: _____ Office: _____

Email Address: _____

Business Name: _____

Business Address: _____

Business Phone: _____ Email: _____

How long has business been in existence? _____

Business EIN: _____ DUNS Number: _____

Number of Employees: _____

Please provide a brief narrative of the history / mission of your company, what services to you sell?

Please provide a history of sales and profit growth over the past 3 to 5 years: _____

Please tell us about current activities and promotions you have in your company/ how do you market your product:

Section Two: Project Description

Max 25 Points

How much funding are you seeking through the program? _____

Provide a brief description of your proposed uses from the grant: _____

Please explain the purpose and anticipated key outcomes for using this grant: _____

Who are the individuals or communities served? _____

Attach back-up documentation as confirmation of your uses and expected investments:	
Use: Ex. Desktop Printer	Amount: \$ 800
Use:	Amount: \$
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Please explain how you would use this grant to grow or expand your business: _____

Why do you feel this project will be successful? _____

What is your geographic Market area? Who are the individuals or areas served? _____

Section Three: Demonstration of Need

Max 20 Points

Discuss why City of Kettering funding is needed and not available from other sources: _____

How could your project goals be met without City of Kettering funding? _____

Section Four: Justification of Expenditures

Max 25 Points

Please explain how the expenditures listed above directly meet the projects need: _____



Please provide a narrative showing that the items are currently available, the costs are reasonable and the expenditures necessary to meet your businesses goals: _____

Section Five: Sustainability

Max 20 Points

After funding is expended, describe how your business will continue to be profitable: _____

Outcomes/Impact Return on Investment– Describe how you will measure the outcome of this project and list the degree of change. EXAMPLE: *Increase sales by XX%, Increase client engagement by XX% , hire XX new employees:*

Bonus Points- You will receive additional points for each of the following:

- First time being funded **(2 points)**
- Live in Kettering **(2 points)**
- Racial or Ethnic Minority Business Owner **(2 points)**
- Female Owned Business Owner **(2 points)**
- Other historically advantaged owner / Veteran or Disabled **(2 points)**
- Completed one or more class series **(5 points for each series)**
 - Completed entire 2022 Spring Technical Assistance Series
 - Completed entire 2022 Fall Technical Assistance Series
 - Completed entire 2023 Spring Technical Assistance Series



By checking each box below, the undersigned hereby certifies that the statement is true and/or that the required attachments are provided in conjunction with the application. **BOLD items must be attached to the application prior to it being submitted.** No incomplete application shall be processed.

- I confirm that my business is located within the City of Kettering and the business maintains all proper licenses and permits for operation.
- I certify that the average annual gross receipts of the business is less than \$500,000.
- I have attached a copy of the most recent personal tax returns for owners with 20% or more ownership interest. **Attach personal taxes of all owners and/or any business returns.**
- I have attached a completed IRS W-9 Form, EIN and DUNS number (each of these are required, attach W-9 available at www.irs.gov/pub/irs-pdf/fw9.pdf).
- I agree to document and report the economic impact to the business as a result of this grant including but not limited to, jobs retained, job hired, increased sales, participation in other relief programs.
- I confirm that the business is current with all local, state, and federal taxes.
- I certify that the business has complied with its by-laws or other governing documents to obtain approval for the undersigned to submit this application and execute a grant agreement on behalf of the applicant.

I certify that the above information, to the best of my knowledge is accurate and true. I understand that the City of Kettering will rely on the accuracy of the submitted information and certifications made in conjunction with this application. Any misrepresentation or inaccurate information may be treated as a default concerning any loan made.

Business Name	Authorized Representative	Title	Date
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Submission Instructions:

All attachments should be scanned and emailed to Angela.Rahman@ketteringoh.org or can be mailed or dropped off to: City of Kettering ATTN: Angela Rahman 3600 Shroyer Rd Kettering, OH 45429.

If you have questions about the application requirements or have any issues with submitting any of the required documents, please email Angela.Rahman@ketteringoh.org.