



BUSINESS ENDOWMENT FUND
Application Specifications

Business Endowment Fund:

Total Amount Available:

\$500

No. of awards:

1- for an existing business, MVBBWN member

Endowment Criteria and Eligibility Requirements:

The Endowment Fund is about monies set aside by the Network for:

- Any member in good standing
- A newly established woman-owned business for more than six (6) months but less than two (2) years OR
- An established woman-owned business for over two (2) years with plans for improvement in that business.

All of these make each member of the Network eligible to apply for the Endowment Fund!

To be considered for the Endowment Fund you must submit the following documentation:

- A copy of your dba or corporate papers
- A brief history of your business and a description of your products and/or services
- The specific purpose, in detail for applying for the Endowment Fund and the plan for the use of the award by quantification and justification (i.e: launch advertising campaign, assist in continuing education, etc.)
- If expansion is your goal, provide a detailed description of your expansion plan and/or improvement by quantification and justification (i.e: upgrading of equipment, advertising in new market, continuing education, etc.)

A Professional Presentation is an MUST!

Deadline: The application form and your proposal must be received by **January 31, 2010**

Send applications to:

Sharon St. John
Small Business Development Center/ SUNY IT
PO Box 3050
Utica, New York 13504-3050
Fax Number: 315-792-7554
Email: stjohns@sunyit.edu

Questions: call Sharon St. John, Endowment Chairperson at 315-792-7547 or email (above)



**BUSINESS ENDOWMENT FUND
APPLICATION FORM**

PLEASE COMPLETE ALL INFORMATION:

BUSINESS NAME:

BUSINESS ADDRESS:

BUSINESS PHONE NUMBER:

EMAIL ADDRESS:

NUMBER OF YEARS IN BUSINESS/DATE ESTABLISHED:

APPLICANT'S NAME:

HOME ADDRESS:

HOME PHONE NUMBER: _____

You **MUST** attach the required specific detailed proposal according to Endowment Application guidelines (see information page) of how you plan to use the Endowment if chosen for the award, in your business.

ENDOWMENT AWARD PRESENTATION:

The Endowment Fund award (s) will be presented at a MVBWN meeting in the Spring of 2009. Date TBA

Deadline for applications is January 31, 2010