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**BUSINESS ENDOWMENT FUND**

Application Specifications

Business Endowment Fund:

Total Amount Available: **$1,500 ($750 each)**

No. of awards: 2- for Existing Business(es), MVBWN member(s)

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.
* Only one application per member

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

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

* **Proof of business entity (DBA, corporate papers, or other proof of business entity, eg: consultant agreement or consultant status verification)**
* **Completed Business Endowment Fund Application Form**
* **A brief history of your business and a description of your products and/or services**
* **Reason for applying for endowment.** 
  + See page 3 for details and suggestions of required information for this section

***A Professional Presentation is an MUST!***

Deadline: **The application form and your proposal** must be **received** by **May 10, 2018.**

Applications should be submitted electronically in .PDF format only to: [nywbc@aol.com](mailto:nywbc@aol.com)

Questions: email: [nywbc@aol.com](mailto:nywbc@aol.com)



BUSINESS ENDOWMENT FUND

**APPLICATION FORM**

Please complete the following and use as your cover sheet for your Application:

|  |  |
| --- | --- |
| Business Name: |  |
| Business Address: |  |
| Business Phone Number: |  |
| Email Address: |  |
| Length Of Time In Business: |  |
| Date Business Established: |  |
| Applicant’s Name: |  |
| Home Address: |  |
|  |
|  |
| Home Phone Number: |  |

For Internal Use/Application Judging

|  |  |  |
| --- | --- | --- |
| Review By: | Name | Date |
|  |  |  |
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|  |  |
|  |  |

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 the MVBWN monthly meeting in June 20, 2018.**

**All applicants are asked to attend meeting.**

##### Deadline for applications is May 10, 2018



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**SUGGESTIONS FOR YOUR APPLICATION:**

Here are some suggestions that should be included in your application.

1. Your Business
   1. Provide a brief history of your business.
   2. Provide a description of your products and/or services.

1. Reason for applying for the endowment:
   1. Brief statement on what you will use the funds for.
   2. Is this a single item purchase or is it part of a larger project?
2. Background information
   1. Describe in detail how this will help your business
   2. Why is it important to you?
   3. Why is this important to your business?
3. Supporting documentation:
   1. Include detailed financial information about the cost of the item or project.
   2. At least three price quotes or estimates should be included and why you chose this price.

Please include your name or your business name on each page submitted.