



## 2020 WBN Small Business Development Grant

### **DUE DATES:**

- Grant applications due by 4 p.m. on June 1, 2019.
- Applications can be e-mailed, mailed or hand delivered to:  
WBN Small Business Development Grant  
c/o Amy Magleby  
180 N. University Ave #400  
Provo, Utah 84601  
amy.magleby@zionsbank.com

### **REQUIREMENTS:**

- Do not recreate or reformat grant application
- All applications should be typed
- Fasten application with a removable binder clip. Do not staple, bind, use sheet protectors, or notebooks.
- Any supplemental work samples must be clearly labeled with applicant's first and last name and phone number.

### **APPLICATION CHECKLIST:**

*(Each of the following must be included with the final application)*

#### **— Personal Information**

#### **— Statement of Purpose**

#### **— Business Plan or Project Plan (including following information)**

- ✓ Description of business
- ✓ Market, Competition and Location
- ✓ Management structure and personnel
- ✓ Capital requirements and general budget
- ✓ Proposed use of grant funds
- ✓ Plan for measuring performance and results

#### **— Certified assurances**

#### **— Supporting documents / work samples**

## PERSONAL INFORMATION

LEGAL NAME: \_\_\_\_\_

MAILING ADDRESS: \_\_\_\_\_

CITY: \_\_\_\_\_ STATE: \_\_\_\_\_ ZIP: \_\_\_\_\_

TELEPHONE NUMBERS (DAYTIME AND EVENING): \_\_\_\_\_

E-MAIL ADDRESS (PRIMARY MEANS OF CONTACT): \_\_\_\_\_

NUMBER OF YEARS A UTAH STATE RESIDENT: \_\_\_\_\_

## ASSURANCES

**Please initial each item as applicable:**

— I certify that I am a female resident of Utah

— I certify that I am the primary owner of the company applying for the WBN Small Business Grant

— I certify that all statements made in this application are true to the best of my knowledge

— I acknowledge that the Women's Business Network is not liable for damage or loss of materials submitted

**Signature** \_\_\_\_\_

**Date:** \_\_\_\_\_

**1) Statement of Purpose - 30 Points**

Clearly describe the focus, goals, and general direction of your work or business plan, including broad concepts or artistic objectives.

**2) Business Plan - 40 points.** Business Plan must include all the following information listed in the following order. Budget plans, projections, marketing plans ect. may be attached as part of the business plan.

Description of business:

Does your business support the mission statement of the Women's Business Network? If so, please explain how/why.

*The WBN's mission is to empower professional women by promoting business connections, encouraging diverse personal and professional networks, and providing development opportunities*

Market:

Competition:

Location:

Management structure and personnel:

Capital requirements and general budget:

Proposed use of grant funds:

Plan for measuring performance and results:

### **3) Supporting Documents / Work Samples - 30 points**

Supporting documents must accompany applications and provide supplemental relevant details. Binders, folders or envelopes may be used to enclose or arrange labeled work samples. All items submitted as work samples must be clearly labeled with applicant's first and last name and phone number.

Supporting documents may include: resumes, work samples, letters of reference, marketing materials, etc.

### **4) Please tell us why we should select your business for the WBN Small Business Grant.**

**For more information about the WBN Small Business Development Grant Program contact Amy Magleby (385) 241-3052, or e-mail [amy.magleby@zionsbank.com](mailto:amy.magleby@zionsbank.com).**