



2022 Sample Micro-Grant Application

Instructions: This is the sample application for the 2022 Micro-Grant Fund. Please review the complete list of eligibility criteria and terms & conditions at www.rdcnm.org/microgrant-fund .

Important Dates: The next round of the annual Micro-Grant application process opens on **April 1, 2022**, and the application submission deadline is no later than 5:00 pm on **May 2, 2022**.

Submission: Potential applicants MUST attend a mandatory one-hour [Micro-Grant Information webinar on April 12th at 10 am](#). A link to the online application will be sent to attendees after the session. You must complete the online application in one sitting – it can't be saved. Review this sample application in advance so you have all the information you need beforehand when submitting the online application.

Timeline: Awardees will be notified in mid-May and agreements will be executed in late May. Purchases made before award agreements are fully executed will not be eligible for reimbursement.

Section A – Company Description (up to 20 points)	
Company Name & DBA, if applicable	
Date Business Established (Must be in business at least 6 months to be eligible)	
Full Physical Address (Address, City, State, Zip)	
Full Mailing Address (if different) (PO Box, City, State, Zip)	
Northern NM County where business is located (Los Alamos, Mora, Rio Arriba, Sandoval, San Miguel, Santa Fe, Taos)	
Business Website Address	
Social Media Handle(s)	
Contact's First and Last Name	

Contact's Email	
Contact's Phone Number	
Structure of the Business (e.g. LLC, S-Corp, C-Corp, B-Corp, Sole Proprietorship," etc.)	
Small Business Certifications (Women Owned, Minority Owned, 51% Tribal Member Owned, Veteran Owned, 8(a), HubZone, etc.)	
NM CRS-1 Number	
Federal Employer ID # (FEIN) (or last 4 digits of social security # if Sole Proprietorship)	
Business Bank Acct	_____ Yes _____ No
Established Line of Credit?	_____ Yes _____ No
Current Number of Employees	_____ Part-Time _____ Full-Time _____ Contract
2021 Annual Revenues	

Section B - Ownership Structure (points included above) List Principals/Owners owning more than 10% of the company.		
Name	Description/Title	Percentage of Ownership

Section C – Disclosure (points included above)		
	Yes	No
Does the business have any outstanding tax liabilities?		
Is the business presently a party to any claim or lawsuit?		
Has the business ever declared bankruptcy?		

Section D – Request Summary (up to 10 points)

How much money are you requesting? (Request is \$500 - \$3,000)	
Provide a short, on sentence general description of what you will buy with the funds. Examples include purchase of equipment, services such as website development, training, or professional consulting, etc. Note: you will be asked to further detail the project in Section G.	
How long will it take to make the purchases if you receive funding? (required to be completed within 6 months)	
If you receive funding: <ul style="list-style-type: none"> • How many <u>jobs</u> do you estimate will be <u>retained</u> by your company? • How many <u>new jobs</u> do you estimate will be <u>added</u> by your company? 	<p>Within 6 months _____ Full-time _____ Part-time _____ Contract</p> <p>Within 6 months _____ Full-time _____ Part-time _____ Contract</p>

Section E - Business and Project Description (up to 25 points)

Provide a detailed description of your business in this section.

Business Description Describe your business in 2-3 sentences.	
Product or Service Provide a description of the product or service being offered, including an explanation of the unique features of your product. Address the need for your product or service in your community, region, and/or beyond.	
Organizational Structure Describe the organizational structure (staffing) of your business.	
Target Market/Competition	

<p>Describe the market that you serve, including the size of the market. Who buys your product or service? Why do they buy? Describe your competition.</p>	
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Section G – Purchase Description & Budget (up to 30 points)

Micro-Grant funds are awarded to help a business complete a needed project; the funds are to be used to purchase products, services or equipment that will increase revenues and/or add jobs. Funds are not released upfront, but upon receipt of paid invoices for awarded purchases.

NOTE: Rent, utilities, inventory/material to create inventory, and salaries are not eligible. Purchases made before a signed award agreement is in place will not be reimbursed.

<p>Project and Specific Use of Funds</p> <p>1. Describe your proposed purchase(s) and give estimated costs. If you are requesting funding for more than one purchase, list purchases in order of priority, as you may be only partially awarded.</p> <p><i>Note: It is important to get good estimates of the proposed purchase costs, as the award will be based on these estimates. Don't forget to include shipping costs and sales taxes.</i></p> <p>2. Describe exactly how the proposed purchases will increase revenues (increase productivity, decrease costs, etc) and move your business forward.</p>	<p><u>Example:</u></p> <p><i>Purchase a new label maker</i></p> <p><i>Completed Date: June 15, 2021</i></p> <p><i>Cost: \$1,892.00</i></p> <p><i>Priority: #1</i></p> <p> </p> <p><i>This purchase will streamline my labeling process which is a bottleneck in my process. It will save me an estimated 10 hours a week, and I expect to make approximately 25% more product each week</i></p>
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Section H – Regional and Economic Impact (up to 5 points)

<p>Funding Impact</p> <p>If awarded, describe the impact of your project on your family, the community, and/or the region.</p>	
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Section I - Company Financials (up to 5 points)

Financial Projections:

Fill out the following table. Do not include potential RDC funding in your projections.

	Last Year	Projected (required)	
	2021	2022	2023
Income			
Net Profit/Loss			

Provide any narrative below that you think might be necessary to explain revenue projections.

Section J – Current Sources of Capital (up to 5 points)

List all Sources of Capital

Include self-funding, grants, competition winnings, loans, and investments. Be sure to include how much money the owners/founders have put into the business, but DO NOT count sweat equity.

Source	Type	\$ Amount