



# City of Burlington

## APPLICATION INSTRUCTIONS

### BTV Mayor's Prize for Entrepreneurship

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Please answer ALL questions in a separate document. Write "N/A" where something does not apply to your organization. This application is divided into four sections – Organization Information; Project Description; Outcomes and Sustainability; and Required Attachments. **Incomplete or late applications will not be considered.** Please limit responses to no more than 10 pages, without attachments. Proposals must be typed. Submit seven (7) copies of your application in hard copy in a sealed envelope as well as in electronic format (PDF preferred) by **Friday, November 3, 2017 at 12:00pm EST** to the following address:

Community & Economic Development Office  
Attention: Gillian Nanton  
149 Church Street, Suite 32  
Burlington, VT 05401

Email addresses (please send to both): [gnanton@burlingtonvt.gov](mailto:gnanton@burlingtonvt.gov) and [dcolangelo@burlingtonvt.gov](mailto:dcolangelo@burlingtonvt.gov)

#### A. Organization Information

- Legal name of organization
- Doing Business As (DBA)
- Physical address
- Mailing address
- Website
- Year founded
- Geographic area served
- Employer Identification Number (EIN)
- Mission statement
- Highest level official
- Highest level official phone
- Highest level official email
- Application contact person
- Application contact person phone
- Application contact person email
- Fiscal agent
- Fiscal agent phone
- Fiscal agent email
- Actual total revenues from last completed fiscal year

- Total current year annual operating budget
- Fiscal year dates
- Number of paid staff
- Number of volunteers
- Number of board members

## **B. Project Description**

- Amount requested
- Project start date. If this is an ongoing project or program, give a brief history.
- Project end date
- Which category are you applying under (see Call for Applications for full descriptions)? Categories include support for high growth firms; founder education; networking and connecting the ecosystem; make local; support for minority/women/immigrant-owned business; and research.

The following questions should clearly outline your proposed initiative, including operational details and specific program information as requested. You may answer these questions in the form of a single narrative, *as long as it addresses each question. Incomplete applications will not be considered.*

- Explain your program or initiative idea in detail.
- Is your program or initiative idea a meaningful expansion of an existing, successful program, or an innovative idea that takes a new approach to one or more of the Mayor’s Prize categories?
- How do you know there is a need in the community for this approach? Provide specific background information and rationale, including data if possible.
- How will your program or initiative address a challenge or need in the entrepreneurial community? Include specific, quantifiable activities that will be undertaken.
- Who will benefit from this project? Describe the population to be served including anticipated number of people and businesses that will either directly or indirectly benefit from the initiative.
- Describe how you collaborate with other stakeholders in the entrepreneurial ecosystem, such as coalitions, government agencies, nonprofits, or for-profits. This can include sharing resources, jointly coordinating educational opportunities or events, cross-referring clients, etc. Explain how you will collaborate with partners on your proposed initiative.

## **C. Outcomes and Sustainability**

- List three (3) measurable outcomes as a result of the proposed initiative.
- Describe the evaluation plan you will put in place to measure the success of the initiative and to track your outcomes.
- List the names and amounts of funding sources (both committed and pending) to support this initiative.
- Describe the budget and outline the resources that will be allocated to this initiative. This may include staff capacity, direct costs, indirect costs, etc.
- Do you expect to continue the initiative after this grant period is over?

If “yes,” explain how you plan to sustain it in the future in terms of funding and staff capacity. If “no,” explain why and address the direct impact the loss of the program might have on program participants.

## **D. Required Attachments**

Please include the following documents as attachments:

1. Actual operating budget for most recent complete year
2. Most recent financial statements
3. Proposed budget for Mayor's Prize initiative, including other grants or funding that will be dedicated to this initiative
4. List of Board of Directors, including professional affiliations
5. Names and brief bios of key staff who will be responsible for this initiative

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Questions may be directed to Gillian Nanton at the email above or 802-865-7179, or Diana Colangelo at the email above.