

Grant Application Procedure and Scoring Grids for the Prospera Impact Grant for Women

This is a two-phase grant contest.

Phase 1= Application

Phase 2= Pitch Contest (for finalists from the highest scoring applications)

Phase 1: Application Submission Due Friday, March 8th, 2024 at 12 pm MST

View an example application at the bottom of this document.

- All applicants will submit one PDF document that includes the following items in the following order.
 - Submit the file with Business Name, Category (rural, urban, statewide) Amount (\$8,000 or \$5,000), Business owner's first and last name
 - Example: Business Name_ Rural \$5,000_ Jane Doe
 - A cover page with
 - Business owner's First and Last Name
 - Business Name
 - Location (Street, City, State, Zip Code)
 - Phone Number
 - Email Address
 - Business Website URL
 - Company logo (if applicable)
 - An Index page that lists where the information in the grant application can be found and the order it can be found.
 - Business Operations page that includes.
 - Date in which you registered with the Secretary of State
 - Your business structure (LLC, Corporation, S-Corp, etc.)
 - Percentage of the business that is Woman Owned
 - Total Amount Requested for the grant
 - The Business's Gross Revenue in 2023
 - The Business's Gross Revenue in 2022
 - Current number of employees
 - Articles of Incorporation or Registration of Assumed Business Name from the MT Secretary of State
 - A grant essay that answers the following questions:
 1. Summarize what your company does (100 words or less)
 2. What products or services do you provide and who is your target market? (100 words or less)
 3. What is your current market share, and market penetration? Who are your key competitors? (100 words or less)
 4. What will you purchase with the grant funds? (100 words or less)

5. How will these grant funds help take your business to the next level? (100 words or less)
 6. Will this funding help your business have a community impact, if so, how? (100 words or less)
 7. Anything else you think we should know about your business? (100 words or less)
- Copies or screenshots of correlating bids or quotes to support your grant ask
 - Your 2023 Profit + Loss Statement
 - Your 2022 Profit + Loss Statement
 - Your 2023 Balance Sheet
 - Your 2022 Balance Sheet

No partial or incomplete proposals will be considered. This includes submissions of files that are not submitted as a .pdf file.

Phase 2- Impact Grant Live Pitch on Wednesday, April 17th, 2024

Finalists for the impact grant will be notified at least two weeks before the pitch contest. Finalists will be provided with a slide deck that they must use for their live pitch. The live pitch will take place on Zoom from 4:30-6:15pm on Wednesday, April 17th, 2024. The judges are comprised of the active Women's Business Advisory Board Members. Each finalist will have five minutes to present their project and request for funding. There will then be a five-minute Q&A with the judges. The recipients of the grants will be notified at the end of the event.

Scoring

PHASE 1: The MTWBC Advisory Board will score each application using the scoring sheet below. The applications with the highest total scores will be the finalists.

WBC IMPACT GRANT APPLICATION SCORE SHEET

The grant application will be scored based on eight categories. The total score of all eight categories will be the determining factor in selecting the grant pitch finalists.

Scoring Table: 1=Unacceptable 2=Marginal 3=Acceptable 4=Proficient 5=Excellent

CATEGORIES	SCORE 1-5	NOTES
COMPANY SUMMARY Clearly summarized what the company does		
PRODUCT/SERVICE SUMMARY Clearly communicated their product/service		
MARKET ANALYSIS SUMMARY Clear understanding of the business market share and penetration		
STRATEGIES & IMPLEMENTATION SUMMARY Clear explanation of return on Investment of the Grant + funds can be used prior to August spend deadline		
FINANCIALS Financials are complete and projections are realistic		
ASK FOR FUNDING Clear ask for funding with a plan of use for the funding		
COMMUNITY IMPACT Clear and compelling application of how the business will enhance their community		
BUSINESS IMPACT Clear and compelling story of how this will impact their business		
Total:		

PHASE 2: The MTWBC Advisory Board will score each application using the scoring sheet below. The pitch with the highest score total score will be the grant recipient.

WBC IMPACT GRANT PITCH SCORE SHEET

The grant pitch will be scored based on seven categories. The total score of all seven categories will be the determining factor in selecting the grant winners. The highest average score of the application + pitch will determine the winners of the grant.

Scoring Table: 1=Unacceptable 2=Marginal 3=Acceptable 4=Proficient 5=Excellent

CATEGORIES	SCORE 1-5	NOTES
PRESENTATION Did the presenter make a quality presentation? Was the presenter able to clearly answer questions from Judges?		
COMPANY SUMMARY Clearly summarized what the company does.		
NEED FOR THE GRANT Does the presenter make a clear and compelling presentation of their need/want of the grant funds?		
STRATEGIES & IMPLEMENTATION SUMMARY Did the presenter clearly identify the return on investment of the grant funds?		
ASK FOR FUNDING Did the presenter clearly identify how they would be utilizing the grant funds?		
COMMUNITY IMPACT Clear and compelling presentation of how the business will enhance their community		
BUSINESS IMPACT Clear and compelling presentation of how this will impact their business		
Total:		

THIS IS AN EXAMPLE OF AN APPLICATION. THE REQUEST AND NUMBERS PRESENTED ARE NOT FACTS.
PLEASE USE THIS AS A GUIDELINE FOR CREATING YOUR APPLICATION.

First Name Last Name

Prospera

865 Technology BLVD Suite A

Bozeman, MT 59718

406-587-3113

www.prosperamt.org

LOGO OF
BUSINESS

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INDEX

Business Operations page 3

Articles of Incorporation or Registration of Assumed Business Name: page 4

Grant Essay: page 5

Bids: page 6

2023 P&L: page 7

2022 P&L: page 8

2023 Balance Sheet: page 9

2022 Balance Sheet: page 10

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Business Operations

MT Secretary of State Registration Date: June 30, 1986

Business Structure: Corporation

Percentage of the Business that is Woman Owned: 51%

Total Amount Requested: \$5,000

Business Gross Revenue in 2023: \$150,000

Business Gross Revenue in 202: \$150,000

Current Number of Employees: 3

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Articles of Incorporation

SAMPLE

ARTICLES OF INCORPORATION
OF
WOMEN IN AVIATION, _____ CHAPTER, [INC.]

Executed by the undersigned for the purpose of forming a non-stock, not-for-profit corporation under _____ of the _____ Statutes *[adjust to include appropriate statutory reference under state law]*.

ARTICLE I
Name

The name of the corporation shall be Women in Aviation, _____ Chapter, [Inc.] (the "Corporation").

ARTICLE II
Purposes

The Corporation is organized and shall be operated exclusively for charitable, scientific and educational purposes within the meaning of Section 501(c)(3) of the United States Internal Revenue Code of 1986, as amended (or the corresponding provisions of any future United States Internal Revenue Law) (hereinafter, the "Code").

Notwithstanding any other provisions of these Articles of Incorporation, the Corporation shall not conduct, carry on or engage in any activities not permitted to be conducted, carried on or engaged in by (a) an organization exempt from federal income taxation under Code Section 501(c)(3), or by (b) an organization contributions to which are deductible under Code Section 170(c).

Consistent with such limitations, the purposes of Chapter shall be to function as a chapter of Women in Aviation International, West Alexandria, Ohio. In that regard, the Corporation shall:

- a. Foster, promote and engage in aviation education, particularly as it relates to women in aviation.
- b. Cultivate, foster and promote interest and understanding among the public in the accomplishments and contributions of women to the aviation industry.
- c. Promote, encourage and facilitate membership in Women in Aviation, International and this Chapter.
- d. Support and promote the mission, vision, goals and objectives of Women in Aviation, International.

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Grant Essay

- [illegible]

Bids

Playground Equipment: \$4,890.00

Shipping \$1,000

Playground Equipment: \$4,890.00

Shipping \$1,000

6

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2023 Profit & Loss Statement

4:45 PM
12/15/23
Accrual Basis

Rock Castle Construction Profit & Loss January through December 2023

	Jan - Dec 23	% of Income
Ordinary Income/Expense		
Income		
40100 - Construction Income	447,537.34	99.5%
40500 - Reimbursement Income	2,119.80	0.5%
Total Income	449,657.14	100.0%
Cost of Goods Sold		
50100 - Cost of Goods Sold	14,766.19	3.3%
54000 - Job Expenses	277,799.14	61.8%
Total COGS	292,565.33	65.1%
Gross Profit	157,091.81	34.9%
Expense		
60100 - Automobile	6,844.94	1.5%
60600 - Bank Service Charges	125.00	0.0%
62100 - Insurance	20,125.09	4.5%
62400 - Interest Expense	1,995.65	0.4%
62700 - Payroll Expenses	120,347.21	26.8%
63100 - Postage	104.20	0.0%
63600 - Professional Fees	250.00	0.1%
64200 - Repairs	1,525.00	0.3%
64800 - Tools and Machinery	2,820.68	0.6%
65100 - Utilities	2,269.31	0.5%
Total Expense	156,407.08	34.8%
Net Ordinary Income	684.73	0.2%
Other Income/Expense		
Other Income		
70100 - Other Income	145.80	0.0%
70200 - Interest Income	229.16	0.1%
Total Other Income	375.96	0.1%
Net Other Income	375.96	0.1%
Net Income	1,060.69	0.2%

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2022 Profit & Loss Statement

4:45 PM

12/15/23

Accrual Basis

Rock Castle Construction

Profit & Loss

January through December 2023

	Jan - Dec 23	% of Income
Ordinary Income/Expense		
Income		
40100 - Construction Income	447,537.34	99.5%
40500 - Reimbursement Income	2,119.80	0.5%
Total Income	449,657.14	100.0%
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Balance Sheet 2023

Balance Sheet

My Business
as at 6 April 2018

Assets	
Current Assets	
	Amount
Bank Account	3,470.00
Petty Cash	50.00
Total Current Assets	3,520.00
Fixed Assets	
	Amount
Motor Vehicle	4,500.00
Graphic Printer	1,800.00
Total Fixed Assets	6,300.00
Inventory	
	Amount
Stock on hand	1,500.00
Total Inventory	1,500.00
Total Assets	11,320.00
Liabilities	
Current Liabilities	
	Amount
Accounts Payable	1,800.00
Total Current Liabilities	1,800.00
Long Term Liabilities	
	Amount
Motor Vehicle Loan	4,500.00
Total Long Term Liabilities	4,500.00
Total Liabilities	6,300.00
Net Assets	5,020.00
Equity	
	Amount
Funds introduced	5,000.00
Drawings	-130.00
Current earnings	150.00
Equity	5,020.00
Total Equity	5,020.00

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Balance Sheet 2022

Balance Sheet

My Business
as at 6 April 2018

Assets	
Current Assets	
	Amount
Bank Account	3,470.00
Petty Cash	50.00
Total Current Assets	3,520.00
Fixed Assets	
	Amount
Motor Vehicle	4,500.00
Graphic Printer	1,800.00
Total Fixed Assets	6,300.00
Inventory	
	Amount
Stock on hand	1,500.00
Total Inventory	1,500.00
Total Assets	11,320.00
Liabilities	
Current Liabilities	
	Amount
Accounts Payable	1,800.00
Total Current Liabilities	1,800.00
Long Term Liabilities	
	Amount
Motor Vehicle Loan	4,500.00
Total Long Term Liabilities	4,500.00
Total Liabilities	6,300.00
Net Assets	5,020.00
Equity	
	Amount
Funds introduced	5,000.00
Drawings	-130.00
Current earnings	150.00
Equity	5,020.00
Total Equity	5,020.00