

Grant Application Procedure and Scoring Grids for the Women's Business Center Impact Grant

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 Thursday, March 2nd, 2023

[View an example application here](#)

- All applicants will submit one pdf document that includes the following items
 - Submit the file with Business Name_Category(rural or urban)_Amount (3,000 or 6,000)
 - A cover page with
 - Business owner 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
 - A statement of whether or not you are registered with MT Secretary of State
 - Date in which you registered with the Secretary of State (if applicable)
 - Your business structure (LLC, Corporation, S-Corp, Sole Proprietor, etc.)
 - Percentage of the business that is Woman Owned
 - Total Amount Requested for the grant
 - The Business's Gross Revenue in 2022
 - The Business's Gross Revenue in 2021
 - Current number of employees
 - 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, 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 screen shots of correlating bids or quotes to support your grant ask
 - Your 2022 Profit + Loss Statement
 - Your 2021 Profit + Loss Statement
 - Your 2022 Balance Sheet
 - Your 2021 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 Thursday, April 12, 2023

Finalists for the impact grant will be notified two weeks prior to the pitch contest. Finalists will be provided a slide deck that they must use to for their live pitch. The live pitch will take place on Zoom from 4-6pm on Thursday, April 12, 2023. 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 finalist.

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:		