

Rev.

- a. Medical documentation from a doctor that includes a diagnosis;
 - b. Social Security Disability Insurance or Supplemental Security Income disability determination (again must contain a specific diagnosis);
 - c. Vocational Rehabilitation Eligibility statement based on beneficiary disability type;
 - d. Other legal documentation of disability as deemed acceptable by the fund administrator;
- (2) Reside in Alaska; and
 - (3) Have a support team or business technical assistance relationship in place (list

number in our business plan, but you must provide a brief summary on the application.
If you do not summarize information on these questions and note see attached

- description of business
- operating plan
- financial management plan
- feasibility research/plan
- ()
- ()
- marketing plan
- description of support team

For all applicants:

In addition to the above listed documentation, you may be required to supply additional documentation. Some examples include, but are not limited to: Proof of insurance, current registration of a business vehicle, Copy of LLC in addition to state business license, etc.

If you have a current business license be sure to include a copy with our application. If you do not have a current business license then it is required that this be one of the items you request the grant award funds to pay for.

Applicant must show the beneficiary is the only owner or holds a 51% majority or greater in the business. Partnerships, even where both partners are Trust beneficiaries do not qualify.

The application and documentation must be submitted together as one complete package unless the fund administrator approves a different process.

Before the Review Committee reviews a funding application, a business plan must be in place unless requesting \$1,000 or less in which case the application serves as the business plan. The business plan can take many different forms, and may be very general or very specific, depending on the size and type of business proposed.

At a minimum, all plans must include the following key elements:

- (1) Description of business
- (2) Operating plan
- (3) Feasibility research (the financial and non-financial factors associated with success of the business)
- (4) Financial management plan including a startup budget, profit / loss analysis for three years, expected cash flow by month for first year and at least quarterly for the next two years.
- (5) Detailed marketing plan.

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1. All applications are reviewed within 2 weeks of submission deadline for completeness of application and supporting documentation by the fund administrator.
2. Applicants are notified within 2 weeks if their application is complete.
3. If an application is incomplete the applicant is notified via email or phone and has 3 business days to provide the requested documentation or revisions. If an applicant is unable to do so their application is deemed incomplete and not forwarded to the review committee.
4. All completed applications are forwarded to the review committee a minimum of 2 weeks prior to the review date for their review and consideration.
5. Applicants requesting \$500 - \$1,000 or less will be notified of the committee's decision within 1 week of the committee review date which is typically 5-6 weeks following the application submission deadline.
6. Applicants requesting \$1,001 - \$10,000 will be asked to phone in to a conference call. They will have 5 minutes to update the review committee on what has occurred with their business since submission of the application and any information that is not contained in their business plan. The committee will then ask the applicant questions to inform their funding decision. The use of a support person to assist during this verbal presentation and question session is acceptable to the review committee as needed. To encourage independence and self-advocacy we ask that where possible supports limit their personal comments regarding the business to 5 minutes or less and allow the applicant the opportunity to interact with the committee and to explain the business details or answer committee questions.
7. After reviewing all documentation and information gathered during the review process the committee will reach a decision within 1 week of the final review meeting.
8. The entire review process from the application deadline to approval and receiving funds takes approximately . This is dependent on a number of factors such as ability of the committee to meet, number of applicants and other factors.

Upon receipt of signed Grant Agreement

Grant funds are disbursed via checks made out to the specified vendors for approved items in the

The review time-line for the supplemental application is at the discretion of the fund administrator. Approval and amount awarded will be decided by a partial committee made up of at least two people; a committee member, the fund administrator and/or the Trust Program Officer.

Grant recipients are required to complete an annual survey each year for a period of 3 years. The survey will be conducted by the UAA Center for Human Development research team. Grant recipients are encouraged to submit an annual report which may include photos, copies of newspaper articles, and other highlights in their business reports.

_____ The Review Committee reviews funding applications and business plans two times per year (fall and spring) with actual dates based on availability of funds and review committee member schedules. Applications will be reviewed and given priority based on the following criteria:

- (1) Written Business Plan
- (2) Business Viability
- (3) Unique fit to the applicant's

Education, UAA s Center for Human Development, Alaska Small Business
Development Center, the State Division of Vocational Rehabilitation, Tribal

- (5) Informs applicants of the Review Committee's decision;
- (6) Arranges for the preparation of grant agreements and disbursement of grant award funds information to Access Alaska within 1 week of the