

Starter Company Plus Deadline – August 11th, 2021 at 11:59pm

1. Submit Completed Intake Form – due by Wednesday, August 11th at 11:59pm
2. Mandatory Dates (if selected for training):
 - a. Business Planning – Monday, September 1st
 - b. Marketing – Wednesday, September 8th
 - i. **Draft Business Plan Due Tuesday, September 14th by 9:00am**
 - c. Financial Management – Wednesday, September 15th
 - i. **Draft Financial Forecast Due Friday, September 24th by 9:00am**
 - d. (OPTIONAL) Excel Basics – Wednesday, September 15th
 - e. Business Plan Q & A – Friday, October 1st
 - f. Bookkeeping 101 – Wednesday, October 6th
3. **Submit Completed Business Plan, Start-Up Budget, Cash Flow**
 - a. **Deadline: October 4th by 9:00am**
4. Grant Committee Review Process
 - a. Wednesday, October 20th
5. If Approved for Grant:
 - a. Monthly Mentoring:
 - i. Wednesday, November 17th
 - ii. Wednesday, December 15th
 - iii. Wednesday, January 19th
 - b. Monthly Update Form
 - c. Additional Optional Training:
 - i. Human Resources and Benefits Administration Session
 - ii. Sales Training
 - iii. Mental Health Training
 - d. Mandatory Exit Survey

See next page for additional details.

	TOPIC	DATE	TIME
MANDATORY	Business Planning	September 1 st	9:30am – 12:00pm
MANDATORY	Marketing	September 8 th	1:00pm – 3:00pm
DUE DATE	Business Plan Draft	September 14 th	9:00am
MANDATORY	Financial Management	September 15 th	9:30am – 12:00pm
Optional	Excel Basics	September 15 th	1:30pm – 3:00pm
DUE DATE	Financial Draft	September 24 th	9:00am
MANDATORY	Business Plan Q&A	October 1 st	9:30am – 12:00pm
DUE DATE	Final Business Plan and Financials	October 4 th	9:00am
MANDATORY	Bookkeeping 101	October 6 th	9:30am – 12:00pm
MANDATORY	Grant Committee Review	October 20 th	9:00am – 1:00pm
	If Approved:		
MANDATORY	Mentoring	November 17 th	9:00am – 11:00am
MANDATORY	Mentoring	December 15 th	9:00am – 11:00am
MANDATORY	Mentoring	January 19 th	9:00am – 11:00am