

DESIGNforGOOD

Third Sun's community grant program

Worksheet for Small Business Application

The purpose of this worksheet is to allow you to prepare your answers in advance for the following questions that appear on our online application form. All questions with * will be required, *including the requirement to upload a letter of reference* so please have a letter prepared before starting the application. The application MUST be submitted online by April 30, to be accepted.

Business Name*

Contact Name*

Contact Position*

Contact Email*

Contact Phone

Current Website*

Mailing Address*

Are you a licensed business operating in Utah?*

How long have you been in business?*

Please provide a brief description of your business (1-2 sentences)*

What services do you provide to your customers?*

What geographical areas do you serve?*

What is your annual operating budget?* (dropdown shows: under 100k, 100k-249,999, 250k-499,999, 500k-999,999, over 1 mill.)

What amount of your total budget is devoted to marketing and/or website?*

What are your primary sources of revenue?*

How many employees does your business have?*

Do you have a business plan? (yes/no)*

How has your business been impacted by the pandemic?*

Have you received any grants or funding specifically due to the pandemic? If so, describe them briefly.*

DESIGNforGOOD

Third Sun's community grant program

How would our contribution help your business and help advance your goals? Be specific and tell us about anticipated impact.*

Who is your ideal customer or client?*

What is your greatest need, i.e. new website, new branding/logo, online store, etc. Be as specific as possible.*

Do you have recent professional photographs for your business (staff, location, goods, etc.)?*

Do you currently use an email campaign software?
If so, what do you use?*

Will you be able to budget ongoing support costs for your website after the initial year?*

Who will be responsible for maintaining the website?*

Who will be on the website project team? Please list and describe.*

Are you a member of any local small business groups? If so, please list them.*

With regard to this project, who will be the final decision-maker for the organization?*

Are the business owners in support of efforts to undergo this project? Please tell us about their support.*

Can you adhere to the stated timeline (starting June 1 with anticipated completion by September)? Please let us know of any conflicts.*

Please submit a letter of reference specifically for this project that speaks to your business's need and strengths. This should be from a client, customer, or peer.* (Have this document ready to upload as PDF or Word Doc.)

Are you willing to be interviewed as part of the application process if you are chosen as a finalist?*

How did you hear about this opportunity?*

Are there any other comments or anything else you'd like us to know that was not covered above?