



Entrepreneurship Award

Receive Up To \$10,000 Investment Capital

Sponsored by



July 26, 2001

TABLE OF CONTENTS

<u>1. INTRODUCTION</u>	1
<u>2. PURPOSE OF THIS AWARD</u>	1
<u>3. ELIGIBILITY REQUIREMENTS</u>	1
<u>4. DOCUMENT FORMAT</u>	2
<u>5. SELECTION CRITERIA</u>	3
<u>6. SUBMISSION OF PROPOSALS</u>	3
<u>7. SELECTION PROCESS</u>	3
<u>8. GROUNDS FOR DISQUALIFICATION</u>	3
<u>9. EXPECTATIONS OF AWARD RECIPIENTS</u>	4
<u>10. COSTS OF PROPOSALS AND INTERVIEWS</u>	4
<u>11. GENERAL INFORMATION</u>	4

Request For Proposal

Virginia Economic Bridge's Entrepreneurship Award 2001

1. INTRODUCTION

Virginia Economic Bridge (VEB) promotes the economic development of Southwestern Virginia in a partnership between Northern Virginia and Southwestern Virginia. One initiative of VEB is the Entrepreneurship Award, that supports job creation in Southwest Virginia through new business development. Eight awards totaling \$90,000 have been made since 1995.

Funds for the Entrepreneurship Award 2001 will be awarded from VEB, a 501(c)(3) corporation. This organization does not discriminate against applicants because of race, religion, color, sex, national origin, or disabilities.

2. PURPOSE OF THIS AWARD

The purpose of the Entrepreneurship Award is to create jobs in Southwest Virginia.

3. ELIGIBILITY REQUIREMENTS

a. *Geographic location*- This award is available to start-ups and existing small businesses in the following Planning Districts:

 Planning District 1 – Lenowisco

Counties: Lee, Scott, Wise

City: Norton

 Planning District 2 – Cumberland Plateau

Counties: Buchanan, Dickenson, Russell, Tazewell

 Planning District 3 – Mount Rogers

Counties: Bland, Carroll, Grayson, Smyth, Washington, Wythe

Cities: Bristol, Galax, Abingdon, Chilhowie, Damascus, Fries, Glade Spring, Hillsville, Independence, Marion, Saltville, Rural Retreat, Troutdale, and Wytheville

 Planning District 4 – New River Valley

Counties: Floyd, Giles, Montgomery, Pulaski

Cities: Blacksburg, Christiansburg, Radford, Pulaski

 Planning District 5 – Fifth

Counties: Alleghany, Botetourt, Craig, Roanoke

Cities: Covington, Clifton Forge, Roanoke, Salem, Vinton

b. *Venture* – The proposal must create a new company, or, if submitted by an existing company, develop a new product. The venture **must** create new jobs in the region.

4. DOCUMENT FORMAT

- a. Proposals will include a Title Page showing:
 - Name of venture
 - Applicant's or firm's name
 - Address
 - Telephone number
 - Fax number
 - Name of contact person
 - E-mail address
 - Date

- b. Description of Venture (estimated 2-3 pages)
 - New product/service/company to be developed
 - Legal structure of business
 - Development/deployment timeline
 - Estimated number of new jobs created per year

- c. Market Analysis (estimated 2 pages)
 - Description of target market
 - Analysis of competition
 - Plan for distribution and delivery

- d. Resources Required (estimated 1-2 pages)
 - Capital – facilities and equipment
 - Human – job descriptions

- e. Resources Committed (estimated 1-2 pages)
 - Company's balance sheet
 - Personal financial statement from principal(s)
 - Personnel in place, including qualifications of principals and company history, if applicable

- f. Budget (estimated 5-6 pages)
 - Pro-forma cash flow statement for 3 years
 - Investment by principal
 - Shortfall
 - Description of how VEB Entrepreneurship Award may be applied to budget shortfall

- g. Signature of principal or officer of the company

5. SELECTION CRITERIA

Proposals received which are complete, on time and meet all eligibility requirements (see Sections 3 and 4) will be reviewed and ranked by the review panel using a point system. The point system assigns a numeric value to each element of the proposal as follows:

- a. Description of Venture – 40 points
- b. Market Analysis – 20 points
- c. Resources Required – 5 points
- d. Resources Committed – 20 points
- e. Budget – 15 points

VEB reserves the right to reject any or all proposals or any part of any proposal. At VEB's discretion, it may award all or part of the proceeds to the proposer. If VEB feels no proposal is worthy of support, it may choose not to make an award.

6. SUBMISSION OF PROPOSALS

Six (6) copies of proposals must be received by 5:00 PM on Wednesday, **October 3, 2001**.

Proposals should be sent to:

Entrepreneurship Award
Virginia Economic Bridge
P. O. Box 7035
Radford, VA 24142

7. SELECTION PROCESS

A review panel of staff members of the Virginia Small Business Development Centers (SBDCs), Virginia Economic Bridge Board Members, and previous recipients will review and rank the proposals. The panel may ask to interview one or more candidate.

The panel will recommend finalists in rank order to VEB's Executive Committee, who will make the final selection.

8. GROUNDS FOR DISQUALIFICATION

Proposals will be disqualified if they are:

- Late
- Incomplete
- From outside the designated area
- Do not create a new product, new service or new company

9. EXPECTATIONS OF AWARD RECIPIENTS

Award recipients will be expected to provide VEB with progress reports and to participate in future Entrepreneurship Award efforts. These efforts will include:

- a. Annual written progress reports for 5 years, covering
 - Number of new jobs created
 - Revenue/profit
 - Capital improvements
 - Major new customers or product/service distribution outlets
- b. Participation in following year’s review process
- c. Participation in an award acceptance ceremony and use of their names, proposals, and projects in publicity of VEB.

10. COSTS OF PROPOSALS AND INTERVIEWS

VEB will not reimburse any costs incurred by applicants responding to this RFP or in competing for this contract award. In the event a contract award is made, no costs associated with competing for the contract will be made part of the contract.

11. GENERAL INFORMATION

- a. Should any proposal contain proprietary information which the firm does not want disclosed for any purpose other than evaluation of the proposal, such data must be clearly identified upon submission. Once received, VEB will decide whether it is willing to hold such data for evaluation purposes. If not, it will be return to the proposer. At the end of the review and award process, all proprietary data will be returned to the applicants.
- b. The best of the proposals received in previous years were reviewed prior to submittal by staff at a Small Business Development Center. Contact information for the Centers in the Southwest region is included here.

Tim Blankenbecler, Director
 Mountain Empire SBDC
 P. O. Box 700
 Big Stone Gap, VA 24219
 tblankenbecler@me.cc.va.us
 540-523-6529

Jim Boyd, Director
 Southwest VA SBDC
 P. O. Box SVCC
 Richlands, VA 24641
 jim_boyd@sw.cc.va.us
 540-964-7345

David Shanks, Director
 New River Valley SBDC
 P. O. Box 6953
 Radford, VA 24142
 dshanks@Radford.edu
 540-831-6056

Jim Tilley, Director
 VA Highlands SBDC
 P. O. Box 828
 Abingdon, VA 24210
 jtilley@vh.cc.va.us
 540-676-5615

Rob Edwards, Director
 Wytheville SBDC
 1000 E. Main St.
 Wytheville, VA 24382
 redwards@naxs.com
 540-223-4716

Roy Baldwin, Executive Director
 Roanoke SBDC
 212 S. Jefferson St.
 Roanoke, VA 24011-1702
 rbaldwin@roanokechamber.org
 540-893-0723