



# **NORTHWEST ARCTIC BOROUGH**

## **Small Business Grant**

The exclusive purpose of the NWAB Small Business Grant is to assist small business owners, including artists/craftsmen and other individuals or entities who are starting small businesses. This particular grant opportunity offers financial assistance options for new applicants. These options are intended to encourage growth of locally owned and operated businesses, provide additional employment and income in the region, and promote ideas and overall spirit of independent enterprise.

*No grants will be payable directly to a grantee. This grant is for first time small business applicants, or new business applicants.*

Grants are available for payments to suppliers of the following items and services:

- Tools, equipment and business supplies
- construction, repair or renovation of business facilities
- cost of training and licensing
- other start-up costs (not including purchase of inventory or parts for resale)

Qualifications:

- A sound business development plan or business history.
- Support from the community in the form of three letters of recommendation, or a village/city council resolution in support of the grant.
- Invoices from vendors/suppliers for grant request amount.
- Grant approval by the Economic Development Committee.

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Please e-mail completed application and attachments to [jschaeffer@nwabor.org](mailto:jschaeffer@nwabor.org) or fax to (907)442-2930.

Mailing address: NWAB attn: Economic Development  
P.O. Box 1110  
Kotzebue, Ak. 99752  
Phone: (800) 478-1110  
Direct: (907) 442-2500



# **NORTHWEST ARCTIC BOROUGH**

*Write a statement describing each subject and attach to the application*

## **A. Personal Goals and Skills**

1. What is your primary motivation for starting your business?
  
  
  
  
  
  
  
  
  
  
2. What are your skills to implement the business?
  
  
  
  
  
  
  
  
  
  
3. What do you need help with?

## **B. Business Plan**

4. Describe in detail your small business outline.
  
  
  
  
  
  
  
  
  
  
5. Goals and objectives: List the training or experience you have, and an overview of the desired scope of your business to achieve success.
  
  
  
  
  
  
  
  
  
  
6. Business status:
  - Planning stages
  - Development
  - Operational
  - Planned takeover
  - Expansion
  
7. Business location



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8. What are the necessary and required licenses and permits: Provide a brief description of all required documents.

## **C. Financial Plan**

9. Provide start up cost budget of your proposed inventory and materials.
10. List location of inventory purchased.
11. Describe how your product or service will be competitive based on its quality, selection, price, and location.
12. Be prepared to maintain complete record of sales, income and expenses, accounts payable and receivable.
13. List other funds and resources invested to date.



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## **Release of Information Authorization Form**

I hereby give my consent to the Northwest Arctic Borough to photograph and/or video me and my business to use the photographs and/or video recordings in its publications, which includes media such as websites, films, brochures, or similar electronic media. I agree the Northwest Arctic Borough may list my Business in publications such as websites, films, brochures, or electronic media. I agree that the photographs and/or videos recordings are the property of the Northwest Arctic Borough. I give up any right to inspect and/or approve the final product in which the photographs and/or videos may be used.

Print Name \_\_\_\_\_ Date: \_\_\_\_\_

Signature: \_\_\_\_\_

E-mail: \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone number: \_\_\_\_\_ Message number: \_\_\_\_\_