

APPENDIX A: APPLICATION EXAMPLE

1. **Name of Project** * Enter the name of the project. This will be a unique name that will identify your project and will be referred to in any follow-up correspondence.
2. **Tribe Name** * Enter the name of the eligible tribal government.
3. **Authorized Application Preparer** * Enter the name of the authorized application preparer (first and last name).
4. **Authorized Application Preparer Title** * Enter the title of the authorized application preparer.
5. **Telephone Number** * Enter the phone number of the application preparer. This should be a number that is accessed daily and can accept voicemail messages. Entry example: "(406) 841-2XXX".
6. **Additional Contact Numbers** Enter additional contact phone numbers and their type. For instance, enter "(406) 841-2XXX."
7. **Fax Number** Enter the fax number of the application preparer.
8. **Email Address** * Enter the email address of the application preparer.
9. **Physical Address** * Enter the tribal government's physical location address.
10. **Mailing Address** * Enter the tribal government's mailing address.
11. **City, State, and Zip Code** * Enter the tribal government's mailing city, state, and zip code.
12. **County** * Enter the county or counties in which the tribal government is located.
13. **State House and Senate Districts** * Enter the state Senate and House districts which represent the tribal government.
14. **Project Location** * Enter the project location(s).
15. **Contract Length** * Select the contract term/length that corresponds with the amount of funds that the tribal government will be contracting.
 - 1 year contract term (contracting \$9,000 or less)
 - 2 year contract term (contracting \$50,000 or less)
 - 3 year contract term (contracting over \$50,000)
16. **Use of Submittable™ to Receive Applications?** Would the tribal government or designee like to use the Submittable online application platform to receive and process STED Commission Indian Equity Fund applications?
17. **Scope of Work** Answer the following areas in your scope of work narrative:
 - Identify how the program proposal will make funds available to Native-owned small businesses.
 - Explain the eligibility criteria of businesses and eligible business location area (on reservation, on or near reservation, or entire state).
 - Explain any match or commitment requirements from the businesses.
 - Explain any review criteria including required business applicant materials (i.e. business and marketing plans, financial statements and projections, quality of proposed match, etc.)
 - Explain or identify any prioritization or ranking of applications.
 - Explain any review committee qualifications or requirements.
 - Identify the grant amount range (Maximum is \$14,000).
 - Estimate a number range of businesses that will be assisted with the grant funding.
18. **Upload Tribal Resolution** Upload a tribal resolution or appropriate authorization from the tribal government authorizing application to the STED Commission Indian Equity Fund grant funds. The resolution should include the name of the project being applied for, the name of the tribal organization or entity that will be responsible for managing the process and contract and the governing body's approval to apply for the Program funds.
19. **Project Administrator** Enter the name of the entity responsible for administering the program.
20. **Project Administrator Qualifications** * Upload a qualification sheet for the project administrator that demonstrates the capacity of the designated project administrator/organization in administering small business development initiatives.

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- 21. Upload Project Sources and Uses** Upload a copy of the Project Sources and Uses that account for the funds currently held by the STED Commission (on behalf of the Tribe), any match amounts held by the Tribe (or designee), and the amount of funds from SSBCI. This form is located in the guidelines section of the online application.
- 22. Upload Project Implementation Schedule** Upload a timeline document for when the project activities/scope of work will be started and completed. The Project Implementation Schedule form is located in the guidelines section of the online application.
- 23. Upload Sub-Recipient Agreement Form (optional)** If the tribal government has selected a sub-recipient to administer the program, please attach Appendix G: Sub-recipient Agreement Form. This form is located in the guidelines section of the online application.
- 24. Project Contact *** Enter the name, title, and contact information (mailing address, phone number, email address, and fax number) of the main point of contact for this project.
- 25. Project Reporting Contact *** Enter the name, title, and contact information (mailing address, phone number, email address, and fax number) of the project reporting contact.
- 26. Alternate Project Contact *** Enter the name, title, and contact information (mailing address, phone number, email address, and fax number) of the alternate project contact.
- 27. Financial Project Contact *** Enter the name, title, and contact information (mailing address, phone number, email address, and fax number) of the financial officer assigned to the contact.
- 28. Upload Remaining Forms** Upload any remaining documentation or forms not otherwise uploaded elsewhere in the application. These forms include but are not limited to: Designation of Depository Form, Signature Certification Form, Request for Payment For

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