

NASE BUSINESS DEVELOPMENT GRANT PROGRAM

Tips for a Successful Grant Application:

- **START EARLY.** Don't wait until the last minute to complete the application.
- **PROOFREAD** your application.
- **FOLLOW THE DIRECTIONS** in the written statement of grant use. Pay close attention to content when writing your statement.
- **DON'T PROCRASTINATE.** Applications are accepted on a rolling basis, meaning they are considered as they are submitted.
- **TAKE RESPONSIBILITY** for your application. Make a copy of your application for your records and make sure that ALL pieces of your application (including any other documents listed on the completion checklist) are included before you mail or fax it.

Online Application Process

Please note: If you begin your application online and find you need to stop before it is complete, you will be able to return to complete the process or make changes by logging back into the system. Information for each page is only saved once you select the 'Save and Continue' key on that page.

You will be asked to provide the information listed below:

NASE Membership Number	Business Phone Number
First and Last Name	Business Website URL
Mailing address	Start date of current business
Telephone number	Type of Tax Entity
Permanent E-mail address	Name and address of all people with ownership interest
Date of Birth (mm/dd/yyyy)	Number of Employees
Gender (for statistical purposes only)	Current Resume
Business Name	Business Plan
Business Address	Amount of grant requested

A written statement of grant use, including, in detail, the amount of grant requested, why it is needed for the business, what its use will be and in what way the money will benefit the business.

Verification of current business status: Either one (1) item from List A or three (3) items from List B

List A

Business Tax Return
(Schedule C for sole proprietorship)
(Form 1120 for Corporation)
(Form 1120S for S Corporation)
(Form 1065 for Partnership)

OR

Current Financial Statements
(Profit and Loss Statement AND
Balance Sheet for Business)

List B

Business Letter Head or Business Card
Valid Sales Tax Permit
Business newspaper/telephone advertisement
Business Web Address (URL)
Voided check on business bank account
Articles of Incorporation/Organization
Assumed Name of SBA Certificate

After completing the online application:

1. Print the Cover Page, which will include the completion checklist and any other required pages.
2. Complete each item on the completion checklist
3. Make an extra copy of all application documents to keep for your personal records.
4. Mail or Fax all materials. **All documents must arrive together for the submission to be considered complete. Incomplete applications will not be considered. Applications are reviewed on a rolling basis from February 1 – November 30, 2009.**

Frequently Asked Questions

Who is eligible to apply?

Applicants must meet **all** of the following criteria:

- Must be a premier, gold or silver-level NASE Member in good standing.
- Dues must be current at the time the grant is funded.
- Members who are employees of the NASE or who are field service representatives of the NASE are not eligible for this program.

When can I apply?

- Between February 1 and November 30. Applications are considered as they are received and grants will be awarded on a rolling basis.

How do I get an application?

- Go to www.applyists.net
- Click the "**APPLY or update a new application**" link.
- Follow the onscreen instructions to apply for an AIN (Applicant Identification Number).
- When prompted use **ACCESS KEY: NASEG**

NOTE: Incomplete applications will not be considered and will not be returned.

What are the details of the award?

- Individual grants will be made in amounts up to \$5,000 per selected applicant.
- A determination of award will be made within 60 days of receipt of application.
- Grants will be funded within 30 days after all signed usage and required regulatory documents are returned to the NASE.

What are the selection criteria?

- Criteria used in evaluating applications and awarding grants include:
 - Review of identifiable business need
 - Detailed use of the proceeds if the grant
 - The potential of the grant to satisfy the identified business need
 - The potential impact of the grant on overall business growth and success
- The NASE Business Development Grant Program will award grants at the sole discretion of the NASE. The NASE has the discretion to make no grant or present a higher or lower amount than requested.

How do I check the status of my application?

- Return to www.applyists.net
- Click the "**Check Application Status**" link
- Enter your AIN, First Name and Last Name
- Click Submit

How do I make changes to my application?

- Return to <https://www.applyists.net/>
- Click the "**APPLY or update a new application**" link
- Using Login Option 2, enter your ACCESS KEY: (**NASEG**)
- Enter your AIN, First Name and Last Name
- Click on each tab and make changes to the necessary section(s), click "save and continue" to move forward
- Print a new Cover Page for your records
- **Do not resubmit your paperwork; all changes are saved to your online application.**

After the program deadline you will *only* be able to update your address. To update this information:

- Return to www.applyists.net
- Click “**Edit Mailing Address**” link.
- Enter your AIN, First Name and Last Name.

What are my responsibilities as a recipient?

- Funds must be used consistent with written statement of grant use.
- Recipients must maintain records showing use of the money.
- The funds may not be used to pay debt or rent/mortgage payments.
- Recipients agree that NASE has the right to publicize names, business name and hometown of recipients as well as amount awarded.
- Recipients agree to have their photograph taken by the NASE and used for publicity.

How and when are checks issued?

- A determination of award will be made within 60 days of receipt of application.
- Grants will be funded within 30 days after all signed usage and required regulatory documents are received by the NASE.

How and when will I receive notification?

- Applications will be reviewed based on the month received. Applicants will be notified via email when completed application is received.
- Recipients will be notified within 60 days of receipt of application.
- ***Decisions of the selection committees are final and are not subject to appeal.***

Where and when should I send my completed application?

- Mail or fax your complete application with all supporting documents to:
NASE Business Development Grant Program
c/o ISTS
PO Box 23737
Nashville, Tennessee 37202-3737
615-627-9685
- Your application must be postmarked or faxed by November 30.

Program Administration

The program is administered by International Scholarship and Tuition Services, Inc., a firm that specializes in managing sponsored scholarship and grant programs.

Questions

For additional information regarding the scholarship program contact:

ISTS

Telephone: (615) 320-3149 Fax (615) 320-3151

Email: <https://www.applyists.net/EmailRequestForm.asp>

Access Key: NASEG