



SMALL BUSINESS DEVELOPMENT  
GRANT PROGRAM

**B.U.I.L.T.**

Building **U**nity **I**ndustry **L**ove **T**rust

# GRANT APPLICATION

**2022 PROGRAM CYCLE**

Dear Applicant,

Thank you for your interest in the B.U.I.L.T. Small Business Development Grant Program. We are honored to offer this opportunity to Black entrepreneurs and small business owners serving missions of economic liberation within their families and communities. The program provides both one-time funding and ongoing educational resources to currently operating business to promote sustainable growth, beginning within the Nation of Yahweh. Please observe the details of this document carefully, as all are important for meeting all qualifications and ensuring application completion.

Contained in this Document:

- (1) Grant program description and award benefits
- (2) Grant program rules
- (3) Applicant qualification metrics
- (4) Grant application and list of required documents
- (5) Frequently Asked Questions (FAQ's)

Applicants needing technical assistance for submitting documents may make their request by sending an email to [grants@bothfoundation.org](mailto:grants@bothfoundation.org) with the phrase “TECHNICAL ASSISTANCE REQUEST” in the subject line, and an explanation of the help you’re seeking.

We wish you the best in completing this process.

In tribute to the most honorable Yahweh Ben Yahweh, who is always with us and blessing our paths.  
*-The Economic Development Grants Committee, 2022*

## PROGRAM DESCRIPTION

B. U. I. L. T. is established as a need-based small business development grant program created to assist and support economically resilient Black businesses. The program provides both one-time funding and ongoing professional education resources to support the goals of small businesses within the Nation of Yahweh and ultimately throughout Black communities. The Program is operated and managed by the Economic Development Grants Committee of Builders of The Highway Foundation, under which the terms of service and program policies are established and implemented.

B.U.I.L.T. operates remotely throughout the calendar year with specified access means for patrons, participants, volunteers, and the management team. Information regarding the grant program process and scheduling is available at <http://thenationofyhwh.com/BUILT/>.

### **Important Dates:**

Application launch is on Friday, April 1, 2022. The deadline for submission of completed applications is **12:00 a.m. CST, Thursday, June 30, 2022** without exceptions. It is strongly advised that those intending to submit by the deadline reserve 3-4 weeks minimum to complete all components. ***Grant awardees will be announced and notified on Monday, August 1, 2022,*** and scheduling for program participant activities will commence from this date. Awardees will be celebrated at a special event during Feast of Tabernacles in October of 2022. Program operations and support services will continue through the remainder of the calendar year.

## GRANT AWARD

There will be a total of five (5) grants awarded, each in the amount of **\$5,000** for applicants selected from 3 small business categories: (1) ***Foundation***, those businesses created by persons new to business ownership with up to two years of operations history; (2) ***Intermediate***, legally established small businesses with 2 to 5 years of operations history; and (3) ***Seasoned***, small businesses with 5 or more years of operations history. There will be two awards for the Foundation and Intermediate categories and one for the Seasoned category.

In addition to grant funds, recipients will have access to business development resources from the Yahweh Nation Building Institute, including workshops, professional enhancement opportunities, and technical assistance. Professional development will be awarded as a business course package. For the 2022-23 Grant Cycle, course sessions will be delivered in a virtual learning format, using Microsoft Teams and/ or Zoom as the primary software applications. Specialized courses with industry-specific content will be offered on a referral basis.

The following key business development modules will be offered as part of the grant awards:

- ◆ Ethical Business Standards
- ◆ Small Business Resources
- ◆ Communications/Operational Information Management
- ◆ Accounting and Bookkeeping
- ◆ Basics of Strategic Planning

## **RULES FOR PARTICIPATION**

It is the expectation of Builders of The Highway Foundation that each applicant exercise integrity and high moral standards throughout the application process in accordance with Nation of Yahweh ethics, values, and practices. Applicants are allowed one grant application submission per year. Incomplete applications will not be accepted. Grant awardees are not qualified to apply for future funding within this program.

### **Qualifications**

The following is a description of the criteria that will be used in the selection process.

<b>Foundation</b>	<b>Intermediate</b>	<b>Seasoned</b>
0 to 2 years of business operations	2 to 5 years of business operations	5 or more years of business operations
Must have completed test market research and short-term business planning*	Legally established and licensed with state and national municipalities	Legally established and licensed with state and national municipalities
Must have an exit strategy for employment resignation, when applicable	Must have a plan/ vision for what the business needs to advance, scale, or transition for continuous growth*	Must have a plan/ vision for what the business needs to advance, scale, or transition for continuous growth*
Must have a sales/service model that contributes to the Nation of Yahweh's economic advancement plans	Must have a sales/service model that contributes to the Nation of Yahweh's economic advancement plans	Must have a sales/service model that contributes to the Nation of Yahweh's economic advancement plans
Demonstrates a financial need to start or continue business operations	Demonstrates a financial need to continue or rebuild business operations	Demonstrates a financial need to continue or rebuild business operations

*\* Technical assistance will be made available for applicants in need of templates and limited administrative support for these application requirements.*

**Please complete the following in its entirety. Business address must be a physical address. Post office boxes are not accepted.**

### Applicant Information

Full Name: \_\_\_\_\_ Date: \_\_\_\_\_  
*Last First M.I.*

Mailing Address: \_\_\_\_\_  
*Street Address Apartment/Unit #*

\_\_\_\_\_  
*City State ZIP Code*

Phone: \_\_\_\_\_ Email \_\_\_\_\_

Website address (If applicable): \_\_\_\_\_

Social media links or tags: \_\_\_\_\_

### Business Information

Business Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Physical Address: \_\_\_\_\_ Fax: \_\_\_\_\_

\_\_\_\_\_  
*City State ZIP Code*

Describe what your business does: \_\_\_\_\_

Years in operation: \_\_\_\_\_ State of Incorporation: \_\_\_\_\_ Trade Licenses (If applicable): \_\_\_\_\_

### Disclaimer and Signature

*I certify that my answers are true and complete to the best of my knowledge.*

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

## REQUIRED DOCUMENTS

The following tables contain information on documents required for application processing. Application submissions with missing documents will be considered incomplete and will not be accepted. Exceptions will not be made.

<b>Classification</b>	<b>Description</b>	<b>Proof Requested</b>	<b>Accepted Alternatives</b>
<b>Background Info</b>	Business history, industry, and location details	<ul style="list-style-type: none"> <li>• State Incorporation Certificate</li> <li>• Operating Agreement</li> </ul>	<ul style="list-style-type: none"> <li>• State business registry profile</li> <li>• Detailed Articles of Incorporation</li> </ul>
<b>Business Credentials</b>	Trade licenses, certifications, and military designations	<ul style="list-style-type: none"> <li>• Current commercial license(s) applicable to the business (Contractors, TWIC, Lineman, etc.)</li> <li>• (For businesses with direct military service affiliation) Owner’s current DD-214</li> <li>• Proof of Small Business Certifications, if applicable (DBE, ACE, DOTD)</li> <li>• Proof of business insurance, if applicable</li> </ul>	<b>No alternatives accepted</b>
<b>Financial Records</b>	Tax documents and financial statements	<ul style="list-style-type: none"> <li>• 2019 and 2020 federal business tax returns</li> <li>• 2021 federal business tax returns, if filed</li> <li>• 2020 &amp; 2021 End of Year Balance Sheet</li> <li>• 2020 &amp; 2021 End of Year Profit &amp; Loss Statement</li> </ul>	<i>New businesses not yet generating revenue in 2019, 2020 and/or 2021 must submit their 1<sup>st</sup> Quarter 2022 Balance Sheet and Profit &amp; Loss Statement</i>
<b>Narrative</b>	Writing requirement for all applicants	<p>Submit a written statement describing your reasons for applying for the grant and how funds would be used, if awarded. Include responses to these prompts in your statement:</p> <ol style="list-style-type: none"> <li>1. How do you see your business meeting the needs of a nation?</li> <li>2. Do you provide opportunities for youth?</li> <li>3. Are community projects included in your business structure?</li> </ol>	<b>No alternatives accepted</b>
<b>Business/Market Plans</b>	Written business plan <b>OR</b> market trends report - can be formal, informal, or abbreviated	<ul style="list-style-type: none"> <li>• Pre-existing business plans completed in 2018 or after are acceptable</li> <li>• Market trends report must be dated from 2020 to present</li> <li>• Only one of these is needed for this submission, not both</li> </ul>	Templates for abbreviated business plans are available on the grant application web page.

## SUBMITTING YOUR APPLICATION

### Digital Applications

The preferred method for application submission is online via the web link provided. The application and forms are available at <http://thenationofyhwh.com/BUILT/> for qualifying businesses. Applicants will be classified by qualifying category based on the number of years in business operation. Links will be provided for document uploads. Business owners in need of technical assistance may also initiate support requests on the site page.

### Hard-copy Applications

Those experiencing difficulties with completing the process online may alternatively submit their applications via fax. Please email [grants@bothfoundation.org](mailto:grants@bothfoundation.org) to make your request. Paper forms are available for applicants without access to compatible software and/ or the website. In these cases only, please make your request for personal pickup or mailed copies by calling B.O.T.H. at (504) 291-8506.

## FREQUENTLY ASKED QUESTIONS

### *When does the application become available?*

Online applications are available starting Friday, April 1, 2022. Business owners in need of paper applications may either download and print applications or make arrangements to have one mailed to them or picked up from a designated location.

### *How much is the grant award?*

For those businesses being awarded, the cash amount is \$5,000.00.

### *When is the application due?*

Completed applications are due at or before 12:00 a.m. CST (Central time) on Thursday, June 30, 2022. There will be no exceptions made. Here are the U.S. time zone variations:

Friday, May 13, 2022 at 10:00 p.m. PST (Pacific)

Friday, May 13, 2022 at 11:00 p.m. MST (Mountain)

Saturday, May 14, 2022 at 1:00 a.m. EST (Eastern)

### *I have a business idea but haven't started yet. Can I apply?*

Not at this time. For the 2022-23 grant cycle, small businesses that have already begun business operations in or before 2022 have a chance to qualify.

### *If I don't have a business address, can I use my home address?*

Yes. We must have a physical address on record to be able to contact you.

***What if my business is not registered in my state?***

In certain cases where the Secretary of State's office does not require businesses federally registered as sole proprietorships to have a separate state registry, you may instead submit your IRS form **CP 575 A Notice**. This form would have been issued to you either by mail or electronically on the day your business received its EIN or TIN.

***What if I haven't registered my business with IRS and/or my state?***

Businesses that are not legally registered for operation are not qualified for this grant program.

***Can I apply for multiple businesses that I own?***

Not at this time. The B.U.I.L.T. grant program is designed to assist one small business per owner. Also, applicants with ownership interests in other businesses are not allowed to have those other entities apply under other ownership names, regardless of the percentage of ownership.

***My business had to close during the pandemic. Can I still qualify for the grant?***

Yes. If your business was in operation prior to March 1, 2020 and closed temporarily due to pandemic constraints, you may still qualify if you have resumed operation OR will resume operations on or before September 1, 2022. Please include an explanation in the required narrative.

***What if my business has multiple owners?***

Business ownership distribution is not a barrier to grant qualification and will not be used as a factor for award.

***Can I use my personal tax returns instead of business tax returns?***

No. Only business tax return information will be considered, including IRS forms:

- 1040 Schedule C
- 1040 Schedule C-EZ
- 1040-ES
- 1040-SE
- 1040 Schedule F

Please visit [irs.gov](https://irs.gov) for more information on business tax filing.

***Can I still qualify if I've been in business for more than one year and never filed a business tax return?***

That depends on the timing of tax return requirements. If your business did not generate revenue throughout the first full year of operations, you are not required to submit a business tax return with your application. Instead, you will submit end of year financial statements for 2021. If your business was established in 2022, you will submit quarterly financial statements applicable to the dates of business operations. If your business is undergoing special circumstances and/or your business has filed a tax extension, please submit a written statement explaining your situation.



***How will I know if I've been awarded?***

Small business owners that have been selected for the 2022 grant award will be notified via email and/or phone on August 1, 2022 by a member of the Economic Development Grants Committee of B.O.T.H. Foundation. Awardees will also receive an official letter by postage mail.

***What if I don't get the grant?***

Applicants not selected for grant awards during the 2022-23 grant cycle will have an opportunity to qualify the following year, if your business has not exceeded the 10-year operations limit.

***How and when are the grant funds released?***

Grant awardees will be contacted individually to arrange for receipt of their grant funds. Awardees will have the option of direct deposit payment (preferred), wire transfer, or electronic payment through an approved, secure source.

**For applicants with additional inquiries, please email us at [grants@bothfoundation.org](mailto:grants@bothfoundation.org).**