



Community Investment Collaborative Application for Training – Spring 2014 Class

The Community Investment Collaborative (CIC) invites you to apply for our business training course which uses The WIBO 16-Week Workshop, How to Build a Growing Profitable Business. The WIBO 16-Week Workshop is for people who are currently operating or plan to start a business. Our objective is to help you start and build a successful business that contributes to financial empowerment and job creation for you, your family and your community.

Our next class at CIC will begin on **Tuesday, March 4, 2014**.

- **Step 1** – Complete this application by **December 31, 2013**. Submit your application through email, US Mail or in person. Contact details are below.
- **Step 2** – Interview with CIC to determine fit – interviews will be conducted **January 6-24, 2014**. An in-person or telephone interview is required.
- **Step 3** – Final decision for class admission, including scholarship awards will be announced by **January 31, 2014**.
- **Step 4** – Signed letter of acceptance due by **February 3, 2014**.
- **Step 5** – Class payment due by **February 24, 2014** (payment plans can be set up as needed.)

Classes will be **held every Tuesday from 6:00 p.m. – 9:00 p.m.** from March 4, 2014 through June 24, 2014. Graduation will be held within a week of the last class.

The tuition for the class is \$750 per student. There are a limited number of need-based scholarships and installment payments may be allowed in special circumstances. We encourage everyone to apply and not let the tuition keep you from applying.

Students who successfully complete the CIC and WIBO 16-Week Workshop may apply for business loans up to \$5,000 from CIC. Graduation from the class does not guarantee financing, but you do need to graduate from the training to apply.

Contact Information

Name

Street address

City, State, Zip

Home Phone

Mobile Phone

Email

Please indicate your place of residency:

Charlottesville Albemarle Fluvanna Nelson Louisa Greene Other

Please indicate where your business is/will be located:

Charlottesville Albemarle Fluvanna Nelson Louisa Greene Other

How did you hear about CIC?

Do you own a computer? Yes No

Business Information

Do you currently own a business? Yes No

If no, but you have a business idea, how far away are you from beginning your business? Please explain:

Please describe your business:

If you currently have a business, please answer the following:

Business Name

Business Street Address

City, State, Zip

Business Phone

Website

Facebook or other social media

Date established

Annual Revenue

Number of Full-time employees (including yourself)

Number of Part-time employees (including yourself)

What do you hope to accomplish in this class?

- Develop or complete a business plan
- Better understand the financial part of business
- Network with other aspiring entrepreneurs
- Refine my existing idea
- Help me get my business launched
- Help me prepare my business for funding
- Figure out the steps to implement my business idea
- Other: _____

Do you have a bank account (check all that apply):

- Personal Checking
- Personal Savings
- Business Checking
- Business Savings

Do you have insurance (check all that apply):

- Health
- Car
- Business
- Other _____

What steps are you taking or have you taken in the past to start your own business?

- Conducted research
- Developed a business plan
- Incorporated the business
- Obtained a federal tax identification number
- Other: _____
- I have not tried to start a business

What were the obstacles that affected your past or current attempts to start a business?

- Lack of financial resources
- Lack of human capital
- Lack of a business plan
- Lack of mentoring/guidance
- Other:
- I have not tried to start a business

Have you participated in other entrepreneurial training programs? Yes No

If yes, list which programs:

How would you rate your knowledge of the following?

Please rate each of the following on a scale of 1-5 (1= no experience, 5 = expert)

| | 1 | 2 | 3 | 4 | 5 |
|---------------------------------|---|---|---|---|---|
| Marketing | | | | | |
| Sales | | | | | |
| Financial Modeling | | | | | |
| Business Plan Development | | | | | |
| Presentations | | | | | |
| Small Business Human Resources | | | | | |
| Financial Record Keeping | | | | | |
| Social Media | | | | | |
| Business Networking | | | | | |
| Legal Issues for Small Business | | | | | |
| Quickbooks | | | | | |

What factors will be critical in the success of your business?

- Access to financial resources
- Access to business mentors
- Sales and presentation skills
- Management and business skills
- Developing a support system/personal network
- Completing a business plan
- Other:

Demographic Information

Sex: Female Male

Age:

Racial Affiliation (Check all that apply):

- Asian/Indian
- Black: African-American
- Black: Caribbean/African/Other
- Caucasian/White
- Middle Eastern/North-African
- Hispanic/Latino
- Native American/Native Alaskan/Pacific Islander

Education:

- Did not complete high school
- High school/GED
- Some college but did not graduate
- Associate Degree
- Bachelor Degree
- Advanced Degree
- Specialized Technical Training (eg. HVAC, dental technician)

Number of people in your household:

- 1 2 3 4 5 6 7 or more

Employment Status:

- Full-time
- Part-time
- Retired
- Student
- Self-Employed
- Seasonal
- Unemployed – length of time ___ _____

What is your current household income:

- Less than \$15,000
- \$15,001-\$30,000
- \$30,001-\$50,000
- \$50,001-\$75,000
- \$75,001-\$100,000
- \$100,001 or more

References

Please provide two non-family references (examples: current or former boss/manager, coworker, friend, pastor/priest, mentor, teacher, etc.) who can speak to your ability to attend and complete the class and to be an entrepreneur:

Reference #1

Name

Email

Phone

How do you know this person?

Reference #2

Name

Email

Phone

How do you know this person?

Scholarship Information

Are you in need of a scholarship? Yes No

If yes, note that we have extremely limited funds. Will this scholarship determine whether or not you can take this class? Yes No

If you are awarded a scholarship, **you still must make a minimum personal payment of \$125.** Class payments must be received **by February 24, 2014** by cash or check made payable to Community Investment Collaborative. **We will set up payment plans in some cases.** If we have not received your initial payment by February 24, we cannot give you a workbook and you may not be able to begin the class.

Please indicate if you are affiliated with any of these organizations. Many of these organizations provide scholarships.

- Social services
- Virginia Initiative for Employment not Welfare (VIEW) Program
- Office of Human Services
- MACAA
- Offender Aid and Restoration (OAR)
- Disability Support Services (DSS)
- Department of Rehabilitative Services (DRS)
- Public Housing Association of Residents (PHAR)
- Charlottesville & Redevelopment Housing Authority (CRHA)
- Albemarle Housing
- Veteran/Veteran Administration

May we share some of your information with a potential scholarship sponsor? Yes No