

San Francisco Women's Entrepreneurship Fund 2023

Application



What is the San Francisco Women's Entrepreneurship Fund Program?

The San Francisco Women's Entrepreneurship Fund (SFWEF) is a project of the Mission Economic Development Agency (MEDA) in partnership with the Office of Economic and Workforce Development (OEWD). The Fund provides mini-grants of up to \$5,000 to San Francisco women-owned small businesses to implement in projects that help the business growth.

Applicant Eligibility:

Applicants must meet eligibility requirements. As part of your application for the SFWEF grant, please review the eligibility requirements and check each box to confirm that you meet each one.

- San Francisco woman-owned small business operating full-time with at least 40% revenue in the City; Full-time is defined as 32 hours/week or at least \$27,755 (32 hours at SF minimum wage) business net income.
- Current, active relationship with a San Francisco non-profit agency funded by the city of San Francisco and providing business technical assistance;
- Commitment to continue working with the technical assistance provider for at least 6 months;
- Confirm that you understand the grant is considered taxable income.
- Maximum of business gross revenue of \$500k

Eligible Use of Funds:

The SFWEF grant builds upon the work you have invested in your business and support projects and upgrades that will have a positive economic impact on your business' ability to increase sales and grow. Please check each box to confirm you've read through each eligible use.

- Rent, utilities, payroll. Applicant can request up to \$2,500 for this use.
- Recovery Expenses. i.e, technology upgrades, delivery supplies, new product offerings,

Application Process:

1. Contact your technical assistance provider (TA provider) to request a nomination letter and their assistance with the application process.
2. Complete this application, gather copies of supporting documents including Business Registration Certificate, and worksheets.
3. Have your TA provider submit your application and support documents to MEDA's Associate Director for Business Development Edwin Rodriguez: erodriguez@medasf.org, (628) 333-7941.

4. The complete package will be reviewed by MEDA's business team. If the application is not complete, MEDA will communicate with the community partner nominator to complete the documentation within the next 7-10 business days.
5. MEDA team will review complete applications and make sure applicant meet all the criteria. If the package is complete, and applicant meet all the requirements and criteria will be schedule and invited to present her business to the review committee. Technical Assistance provider (nominator) must be present at the time the business is presenting.
6. MEDA will share the complete packages with the review committee at least 7 days before the meeting.

Criteria for Determining Funding:

1. Feasibility - The committee will review and discuss the details of the presented project.
2. Quality of relationship with the TA Provider - The nomination letter and project presented will describe the extent of the technical assistance provided and plans going forward. The TA provider should be able to provide their client with a well-rounded network of resources to support their plan.
3. Impact of the grant award on the business sustainability.

How long does it take?

All eligible applications will be accepted on a rolling basis.

Applicants will be informed of the committee's decision within two weeks of presenting their case to the review committee.

For more information, please contact MEDA Associate Director for Business Development Edwin Rodriguez: (628) 333-7941, erodriguez@medasf.org.

Applicant Information

Company Name:	DBA / Trade Name:	Owner(s) Name:
Phone:	Website:	Type of Business:
Street Address:		Unit or Suite:
City:	Zip:	Business Owner email:
Business Ownership: <input type="checkbox"/> 100% Female Owned <input type="checkbox"/> Co-owned		Female % <input type="text"/> Male % <input type="text"/>
Current number of employees, including you: <input type="text"/>	Number of employees, including you, in 2 years: <input type="text"/>	Business Start Date:
Total lifetime sales since starting :	Net income last year:	Gross income last year:
Priority will be given to nominees who have never received a grant from the City and County of SF. Your response will not impact your eligibility.		What stage is your company in? <input type="radio"/> Early <input type="radio"/> Expansion <input type="radio"/> Established
Have you received other grants from the city of San Francisco in the last 12 month?	<input type="radio"/> Yes <input type="radio"/> No	
If yes, list the types of relief support:		

Requested Items for Funding (Total grant not to exceed \$5,000):

Items Requested for Funding	Purpose	Vendor + Cost Quote	Anticipated Impact i.e. increase in sales by x%
	Total Request:		

Application Checklist:

- Completed application, nomination letter (in letterhead), and financial worksheets.
- Copy of SF business registration and most recent tax return.
- Confirm that you understand the grant is considered taxable income.
- Business consultant and business owner need to sign the application.

We/I, Business Owner(s), of , assert that we/I meet the above eligibility requirements. We/I understand that this is a competitive award process and is not a guarantee of funding. We/I also understand that, if awarded, we may be asked to provide invoices or other documentation related to our project.

Business Owner Printed Name Signature _____ Date _____

Business Owner Printed Name Signature _____ Date _____

We, , an approved technical assistance provider, do hereby affirm that the applicant meets all eligibility requirements, including having worked with us for at least 3 months and received a total of at least 8 hours of consulting.

Technical Assistance Representative Printed Name

Signature _____ Date _____

Small Business Technical Assistance Provider Role:

Participants must be nominated by a technical assistance provider to be eligible. To nominate an entrepreneur, technical assistance providers should complete the following steps:

1. Complete a nomination letter for client on TA provider organizations' letterhead.
2. Assist your client to complete the financial analysis worksheets (Last 12 months' Income Statement & 12 months Sales Forecast).
3. Review the participant's application for completeness, sign and submit it with copies of their supporting documents including Business Registration Certificate and a copy of the most recent business tax return.
4. Obtain signatures and commit to continue working with the participant for at least 6 months if the participant receives a mini-grant.

FAQs:

Can the technical assistance provider nominate more than one entrepreneur?

Yes.

Is the grant funding for a specific industry?

No, we welcome all types of women-owned businesses.

Can family-owned businesses or partnerships apply?

Yes, as long as a woman has at least 50% ownership. The woman should not be a silent (investment only) partner. The woman would need to be active in the business decision-making process.

Can trans women apply?

Yes.

When will mini-grant be disbursed to grantees?

The grant will be disbursed immediately following the approval of the grant project. A check will be made to the business or business owner. Please note, the grant is considered taxable income.