

Updated January 1, 2019

2019 SERVICE MANUAL

Small Business Development Program, Inc.

Service For Success

Fiscal Year

2019

Service Analysis

Development Preliminary



IBCFL is dedicated to clear communication within each case managed by our program.

General Resource Overview

- ◆ Community Resource Management
- ◆ Business Development Program
- ◆ Virtual Office Management
- ◆ Office Staff Training
- ◆ Administrative Contracting
- ◆ Grant Writing & Research
- ◆ Non Profit Set-Up
- ◆ Corporation Set-Up
- ◆ Information Technology Management
- ◆ Training & Development
- ◆ Workshop Planning & Implementation

Center
Benefits



Real-Time Resources



Service Terms

Client Rights



- 1) The ability for organizations/businesses to elect to participate in the Business Development Program through County Referral or Voluntarily.
- 2) A corporation or organization who maintains as a Tax Exempt (Filing Status) must present there 501c3 certification letter (Copy)
- 3) A corporation or organization who maintains as Sole Proprietor, Partnership, Incorporated, etc. Must present a valid Tax ID number #. (Verification Letter Required)
- 4) A corporation or organization who maintains non-existence (Start-Up Business) must be prepared to register their business or organization. (In order to apply for funding.)

Service Schedule Appointments will not exceed over 45 minutes in order to respect the time of other scheduled appointments. No walk-ins will be permitted at this time.

Service Process

Preliminary Process Overview



- 1) Federal Funding Pre-Analysis Interview (Phone)
- 2) Eligibility Application Processing
- 3) Approval Letter Submitted
- 4) Grant Service Business Analysis (Online)
- 5) Basic Membership \$34.00 6 month Term -
Advanced Membership (\$75.00) Annual
- 6) Proceed with Service Schedule
- 7) Open Funding Application Processing

We specialize in Organizational Development

Federal Funding Pre-Analysis Interview: Appointment Request

Appointment Date: _____ 2019 **Appointment Time:** _____

Availability: Tuesday –Friday 10:00am to 3:00 pm

See our **Benefits Orientation Schedule** outline



Welcome

Small Business Development Program, Inc.



We are pleased to submit this letter of Welcome. We are also pleased to have the opportunity to offer your business/organization with the best in Small Business Development, Ministry Development and Funding Resources.

As a Business Development Member you will find what makes our program one of the best in America. We offer a wide variety of services that has been formatted to develop your business and allow your business/organization to serve your community with full access of open funding opportunities and so many other development resources.

Included in this package you will receive a member benefits letter, that will describe in detail all of the benefits of this membership.

Again, welcome and we hope this program will satisfy all of the needs of your business. Please feel free to contact our Funding Resources Staff Business Development Representative with any questions you may have. 386.243.9422



Center
Benefits

Membership Benefits

Pre-Application Required



Basic Membership	Advanced Membership
Federal Assistance Application	Federal Assistance Application
Weekly Funding Notification of Open Funding State Resources/County Resources	Weekly Funding Notification of Open Funding State Resources/County Resources
Minimum of (3) Federal Applications Submitted	Minimum of (3) Federal Applications Submitted
Educational Assistance	Educational Assistance
Business Set-up Services EIN, State Documentation Prep	Unlimited Assistance
X	Direct Funding Submittal with Follow-Up
X	Client Funding Submittal with Follow-Up
Grant Writing Assistance/Review Client based proposal	Grant Proposal Writing and Assistance Review Included
X	State Resources
X	Full Research of Open Funding with Networking
X	Complete Updated Foundation Listing

Fee Based Services

Membership not required



Service Item	Fee Schedule
Alternative Legal Services	See your Representative for more information
Alternative Legal Services	See your Representative for more information
Credit Repair Services (Proven and Powerful)	See your Representative for more information
Credit Repair Services	See your Representative for more information

All services will include an initial consultation. Please allot 15 to 30 minutes for your free consultation.
All funds received from Services will be distributed to assist organizations and businesses to create jobs and meet economic goals.