



## Shareholder Business Assistance Program

**Applications due: Friday, August 18, 2017**

Return completed application and all required documents by post, email or fax to:

**Chugach Alaska Corporation**

ATTN: Shareholder Development/ SBAP

3800 Centerpoint Drive, Suite 1200 Anchorage, AK 99503

Main Phone: (907) 563-8866 | Toll: 1-800-858-2768 | Fax: (907) 261-8896

Email: [shareholderdevelopment@chugach.com](mailto:shareholderdevelopment@chugach.com)

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The Shareholder Business Assistance Program (SBAP) is a competitive program designed to assist Chugach Alaska Corporation (CAC) shareholders and descendants in the startup or expansion of small businesses.

The continuation of the program will be based on its measured success and benefits as determined by the CAC Board of Directors. Through appointment of an outside review committee, the SBAP applications will evaluate on a competitive basis. CAC in its sole discretion will determine whether the applicant has satisfactorily completed the program requirements. In exercising its discretion, the Board will accept the recommendations of the evaluation committee. All applicants will be notified if their proposal was awarded or not.

### **SBAP PROGRAM OVERVIEW**

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1. CAC shareholders and descendants are eligible to apply.
2. *CAC employees and directors are not eligible to apply for SBAP grant funds.*
3. Grant funds may be used for startup or expansion of shareholder or descendant owned small businesses.
4. Maximum award amounts can change according to the availability of SBAP funding.
5. SBAP awards are taxable.
6. Recipients must demonstrate that their business is established as a legitimate business entity organized for profit under applicable local, state and federal law.
7. Recipients must demonstrate an acceptable level of knowledge of business operations, sound management skills and financial sustainability.
8. The CAC SBAP administrator may require additional information as needed to accept, process, or evaluate specific proposals under this program.
9. SBAP grant funds are to supplement or match, and not replace, alternative funding resources.

### **SBAP PROPOSAL FORMAT**

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SBAP proposals should be no more than five pages (excluding the other required documentation listed above), and should follow the following format in which you will be rated on:

1. **Business Plan Summary:** Summarize the major points of your business strategy or plan, discuss specific business goals and objectives and explain why SBAP grant funds are needed and how they will be utilized.
2. **Business Description:** Describe your business' goods or services, and how these services are produced or delivered. Review current business and marketing strategies and practices and how these practices provide for a sustainable successful business and benefit customers, shareholders and descendants and communities.



3. **Business Management:** Describe past, current and future management/business structure, review qualifications, experience and skills in business operations, and explain how the management structure and experience will result in a successful and viable business.
  
4. **Budget and Financial:** Describe and document your budget and financial plan, including balance sheet at start-up, and projection for the first year, and explain how funds will be used, matched, or leveraged to improve business opportunity, growth or stability. ***IRS documentation will not be accepted as a budget or a financial plan.***

#### **SBAP PROPOSAL EVALUATION CRITERIA**

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SBAP proposals will be reviewed and ranked on a competitive basis. Ranking criteria include: overall proposal design and implementation, program need and benefit, business capacity and experience, budget and financial description, and long-term economic viability. These criteria are assigned points based on their relative importance as described below.

- 1) **Overall proposal design and implementation** **(15 Points)**  
Proposals should demonstrate an understanding of the SBAP requirements and objectives, and present, a well-defined strategy/plan for improving or developing business capacity, opportunities and experience. Program Application Requirements (page 1) and Program Requirements (page 2) criteria must be met.
  
- 2) **Business Case: a well-defined plan that meets a need and offers benefit** **(30 Points)**  
CAC seeks projects that demonstrate the benefits and market strategies for promoting businesses and greater economic opportunity for shareholders and descendants, including details of the relationship between business services and meeting clearly defined customer, shareholder or community needs.
  
- 3) **Business capacity and experience** **(20 Points)**  
CAC seeks projects in which the businesses and/or owners or managers have demonstrated experience, qualifications and/or a past performance that demonstrates the potential for future success.
  
- 4) **Financial viability** **(20 Points)**  
Proposals must provide a clear, thought-out budget and financial strategy and include a clear description for how SBAP grant funds will be utilized to leverage other financial resources and/or improve benefits that CAC shareholders will receive.
  
- 5) **Long-term economic viability** **(15 Points)**  
A strong proposal will convey the long-term economic viability of the business, identify how the business will continue beyond SBAP funding and present a good financial plan and business strategy for ongoing success.



I am a  SHAREHOLDER or  DESCENDANT (documentation attached to verify you are a Chugach descendant)

Applicant Name: \_\_\_\_\_

Name of Business: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ ZIP: \_\_\_\_\_

Phone: (\_\_\_\_) \_\_\_\_\_ Cellular Phone: (\_\_\_\_) \_\_\_\_\_ Fax: (\_\_\_\_) \_\_\_\_\_

Email: \_\_\_\_\_ Website: \_\_\_\_\_

A. SBAP AMOUNT REQUESTING \$ \_\_\_\_\_

**B. REQUIRED ATTACHMENTS**

|  | Check appropriate box | Yes | No |
|--|-----------------------|-----|----|
| 1. SBAP application  |                       |     |    |
| 2. SBAP grant proposal of no more than 5 pages in the format described on page 2.  |                       |     |    |
| 3. Attached is my signed "Conditions for Acceptance" Form (page 4)   |                       |     |    |
| 4. Business license  |                       |     |    |
| 5. Business budget/financial plan (The last complete fiscal year, year to date or proposed budget statement and or financial plan for a startup business.)   |                       |     |    |
| 6. Business organization documentation (Joint Agreement, Bylaws, Articles, sole proprietorship, joint venture, limited liability company, corporation, etc.) |                       |     |    |
| 7. I agree to submit a "Program Evaluation and Performance Report" upon expenditure of the SBAP grant funds. (page 6)  |                       |     |    |

**C. SBAP PROGRAM REQUIREMENTS**

|  | Check appropriate box | Yes | No |
|--|-----------------------|-----|----|
| 1. I am a Chugach Alaska Corporation Shareholder.  |                       |     |    |
| 2. I am a Chugach Alaska Corporation descendant with verification attached to this application.            |                       |     |    |
| 3. I own or I am the majority owner of the startup or expanding business.                                  |                       |     |    |
| 4. If awarded I agree <i>not to transfer</i> my award to another party.                                    |                       |     |    |
| 5. I have received an award and provided a report on how the funds were used.                              |                       |     |    |
| 6. I am a CAC employee or director. (If you checked yes, you are not eligible).                            |                       |     |    |
| 7. I have received top SBAP award or received a total of \$5,000.  |                       |     |    |
| 8. If awarded I agree the SBAP grant funds <i>will not be used</i> to refinance an existing business loan. |                       |     |    |

I, the undersigned, hereby certify that I am a CAC shareholder or descendant and that the statements herein are true and complete to the best of my knowledge.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date



### **CONDITIONS FOR ACCEPTANCE**

Before Chugach Alaska Corporation (CAC) will award SBAP grant funds under the Shareholder Business Program (SBAP) applicants must certify that they agree to the following Conditions for Acceptance:

1. **Certification of Application Accuracy:** Applicant certifies that all facts, figures, and representations made and provided in applicant's SBAP application and proposal are true, correct, and consistent with the purposes and requirements of this SBAP. All records necessary to substantiate the applicant's SBAP application and proposal, if not provided, will be available upon request as deemed necessary and appropriate at CAC's option.
2. **Use of SBAP grant funds:** Applicant will use SBAP grant funds for lawful business purposes as specified in the applicant's SBAP proposal and as required by all applicable local, state and federal laws.
3. **Business License:** Applicant must have a valid business license and must be in good standing under all applicable local and state laws, unless specifically exempted under such laws.
4. **Maintenance of Records:** Applicant will maintain reasonable, accurate and timely financial records necessary to document the beneficial use and expenditure of SBAP grant funds for the intended purposes of the SBAP and to demonstrate proper use of such funds consistent with the applicant's SBAP application and proposal. Such financial records shall be available for inspection and production upon request as deemed necessary and appropriate at CAC's option.
5. **Program Reporting:** Applicant will maintain such financial data, accounting reports and business operations information and submit a Program Evaluation and Performance Report, in such form, upon expenditure of the SBAP grant funds, and containing such information as CAC may require to measure and analyze the success, benefits and development of the SBAP.
6. **Insurance:** Applicant should, at all times during the use of these funds at its cost and expense, buy and maintain sufficient Commercial General Liability insurance.
7. **Indemnity:** To the fullest extent permitted by law, applicant will indemnify, defend and hold harmless CAC, and their respective representatives, shareholders, affiliates, agents, and employees for and against any loss, suit, liability, claim, damage, or expense, whether or not involving a third-party claim, arising, directly or indirectly, from or in connection with, applicant's use of SBAP grant funds.
8. **CAC Shall Not be Named:** Applicant will not name CAC, or their respective representatives, affiliates, or agents in any suit, arbitration, or legal matter; any loan, guaranty, credit, note, application, agreement, contract or any other similarly related transactional document; any advertisement, promotion or marketing production, without the written approval of the Board of Directors or otherwise bind or indebted CAC in anyway.

**Certification of Conditions for Acceptance** I agree to be bound by the Conditions for Acceptance contained herein.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date



**PROGRAM EVALUATION AND PERFORMANCE REPORT FORM**

**PROGRAM REPORTING REQUIREMENTS:** Applicant is required to maintain such financial data, accounting reports and business operations information and submit this Program Evaluation and Performance Report form upon expenditure of the SBAP grant funds. This information is necessary to enable CAC to adequately measure and analyze the success, benefits and development of the SBAP.

**PROGRAM REPORTING INFORMATION**

|                             |  |
|-----------------------------|--|
| Applicant Name:             |  |
| Date this report submitted: |  |

**DETAILED USE OF FUNDS:**

**PROGRAM EVALUATION:** Provide a report on how this has benefited you and the community you live in.

\_\_\_\_\_  
Applicant Signature

\_\_\_\_\_  
Date

Please submit report to:

**Chugach Alaska Corporation**  
ATTN: Shareholder Development/ SBAP  
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Email: [shareholderdevelopment@chugach.com](mailto:shareholderdevelopment@chugach.com)