



SAMPLE APPLICATION ONLY - 2025 Technology & Manufacturing (TEAM) Fund

Use this sample application to review and gather information needed to complete the online TEAM Fund application.

ELIGIBILITY:

- Please attend the on-line TEAM Fund Information Session or watch the recording of the session at rdcnm.org/team-fund before applying.
- Carefully read the eligibility criteria at rdcnm.org/team-fund before beginning the application.

USE OF FUNDS:

- **ELIGIBLE:** Funding can be requested to pay for equipment, project-based consulting services, or specialized software.
- **INELIGIBLE:** Operating costs such as Inventory, materials, salaries, office supplies, rent, utilities, and construction or building upgrade costs
- Applicant must provide detailed cost of each proposed item or service to be funded, including tax and freight.
- **NO MORE THAN THREE** items can be requested for funding.
- Reimbursement process; if awarded, business must make purchases and submit invoices for reimbursement.

INSTRUCTIONS:

- The online application must be completed in one sitting; the application does not automatically save and can't be saved; have your information ready for input by reviewing the sample application located on our website at www.rdcnm.org/team-fund
- Asterisk (*) indicates mandatory fields. All mandatory fields must be completed before form can be submitted.
- After hitting "Submit", you will be asked if you want to save a copy for your records.

TIMELINE: The application **deadline is March 17** at midnight. Applications will be reviewed and finalists will be notified

and scheduled to provide a short, in-person pitch presentation to the independent review committee on April 10th. Awardees will be notified by mid-April. **QUESTIONS?** Email Marsha at Marsha@rdcnm.org.

SECTION 1 – Business Information

1. Did you attend the online or watch the recording of the TEAM Fund Information session? *

NOTE: If no, go to rdcnm.org/team-fund and watch the recording of the TEAM Fund Information Session.

- Yes, I watched the online or recorded session
- No, I did not watch the online or recorded session

2. Company Name & Doing Business As (DBA) Name, if applicable *

3. Please indicate the Business Name on your Business-Only Bank Account *

NOTE: You must have a business-only bank account to apply. If awarded, the reimbursement check(s) for approved purchases will be issued in the company's name.

4. Contact's First and Last Name *

5. Contact's E-Mail Address *

6. Contact's Phone Number *

Example: (505) 455-1234

7. Date Business Established *

NOTE: Must have been in business for at least 1 year prior to application date.

8. Physical Address *

(Street, City, State, Zip):

9. Full Mailing Address *

(PO Box, City, State, Zip)

10. New Mexico County *

Business must be located in one of the following seven counties.

- Los Alamos
- Mora
- Rio Arriba
- San Miguel
- Northern Sandoval
- Santa Fe
- Taos

11. Business Website

12. Business Social Media Handle(s)

Complete URLs are needed.

Example: <https://www.facebook.com/rdcnmexico>

13. Corporate Structure of the For-Profit Business (non-profits are ineligible) *

Example: Cooperative, B-Corporation, C-Corporation, S-Corporation, LLC, Partnership, Sole Proprietorship, Tribal Enterprise, or Other (if Other, please describe).

14. NM Business Tax ID or CRS-1 Number *

NOTE: If none, indicate "0"

15. Does your business have an established Line of Credit? *

- Yes
- No

SECTION 2 – Business Ownership

16. Small Business Ownership

(Select **all** that apply)

- Woman or Women-Owned
- Minority-Owned
- Tribal Member - Owned
- Veteran-Owned
- Disability-Owned
- None of the Above

17. List Principal(s)/Owner(s) owning more than 10% of the company. *

NAMES / TITLES or DESCRIPTIONS / % OF OWNERSHIP

Example: Jane Doe / Co-Owner / 50%
John Smith / Co-Owner / 50%

SECTION 3 – Business Description

18. Short Business Description (2-3 sentences) *

19. Describe the product or service offered by your business including the unique features. *

20. Describe the market you serve, including who buys your product or service, the need, and the size of the market. Who is your competition? *

SECTION 4 – Disclosure

21. Does the Business have any outstanding tax liabilities? *

Yes

No

22. Is the Business presently a party to any claim or lawsuit? *

Yes

No

23. Has the Business ever declared bankruptcy? *

Yes

No

SECTION 5 – Job Estimates

24. How many **Full-time and Part-time employees** do you have right now? *

*NOTE: Provide numbers for full-time and part-time employees separately.
Example: 3 full-time, 1 part-time*

25. How many **contract employees** do you have right now? *

Example: 3 contract

26. If you receive funding, how many **Full-time and Part-time jobs do you estimate will be RETAINED** by your company in **2025?** *

*NOTE: Provide numbers for full-time and part-time employees separately.
Example: 3 full-time, 1 part-time*

27. If you receive funding, how many **Contract jobs do you estimate will be RETAINED** by your company in **2025?** *

28. If you receive funding, how many **Full-time and Part-time jobs do you estimate will be ADDED** by your company in **2025?** *

*NOTE: Provide numbers for full-time and part-time employees separately.
Example: 3 full-time, 1 part-time*

29. If you receive funding, how many **Contract jobs do you estimate will be ADDED** by your company in **2025?** *

SECTION 6 – Use of Funds

Technology and Manufacturing (TEAM) Funds are awarded to help for-profit northern NM technology and manufacturing businesses make needed purchases to diversify, grow revenue, leverage other investments, and/or put systems in place that lead to growth and create job opportunities.

USE OF FUNDS: The funds can be used to purchase up to three eligible items or services that are intended to increase revenues and/or add jobs. ELIGIBLE purchases are: **Equipment, Contract Services** with a specified goal such legal services to discuss a Trademark issue or filing a Patent, training employees on new equipment, or one month of newspaper advertising, and **Specialized Software** such as GIS, Point of Sales (POS) or Solid Modeling software

IMPORTANT: Capital Improvements and general operating expenses such as rent, utilities, cell phone or internet service charges, office supplies, inventory (including materials used to create inventory), salaries, and building improvements are NOT ELIGIBLE. Funds are not released upfront, but as reimbursement upon receipt of paid invoices for awarded purchases. Purchases made before a fully executed agreement is in place will NOT BE ELIGIBLE FOR REIMBURSEMENT.

NOTE: It is important to get good estimates of the costs of proposed items, as the award will be based on these estimates. Don't forget to include shipping costs and Gross Receipts Tax (GRT), if applicable.

30. How much money are you requesting? *

NOTE: Up to \$20,000

31. Describe your proposed purchase(s) and provide estimated costs for each item. Include shipping and sales tax, if applicable. *

NOTE: Do not request to purchase more than 3 items or services. If request is to purchase more than one item or service, list purchases in order of priority importance to your business, as you may be only partially awarded.

Example:

Priority #1 – Purchase CNC machine. Cost is \$15,234.00 (includes shipping charges)

Priority #2 – Hire consultant to install and train staff on operating new CNC machine. Cost is \$4,100.00

Total - \$19,334

32. When do you expect to purchase each item (listed above)? *

NOTE: Purchases are required to be made within 6 months or less from date of fully executed agreement

33. Describe exactly how the proposed purchase(s) will increase revenues (increase productivity, decrease costs, etc.) and move your business forward. *

Example: We propose to purchase a new CNC machine and the services of a consultant to install it and train our employees on how to use it. We estimate this project will increase revenues by 20% - allowing us to hire a new employee by the end of the year.

SECTION 7 – Regional and Economic Impact

34. If awarded, describe the impact of your project on your family, the community, the region, and/or the State *

35. Please Indicate if your business is considered to be an Economic Base Business *

NOTE: *Economic Base means 50% or more of your revenue comes from or you estimate is will come from Out-of-State*

YES

No

SECTION 8 – Company Financials

FINANCIALS & FINANCIAL PROJECTIONS (Do not include potential RDC funding in your projections.)

36. 2024 Gross Revenue *

37. 2024 Operating Expenses *

38. 2025 Gross Revenue (Projected) *

39. 2025 Operating Expenses (Projected) *

40. 2026 Gross Revenue (Projected) *

41. 2026 Operating Expenses (Projected) *

42. Provide any narrative below you think might be necessary to explain revenue or net profit/loss projections.

SECTION 9 – Sources of Capital

43. List all RDC funding received in the past 5 years including RDC Micro-Grants, Tribal Economic Diversity Grants, and/or Technology and Manufacturing (TEAM) Fund no-interest loans. Include year received and \$ amount awarded.

Example:
2020 Micro-Grant Award - \$3,000
2021 Tribal Economic Diversity Fund Award - \$8,000

44. LIST ALL OTHER SOURCES OF CAPITAL FOR THE LAST 3 YEARS: include self-funding, crowdfunding, family and friends funding, grants (other than from the RDC), competition winnings, loans, and investments. *

SECTION 10 - Awareness

45. How did you hear about this Technology & Manufacturing (TEAM) Fund opportunity? *

(Select **all** that apply)

- RDC Staff
- RDC Newsletter
- Chamber of Commerce
- NM Economic Development Dept.
- NM Small Business Development Center (SBDC)
- Social Media
- Newspaper
- Radio
- Word of Mouth
- Other

46. I affirm and certify that all the information and answers to questions herein are complete, true and correct to the best of my knowledge and belief. *

(Name of Applicant)

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