



# SAMPLE 2024 Tribal Economic Diversity Fund Grant Application

**ELIGIBILITY:**

- \* Must be in business for at least 6 months before applying (December 1, 2023 or earlier)
- \* Must have a business-only bank account
- \* Funding can be requested to pay for equipment, services, and specialized software. Inventory, salaries, office supplies, rent, utilities, and construction or building upgrade costs are not eligible.
- \* Must provide detailed cost of each proposed item or service to be funded, including tax and freight.

Use this SAMPLE application to gather the information you will need to complete the online application. The online application will not let you see all the questions at one time until you complete each section. Also, you can't save the online application to gather information and return to it later.

**QUESTIONS?** Call or email Carla at 505-901-7019 or [carla@rdcnm.org](mailto:carla@rdcnm.org).

\* Required

## SECTION 1 – Business Information

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

2. 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 to this name.*

3. Contact's First and Last Name \*

4. Contact's E-Mail Address \*

5. Contact's Phone Number \*

*Example (505) 455-1234*

6. Date Business Established \*

*(Note: Must have been in business for at least 6 months prior to applying (December 1, 2023 or earlier); typically this is the date you received your business license from either the Tribe or the State)*

7. Physical Address \*

(Street, City, State, Zip):

8. Full Mailing Address \*

(PO Box, City, State, Zip)

9. 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

10. Business Website

11. Business Social Media Handle(s)

Complete URLs are needed.

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

12. 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).

13. NM Business Tax ID or CRS-1 Number \*

Note: If none, indicate "0"

14. Tribal Membership \*

(The business must be owned 51% or more by a Tribal Member from one of the following Pueblos. Indicate which one:)

- Cochiti
- Jemez
- Nambe
- Ohkay
- Picuris
- Pojoaque
- San Ildefonso
- Santa Clara
- Taos
- Tesuque

15. Does the Business have a Business License with either the Tribe and/or the State? \*

- Yes
- No

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

Yes

No

17. Current # of Employees \*

*Example: 2 Full-time, 1 Part-time, 3 Contract*

**SECTION 2 – Business Ownership**

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

*NAMES / TITLES or DESCRIPTIONS / % OF OWNERSHIP*

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

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### SECTION 3 – Business Description

19. Short Business Description (2-3 sentences) \*

20. Describe the product or service offered by your business including the unique features. Address the need for your product or service. \*

21. Describe the market you serve, including the size of the market. Who buys your product or service and why? Describe your competition. \*

## SECTION 4 – Disclosure

22. Does Business have any outstanding tax liabilities? \*

Yes

No

23. Is Business presently a party to any claim or lawsuit? \*

Yes

No

24. Has Business ever declared bankruptcy? \*

Yes

No

**SECTION 5 – Job Estimates**

25. 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

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

Example: 3 contract

27. If you receive funding, how many **Full-time and Part-time jobs do you estimate will be RETAINED** by your company in **2024?** \*

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

28. If you receive funding, how many **Contract jobs do you estimate will be RETAINED** by your company in **2024?** \*

29. If you receive funding, how many **Full-time and Part-time jobs do you estimate will be ADDED** by your company in **2024?** \*

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

30. If you receive funding, how many **Contract jobs do you estimate will be ADDED** by your company in **2024?** \*



## SECTION 6 – Use of Funds

Tribal Economic Diversity Funds are awarded to help northern NM tribal member-owned businesses make needed purchases to diversify, sustain or grow revenue, leverage other investments, and/or put systems in place that lead to growth and create job opportunities.

The funds are to be used to purchase services (examples: training, or legal services) or equipment that will increase revenues and/or add jobs.

General operating expenses such as rent, utilities, cell phone or internet service charges, office supplies, inventory (including materials used to create inventory), salaries, and monthly software subscription fees are NOT ELIGIBLE.

**IMPORTANT: Unless otherwise discussed in advance, if awarded, funds are not released upfront, but as reimbursement upon receipt of paid invoices for awarded purchases.**

**NOTE: It is important to get good estimates of the proposed costs, as the award will be based on these estimates. Don't forget to include shipping costs and Gross Receipts Tax (GRT), if applicable. Purchases made before a fully executed agreement is in place will not be eligible for reimbursement.**

31. How much money are you requesting \*

(Note: Up to \$8,000)

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

*If requested funding will be used for more than one purchase, list purchases in order of priority importance to your business, as you may be only partially awarded. (Total amount for priority items should not add up to more than \$8,000)*

*Example:*

*Priority #1 – Purchase commercial espresso machine - \$1,850 (includes shipping and tax)*

*Priority #2 – Purchase refrigerated pastry display case - \$3,000 (includes shipping and tax)*

*Priority #3 - Purchase 3 weeks of advertising in leaderboard ad in Taos News - \$3,150*

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**Total - \$8,000**

33. When do you expect to purchase each item (listed above) for which you are seeking the grant? \*

**(Purchases are required to be made within 6 months or less from signed agreement)**

34. Describe exactly how the proposed purchases will increase revenues (increase productivity, decrease costs, etc.) and move your business forward. \*

*Example: Our project is to purchase a new espresso machine and refrigerated pastry case that will help attract more customers to our coffee shop throughout the day. Advertising in the local newspaper will help to spread the word.*

## SECTION 7 – Regional and Economic Impact

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

## SECTION 8 – Company Financials

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

36. 2023 Gross Revenue \*

37. 2023 Operating Expenses \*

38. 2024 Gross Revenue (Projected) \*

39. 2024 Operating Expenses (Projected) \*

40. 2025 Gross Revenue (Projected) \*

41. 2025 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 Micro-Grant, Tribal Economic Diversity Grant, and/or Technology and Manufacturing (TEAM) Fund no-interest loan. 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 state and federal Covid funding, self-funding or 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 **Tribal Economic Diversity 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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