
Advantage Valley Supplier Diversity Certification Mini-Grant Program

Funded by BB&T, now Truist



Purpose: The purpose of this mini-grant program is to increase the number of certified Woman-owned (WBE), Minority (MBE), and Disadvantaged Business Enterprises (DBE) in WV by defraying the costs associated with the certification process. A limited number of grants are available on a first come basis.

Eligible Applicant: Qualified women, minority or disadvantaged businesses with annual revenues under \$1 million or that meet the SBA size test for their industry NAICS code.

Grant Amount: Up to \$500 in costs will be reimbursed upon successful completion of the grant requirements

Instructions:

Part 1

1. Mini-Grant applications will be accepted on an ongoing basis until Dec. 20, 2021. You are required to submit the following two attached documents.
 - A. Grant Application.
 - B. Certification Planning Meeting Documentation – prior to submitting the grant application, you must schedule a meeting with one of the following certifying agencies and complete the attached Certification Planning Meeting document to submit with the grant application.
 - Women's Business Enterprise Council Ohio River Valley (WBEC ORV) – Women's Business Enterprise (WBE) certification - <https://www.wbecorv.org/about-wbecorv>
 - Tri-State Minority Supplier Diversity Council (TSMSSDC) – Minority Business Enterprise (MBE) certification - <https://tsmsdc.com/>
 - Small Business Administration Contracting Assistance Programs Program for Disadvantaged Businesses - <https://www.sba.gov/federal-contracting/contracting-assistance-programs/8a-business-development-program#section-header-2>
2. Pre-approval – upon receipt of the grant application and Certification Planning Meeting document, Advantage Valley will pre-approve your application. The applicant will then have 6 months to obtain certification and complete Part 2 of the grant program requirements in order to be eligible for reimbursement.

Part 2

1. Planning for Growth Technical Assistance-meet with one of the following organizations and complete the attached Planning for Growth Technical Assistance Plan to assist with the planning for your successful execution of a procurement contract.
 - WV Women's Business Center - <https://www.ncifund.org/what-we-do/wv-women-s-business-center>
 - WV State University – Economic Development Center - <https://www.wvsuedc.org/>
 - WV Small Business Development Center - <https://wvsbdc.com/>
2. Financing Growth training- Attend a 1-hour virtual “Growing Your Business” seminar hosted by BB&T, now Truist with a Q&A session on financing contracts and growth. Register for one of the following sessions by contacting Marlo Long, SVP, CRA & Community Development BB&T, Now Truist Office: (304) 353-1682 Mobile: (304) 549-1570 Email: marlo.long@truist.com
 - July 15th: 9:00 AM – 10:00 AM
 - September 15th: 12:PM – 1:00 PM
 - December 15th: 5:00 PM – 6:-00 PM
3. Final Approval & Reimbursement – attach receipts for eligible expenses incurred within 6 months of the date of grant pre-approval, the Planning for Growth Technical Assistance plan, and date of attendance for the Growing Your Business workshop to the address below and allow 4-6 weeks for reimbursement upon final approval. Submit all documentation to:

Terrell Ellis, Executive Director
Advantage Valley, Inc.
terrell@advantagevalley.com
(304) 352-1165

WE ARE PLEASED TO PARTNER WITH:



WV WOMEN'S
BUSINESS
CENTER

Grant Application

Business Name: _____

Address: _____

City: _____ State: _____ Zip: _____

Contact: _____

Phone: _____

Email Address: _____

Website: _____

Annual Revenue: _____

NAICS Code: _____

of Employees: _____

Which Certification is your organization obtaining – select one:

- Woman-owned Business Enterprise (WBE)
- Minority Business Enterprise (MBE)
- Disadvantaged Business Enterprise (DBE)

Attach Certification Planning Meeting document

Certification Planning Meeting Document

Date of Meeting: _____

Name of Certifying Agency: _____

Contact: _____

Name of Business/Mini-grant Applicant: _____

Contact: _____

The purpose of this Certification Planning Meeting is to:

1. Determine if your business is eligible for the certification
2. Review the certification process and timeline
3. Map out specific steps your organization must take to obtain the certification within 6 months
4. Identify a specific opportunity for your business to pursue after obtaining certification

Section 1: Eligibility for Certification

Does your business meet the eligibility requirements for certification?

Briefly describe how your business meets the eligibility criteria.

(Continues)

Certification Planning Meeting Document *(Continued)*

Sections 2-3: Certification Requirements and Timelines

Certification Requirements	Specific Action Steps Needed to Meet Requirement	Timeline for Completion	Notes

Section 4: Identify Procurement Opportunities

Briefly describe specific supplier diversity opportunities that your organization plans to pursue after obtaining certification.

Certifying Agency Signature: _____

Small Business Owner Signature: _____

Planning for Growth Technical Assistance Plan

Date of Meeting: _____

Name of Technical Assistance Provider – select one from below:

WV Women’s Business Center Contact: _____

Small Business Development Center Contact: _____

WV State University-Econ Dev Center Contact: _____

The purpose of this Certification Planning Meeting is to:

1. Identify/Describe procurement opportunity

2. Timeline for delivering on contract

3. Will this contract require additional inventory? How will this inventory be financed?

(Continues)

Planning for Growth Technical Assistance Plan *(Continued)*

4. Will you need to store additional inventory, utilize just-in-time inventory management, result in a shift in shipping/storage/distribution of goods or services?

5. Will this contract require additional labor? How will your labor costs be covered? Does your business have sufficient capacity to deliver on the contract?

6. How long will it take for you to get paid on this contract? Does your company have sufficient permanent working capital or is temporary working capital needed until payment?

7. What additional risk is your business undertaking with this contract? How will you mitigate this risk?

8. Date of Growing Your Business workshop attended: _____

Technical Assistance Provider Signature: _____

Small Business Owner Signature: _____

Submit completed application to: Terrell Ellis, Executive Director

Terrell@advantagevalley.com

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BUSINESS
CENTER