



Dream Builders Business Empowerment Workshop Application

Eligibility

1. Must be a female and a Charlottesville resident.
2. Must have high school diploma or GED.
3. Must be available once a week for 2 hours to complete the training. Those unable to attend all sessions may be better served not applying.
4. Must have an ownership or be a financial stakeholder in the proposed business.
5. Must meet income guidelines. *(Please see the guidelines on the last page of this document)*

Application Instructions

1. Fill out the information requested in the application
2. Please respond to short answer questions, making sure to write in complete sentences and to follow the instructions carefully.
3. Please attach a professional resume. *(see examples on website)*
4. Please request a letter of recommendation. Ask a teacher, mentor, or religious or community leader to write the letter (please to do not ask family members). The letter should address how long the recommender has known you and in what context, your academic abilities, level of maturity, social skills, commitment to the community, and other characteristics that demonstrate you are a good candidate for the program. Please include your letter of recommendation in a sealed envelope along with the other application materials.
5. Please attach documents proving income eligibility. Acceptable documents include income tax statements, SNAP or TANF eligibility documents, and W2 forms.
6. Typed responses are preferred; however handwritten responses will be accepted.
7. Please bring all application materials to the Office of Economic Development by the deadline.

Note: Applicants who do not meet eligibility requirements or who fail to follow the application instructions will not be considered. Please do not hesitate to contact _____ with any questions about the application process before the deadline.

Applicant Information

Full Name: _____ Date: _____
Last First M.I.

Address: _____
Street Address Apartment/Unit #

City State ZIP Code

Phone: _____ Email _____

Education

High School: _____ Address: _____

From: _____ To: _____ Did you graduate? YES NO
 Diploma: _____

College: _____ Address: _____

From: _____ To: _____ Did you graduate? YES NO
 Degree: _____

Other: _____ Address: _____

From: _____ To: _____ Did you graduate? YES NO
 Degree: _____

Written Responses

Please answer the following questions and do not exceed 500 words for each response.

1. Please describe your business and what product/service it will provide.
2. If you were to win \$500, how would you use the money to launch or grow your business?
3. Describe our interest in entrepreneurship and your experience (if any) with small business.
4. What makes your business or idea unique and innovative?
5. Please describe any time constraints you have including work, family obligations, etc. (a bulleted list is preferred for this response).

Short Answer

Please answer **TWO** of the following questions and do not exceed 300 words for each response.

1. What entrepreneurial endeavor/story, either from the past or currently, inspires you? Why?
2. Describe yourself in five positive words and tell us what you feel empowered to accomplish through this program.
3. Successful entrepreneurs share similar characteristics, such as persistence, inquisitiveness, self-confidence, tolerance for failure, creativity, innovation, personal initiative, competitiveness, commitment, and strong management and organizational skills. Describe a situation when you demonstrated at least two of these characteristics, and the outcome.

Letter of Recommendation

Recommender's Name: _____

Relationship: _____

Phone: _____ Email _____

Disclaimer and Signature

Note: You may type your signature.

I certify that my answers are true and complete to the best of my knowledge.

If this application leads to acceptance into the program, I understand that false or misleading information in my application may result in my release.

Signature: _____ Date: _____

Application Checklist

- I have filled out the application
- I have answered my written and short answer responses
- I have attached my resume
- I have attached my letter of recommendation in a sealed envelope
- I have signed the disclaimer

You are now ready to submit your application. We will notify you with the results by _____.
Thank you for your application and good luck!

Income Guidelines

INCOME GUIDELINES			
Charlottesville Median Family Income: \$77,500			
# Persons in Family/ Household	(30%) Extremely Low Income	(50%) Very Low Income	(80%) Low Income
1 person	\$16,300	\$27,150	\$43,400
2 persons	\$18,600	\$31,000	\$49,600
3 persons	\$20,950	\$34,900	\$55,800
4 persons	\$23,250	\$38,750	\$62,000
5 persons	\$25,150	\$41,850	\$67,000
6 persons	\$27,000	\$44,950	\$71,950
7 persons	\$28,850	\$48,050	\$76,900
8 persons	\$30,700	\$51,150	\$81,850