

**Small Business
Technical Assistance Program
Scope of Services**

Activity Type	Suggested Dollar Amount	Outcomes	Deliverable
Business Networking Event	\$1,000	Link businesses to other businesses, the larger business community, and relevant business organizations	1 One-page written summary describing (1) marketing the event, (2) observations from the event, (3) overall outcomes 2 Sign-in sheet, including (1) participant name, (2) business/organization name, (3) business/organization address
Organizational Marketing and Outreach of TA and Trainings	\$1,000	Helping businesses and entrepreneurs become aware of services and trainings available	1 Sample pamphlet developed for distribution to existing and potential businesses announcing TA services and/or training sessions available 2 One-page written summary of staff time performing community outreach and marketing, include: (1) staff name, (2) hours spent marketing, (3) distribution methods, (4) distribution numbers, (5) number of businesses/entrepreneurs reached
4-hr Training Session	\$1,000/session *	* Improve business owners' and entrepreneurs' business knowledge and skills	1 Trainer's name and experience
2-hr Training Session	\$500/session *		2 Description of class content and learning objectives 3 Class outline/agenda 4 Sample of instructional handouts 5 Analysis of participant evaluation forms 6 Attendance sheets, include: (1) name, (2) business name or idea, (3) business address
TA	\$50 / hour	- Guide entrepreneurs to make wise business decisions - Help growing businesses expand efficiently - Help existing businesses improve their bottom line	1 Samples of instructional handouts, if created 2 At contract end, a one-page written summary highlighting the success stories, include specific business improvements (i.e. increased sales, profits, jobs, improved knowledge, reduced expenses, improved bookkeeping, et cetera) 3 <u>Spreadsheet documenting:</u> a Date b Name of Individual Assisted c Business Name (or business idea, if new) d Address e Number of Hours f Topics Covered (e.g. business registration, licensing, permitting, loan packaging, g Outcome (or expected outcome, i.e. how the assistance will help grow the business) h Received a Loan for \$X (okay if \$0) i Number of Existing Jobs Retained (okay if 0) j Number of New Jobs Created (okay if 0)

* there may be some exceptions, for example, long-term trainings may call for a lower dollar amount