

CCD Business Development Corporation
United States Department of Agriculture Rural Business Development Business Grant
Coos, Curry, and Douglas Counties

Purpose: To provide one-on-one technical assistance to businesses. Identify external funding sources for businesses, aid in completion of funding applications as they are available, strategic planning, financial analysis, etc. Funds are limited. Applications will be reviewed on an ongoing basis.

It is intended that these funds are equally accessible to all businesses including the historically disadvantaged population groups (Asian, Black, Hispanic, Native American, LGBT+, Veteran, and Women-Owned Businesses).

Eligible Applicants: Small businesses located in **Coos, Curry, and Douglas Counties**

Eligible Grant Activities: Up to 40 hours of technical assistance which will include a review for need within the following areas:

- Management
 - Staff Job Descriptions
 - Staff Organization Chart
 - Human Resource Policies
 - Levels of authority clearly defined
 - Review of strategic/business plan
- Operations
 - Staffing levels sufficient
 - Position training packet
 - Annual reviews for staff
 - Metrics/goals for success
 - Technology up to date
 - Staff have all the supplies needed to be successful
 - Cost controls
- Marketing
 - Current marketing practices
 - Target market and demographics
 - Review of;
 - Product
 - Price
 - Place
 - Promotion
- Accounting
 - Bookkeeping practices and knowledge
 - Financial Statement knowledge
 - Financial Statement analysis
 - Internal Controls (accounting risk mitigation policies)
 - Review of current analysis tools
 - Required tax filings (state and federal payroll and business income tax)
- Finance
 - Current business financing mix
 - Efficiency of investment
 - Time value of money

- Administration
 - Current local, state, and federal filings (Secretary of State, business licensing, etc...)
 - Required governmental postings
 - Records retention policies and practices

To Apply: The application will be available at www.ccdbusiness.org or by contacting CCD. Submit a complete application with the required supporting documentation to CCD Business Development Corporation

For additional information, contact:

Bryan Sykes
Accounting Manager/Assistant Director
541-672-6728 x301
b.sykes@ccdbusiness.com

Lehi Dowell
Economic Recovery Coordinator
541-672-6728 x303
l.dowell@ccdbusiness.com

The program is funded through the United States Department of Agriculture Rural Business Development Grant

CCD IS AN EQUAL OPPORTUNITY LENDER, PROVIDER AND EMPLOYER

CCD Rural Business Development Grant Program Intake Form

2270 Aviation Dr., Ste 4
PO Box 1938
Roseburg, OR 97470
(541) 672-6728
Fax: (541) 672-7011



Applicant Information

Applicant Name _____

Address _____ City _____ State _____ Zip _____

Phone _____ Fax _____ Email Address _____

Business Information

If business address is different than from above, please provide business address, city, state, and zip code

When did your business open?(month and year)

Please share your revenue for your most recently completed year. (total sales)

Current number of employees including owner?

Please take a moment to tell us about your business.

Do you have any specific business concerns? (check all that apply)

Management:

- Job description creation
- Organization charts
- Human resources policies
- Strategic planning
- Business planning

Operations:

- Staffing levels
- Position training
- Staff evaluations
- Goal/metric setting
- Technology adoption
- Staff supplies and equipment
- Cost Controls

Marketing:

- Current marketing practices
- Target market and demographics
- Marketing mix

Accounting:

- Bookkeeping practices and knowledge
- Financial statement knowledge
- Financial statement analysis
- Internal Controls
- Current analysis tools
- Required tax filings

Finance:

- Current business financing mix
- Efficiency of investment
- Time value of money

Administration:

- Local, state, and federal filing requirements
- Required governmental postings
- Records retention policy and practices

If you have specific outcomes you would like to achieve, please share here.

Referred by? (Mark all that apply.)

CCD or CCD Website
 Lender
 Business Owner
 City
 SBDC
 Local Economic Development Official
 Internet
 Chamber of Commerce
 Educational Institution
 Business Oregon
 Newspaper/Radio
 Other Client
 Other (specify) _____

Applicant Signature _____ Date _____

Please return this form to either the Roseburg or Coos Bay CCD office at:

**2270 Aviation Dr., Ste 4
Roseburg, OR 97470**

**540 Anderson Ave
Coos Bay, OR 97420**

Or e-mail the completed form to: rbdg@ccdbusiness.com

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If you have any questions regarding this program, please contact either Bryan Sykes, 541-672-6728 ext 301 or Lehi Dowell, 541-672-6728 ext 303

Mission Statement

To encourage economic development, diversify local economies, support industry, and enhance quality of life for all in the region.