

**Mentor Protégé Program 2018
Protégé Application**

Application Period Ends: December 1, 2017

Please Type.

**Nominated or
referred by:**

Name: _____ Email: _____
Company: _____ Phone: _____

Company Name: _____

Date Business Established: _____ Federal ID Number: _____ DUNS Number: _____

Applicant's Name: _____

Applicant's Title: _____

Number of years in business: _____ Number of full time non-contract employees: _____

Office Information

Address: _____
City/State/Zip: _____
Office Phone: _____
Cell Phone: _____
Fax: _____
Email: _____
Website: _____

Home Information

Address: _____
City/State/Zip: _____
Home Phone: _____

Secondary Contact

Name: _____
Title: _____
Company: _____
Phone: _____

Address: *(if not same)* _____
City/State/Zip: _____
Email: _____

Are there multiple business locations? Yes No If yes, where? _____

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Business Description

Type of Industry: _____

Type of product/service : _____

Provide brief description of business and three key facts:
(Please do not attach a brochure)

1: _____

2: _____

3: _____

Do you: Lease Own your business property

Are you available to commit to a 12-month agreement (approximately)?
 Yes No

Have you applied to or participated in the program in the past?
Yes No If yes, when? _____

1: _____

Business Certifications: 2: _____

3: _____

Association memberships and/or strategic alliances 1: _____

2: _____

3: _____

Do you have a mentor and if so do you have a current business relationship with that mentor? Yes No

If yes, who? _____

List your: Business Strengths Business Needs

1: _____ 1: _____

2: _____ 2: _____

3: _____ 3: _____

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Client References

Client 1 Name: _____

Title: _____

Company Name: _____

Address: _____

City/State/Zip: _____

Phone: _____

Email: _____

Client 2 Name: _____

Title: _____

Company Name: _____

Address: _____

City/State/Zip: _____

Phone: _____

Email: _____

Business Operations

Applicants **MUST** attach a one-page Executive Summary of their business plan and it **MUST** include the six key strategies outlined in the template provided for you on Page 5 of this application.

Do you have policies and procedures for the following areas:

- Time Keeping Human Resources Cost Estimating Budgeting Accounting Forward Pricing Rates
 Billing Systems Procurement Other _____

Financial and Mandatory Documentation

Applicants must provide: Copy of the Incorporation Documents including Articles

Annual gross revenue of your business:

2016 \$ _____

2015 \$ _____

2014 \$ _____

APPLICATIONS SUBMITTED WITHOUT ALL REQUESTED DOCUMENTS MAY BE DECLINED WITHOUT NOTICE

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History

Have you or a business you own(ed) or manage(d) ever filed for bankruptcy? Yes No

Have you ever been under indictment? Yes No

Have you ever been convicted for the commission of a felony? Yes No

If you answered yes to any of these three questions, please attach a detailed explanation on an additional sheet.

**Participation in the University of Florida SBVDR Mentor Protégé Program is competitive and limited.
Participation shall be determined solely by the UF Mentor Protégé Program Committee**

Do you agree to attend mandatory training upon acceptance into the program: Yes No

To the best of my knowledge, I attest that the information contained on this form is true

Name: *(Print)*

Signature:

Title:

Date:

APPLICATIONS MUST BE RECEIVED NO LATER THAN CLOSE OF BUSINESS Friday, December 1, 2017

CHECKLIST - before you submit your application, be sure you have included:

- 1.) Contact information of your nominator
- 2.) Fully completed application with signature
- 3.) Business Plan Executive Summary
- 4.) Incorporation Documents and Articles
- 5.) Reference letter from one (1) business

Submit completed application and attachments to:

Mail: P.O. Box 115200, ATTN: SBVDR - Mentor Protege Program, Gainesville, FL 32609
Email: dmannin@ufl.edu
Fax: 352.846.2637

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Business Plan Executive Summary Template

Instructions:

1. Use this template to submit your Business Plan Executive Summary
2. Do not exceed one page
3. Your Summary must include the six key strategies shown below
4. This must be attached to your application

Name _____

Company Name _____

I. Description of product and/or service _____

II. Current customers and target markets _____

III. Differentiators/ competitive advantages _____

IV. Management structure (positions and incumbents) _____

V. Financial goals (brief overview of current and three-year goals) _____

VI. Key strategies to achieve financial goals

(For example: We will achieve 30% growth in sales by focusing on opportunities in state and local government procurement as a Tier 2 supplier. We have identified prime contractors in our industry and will build stronger relationships with them to achieve this goal.)

