

BizReady Scope of Services

MadREP and AFF

| Program Category | Program Task | Measurable Outcome |
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| Program Admin and Management (Tasks # 1, 2, 3) | Establish project partners meeting and check-in schedule | Meeting schedule set for remainder of program thru 2025 |
| Program Admin and Management (Tasks # 1, 2, 3) | Create BizReady Program details (Task # 1 and 3) | Completed application with eligibility criteria, as well as guidelines for training, TA, and mentoring components of the BizReady Program |
| Program Admin and Management (Tasks # 1, 2, 3) | Participant Recruitment (Task 2) | A competitive pool of applications from interested potential participants |
| Training and Technical Assistance (Tasks # 4 & 6) | Design and Finalize Methodology for Learning Sessions and Interactions for Program Participants | Final framework for classes, seminars, trainings, workshops, learning sessions, and 1:1 educational opportunities for participants |
| Training and Technical Assistance (Tasks # 4 & 6) | Organize and conduct workshops, trainings, support preparation of individualized training plans, and offer 1:1 assistance tailored to a minimum of 35 participant businesses Conduct surveys (in-person and through other methods) of participants to identify the most important needs and aspirations of participants with respect to the Program | Final framework for classes, seminars, trainings, workshops, learning sessions, and 1:1 educational opportunities for participants |
| Training and Technical Assistance (Tasks # 4 & 6) | Organize and conduct peer-to-peer learning sessions | Final framework for classes, seminars, trainings, workshops, learning sessions, and 1:1 educational opportunities for participants |
| Training and Technical Assistance (Tasks # 4 & 6) | Design, Finalize, and Conduct Peer-to-Peer Mentoring through Guided Roundtables (professionally facilitated), Learning Workshops, Presentations by Experts, One-on-One Mentoring Sessions, | Instructor check-in and eval process sketched out |

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| | Networking Events, and an Action Plan crafted by each participant | |
| Training and Technical Assistance (Tasks # 4 & 6) | Develop an Evaluation Form and Data-gathering process to assess impact of the Program on Participants and the Region during and at close of the first Program Offering | Process(es) for instructors and participants to indicate impact of training and TA on a regular basis - surveying, short phone/text interviews, etc. |
| Mentoring and Industry Connections (Tasks #4 and #6) | Connect Participant Businesses with potential, informal Business Advisors | Match-making process to assist connecting participants to relevant mentors and basic framework to guide mentor/mentee relationship throughout program |
| Mentoring and Industry Connections (Tasks #4 and #6) | Networking Roundtables Sessions, Learning Workshops, and Expert Events will focus on peer-to-peer relationship building and opportunities to meet community business leaders related to the industries and markets, as well as the underlying learning opportunities tied to each | Schedule of networking events |
| Micro Enterprise Fund (MEF) (Task #5) | Establish eligibility criteria for MEF | MEF eligibility criteria |
| Micro Enterprise Fund (MEF) (Task #5) | Create MEF application process | MEF application and guidelines |
| Micro Enterprise Fund (MEF) (Task #5) | Establish an MEF awards selection committee | Awards selection committee |
| Micro Enterprise Fund (MEF) (Task #5) | Allocate funding strategically and staggered to participating businesses over the course of 18mo per selection committee recommendations | Funding award timelines |
| Micro Enterprise Fund (MEF) (Task #5) | Create and implement monitoring and eval system to track results and impact of MEF funds | Monitoring and evaluation system for funding uses/impacts |
| Communications, Reporting, and Evaluation (Task #7) | Conduct awareness campaign for BizReady and MEF program | Outline/implementation plan for awareness campaign |
| Communications, Reporting, and Evaluation (Task #7) | Conduct periodic evaluation of program to assess ongoing efficacy | Evaluation structure/plan |

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| Communications, Reporting, and Evaluation (Task #7) | Provide progress reports at Economic Development Committee meetings | Reports provided to EDC on a monthly basis |
| Communications, Reporting, and Evaluation (Task #7) | Prepare final report summarizing findings from and impacts of BizReady Program | Final report |
| Communications, Reporting, and Evaluation (Task #7) | Consider program expansion - size/geography/funding | Recommendations on program next steps based on impacts |