



## ECONOMIC VITALITY TOOLS FOR YOUR BUSINESS EVENT APPLICATION

Deadline: June 14, 2024

Fiscal Year 2025 (July 1, 2024 – June 30, 2025)

Main Street Program \_\_\_\_\_

Website? YES      NO                                      Facebook? YES      NO

Address, City, State, Zip \_\_\_\_\_

Telephone Area Code & Number \_\_\_\_\_

Date You Plan to Host Your Event: \_\_\_\_\_

Executive Director Signature \_\_\_\_\_

Economic Vitality Chair Signature \_\_\_\_\_

Board President Signature \_\_\_\_\_

With current market analysis, we know that entrepreneurship is on the rise. To ensure that ALL businesses and aspiring entrepreneurs (start-up businesses) are equipped with the “tools” they need to be successful in every phase, we have designed a program called TOOLS FOR YOUR BUSINESS.

A pilot program was created in March 2022 and successfully executed in Main Street Enid. It was determined that an intentional special event in Enid’s Main Street district (and community) was needed to provide services and resources to assist with business entrepreneurship opportunities as well as Business Retention and Expansion (BR&E).

### PRIMARY MESSAGE:

**Entrepreneurship can be obtained to anyone who desires to:**

- **Be their own boss.**
- **Create new businesses that provide value to local communities and our state.**
- **Offer opportunities to create jobs.**
- **Revitalize their downtown historic district.**

The Oklahoma Main Street Center is prepared to offer up to \$2,500.00 to support this event. OMSC will fund up to a maximum of four (4) Associate and Designated Main Streets per year with Nationally Accredited Main Streets receiving priority. Funds are paid directly to the vendor. The funds received can be used only for:

- Facility Rental\*
- Food & Non-Alcoholic Drinks\*
- Printing of Materials \* (please consider English and other primary languages in your community/district).
- Advertising – radio, newspaper, television

\* Vendors must be registered within the Oklahoma Vendor System through OMES in advance and must turn in receipts of all monies spent within one week of event. Please remember that:

- Tipping cannot exceed more than 20%.
- Every attendee must register and sign in sheets must be submitted to the OMES within one week of event.

- Your final flyer/ announcements need to be submitted to the OMSC office.
- The OMSC logo must be included on all publications.

**To be considered, the following metrics must be met:**

**METRICS:**

Show commitment from your Board and Economic Vitality Team members to be completely committed to this effort in planning, tasks, and execution by signing this document and answering the following:

1. You must be in compliance with the Oklahoma Main Street Center annual agreement terms and quality assurance points.
2. Explain how you plan to provide business support, information, and access to funding to current and potential business owners.
3. How are you building relationships within the business and entrepreneurial communities so that trust can be formed?

**EXAMPLES OF PROFESSIONAL AREAS TO BE COVERED**

- Basics for starting your business such as:
    - Permits – City
    - Creating Your LLC
  - Banking – Access to Capital
  - CPA – How to keep your books
  - Attorneys – How to read and negotiate rental agreements.
  - Insurance – Making sure you are properly insured
  - Marketing – Tools / Client Acquisition Messaging
4. Show how this event will strengthen the local Main Street organization’s position in the community within the economic development / vitality realm.
  5. Share your strategy on how you will keep in contact with attendees. How will you capture their contact info? Will you have a follow up event? Will you invite them to be a part of one of the Main Street committees?
  6. Create and provide a list of local and regional partners that can help support this effort while fortifying relationships with these current and potential business owners.
  7. Provide date and times that your program would like to have event.

***Note: A submitted application does not guarantee your community being selected for this grant. Also, if chosen, please note that you may be requested to provide additional post-event information including attendee list and additional documentation for vendor payment and brief follow-up summary to our office.***

Email your questions and completed application to:

**Tamara Nelson, Economic Development Specialist | Phone: 405-778-9321 (text capable)**

E: [tamara.nelson@okcommerce.gov](mailto:tamara.nelson@okcommerce.gov)

## List of Vendors for Consideration

**Vendor 1 (Business) Name:** \_\_\_\_\_

Owner / Contact name: \_\_\_\_\_

FEIN # (If known): \_\_\_\_\_

State Vendor # (If a confirmed vendor via OMES): \_\_\_\_\_

Address, City, State, Zip: \_\_\_\_\_

Telephone (Area Code & Number): \_\_\_\_\_

\*Estimated Itemized Amount (\$): \_\_\_\_\_

Services To Be Provided (Food Catering, Event Space, etc): \_\_\_\_\_

**Vendor 1 (Business) Name:** \_\_\_\_\_

Owner / Contact name: \_\_\_\_\_

FEIN # (If known): \_\_\_\_\_

State Vendor # (If a confirmed vendor via OMES): \_\_\_\_\_

Address, City, State, Zip: \_\_\_\_\_

Telephone (Area Code & Number): \_\_\_\_\_

\*Estimated Itemized Amount (\$): \_\_\_\_\_

Services To Be Provided (Food Catering, Event Space, etc): \_\_\_\_\_

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Owner / Contact name: \_\_\_\_\_

FEIN # (If known): \_\_\_\_\_

State Vendor # (If a confirmed vendor via OMES): \_\_\_\_\_

Address, City, State, Zip: \_\_\_\_\_

Telephone (Area Code & Number): \_\_\_\_\_

\*Estimated Itemized Amount (\$): \_\_\_\_\_

Services To Be Provided (Food Catering, Event Space, etc): \_\_\_\_\_

**\*Note that total amount for event in question can be requested for up to \$2,000.00**