



DATED: March 22, 2021

CONCIERGE BUSINESS INCUBATOR INSTRUCTIONS

Welcome to Church On The Road, Inc., (COTR). We are grateful to have your 501c3 tax-exempt organization in the CONCIERGE BUSINESS INCUBATOR & Grant Writing Management Consulting Program for ONE (1) YEAR services. Starting and ending 3/ with dates on your contract, a \$200,000 VALUE.

MISSIONS:

The mission of the CONCIERGE BUSINESS INCUBATOR & Grant Writing Management Consulting Program is to devise and support community and 501c3 tax-exempt organization partnerships that discover, develop, and deploy innovative programs for community growth and economic development.

GOALS:

To help 501c3 tax-exempt organizations to serve our community by providing technical assistance to local 501c3 tax-exempt organizations.

To provides 501c3 tax-exempt organization with the opportunity to establish community-based programs in order, to help reach and meet community needs.

To aid 501c3 tax-exempt organization with growth-oriented, essential business services and access to industry-specific development resources through weekly academic and programmatic resources per zoom webinars on every Thursday, 6:00pm central and 7:00pm eastern time.

NOTE: HOURS FOR PHONE PRIVATE CONSULTATION: Thursday, 9am to 11am Central 10am to 12noon Eastern time.

MANDATORY: MUST COMPLETE FIVE (5) WEEKS ONE (1) HOUR GRANT (PROPOSAL) WRITING COURSE AND EXAMS OFFER EVERY Saturday, 12 noon central and 1:pm eastern time or obtain Replay found on churchontheroad.com website.



SERVICES PROVIDED:

As a 501c3 tax-exempt organization **CONCIERGE BUSINESS INCUBATOR**, you have access to zoom webinars on each Thursday, 6:00pm central and 7:00pm eastern time. To learn more about the below

- a). **Organizational Flow Chart Development**
- b). **Feasibility questionnaire analysis**
- c). **IRS 501c3 Compliance**
- d). **Identify Granting Agencies both Private and Public by Management (COTR).**
- e). **Proposal (Grant) Writing on Client behalf (See requirements below) Based on RFP requirements that are approved and selected by management team (COTR)**

Information requested for completion of EACH Proposal from incubator:

PHASE I (10 BUSINESS DAYS) - please check off required

1. 501 (c) (3) Letter of Determination or Pending
2. Articles of Incorporation from the Secretary of State
3. Description of program/project to be funded (not to exceed one page)
4. Letters of Recommendation (support letters)
5. Funding received? If yes, include from whom and amount funded.
6. Any licenses, standard operating procedures, i.e., Childcare License, Business License or Occupancy License.
7. List your current programs that are in operation (not to exceed two Paragraphs).
8. Itemize program operations expenses that you are in need of: i.e., salary, rent, utilities, supplies, equipment, etc.
9. Copy of resume, future/present employees/consultants. Items to include position, salary, commission, etc.
10. Address of location, purchase or lease agreement.

Remember: After e-mailing to you this welcome letter and SYLLABUS, it will take approximately 60-90 days to set up your incubator for program implementation and Proposal (Grant) Writing.



Access to private email wdpaul2326@gmail.com and private phone number 205-467-5000 private line.

Website Design - additional cost

Here's to your good success!

William D. Paul

Bishop William D. Paul, PhD
President

Join our VIP List for Specials & Updates

<https://lp.constantcontactpages.com/su/JwDEao7>



2021-2022 FIRST QUARTER ACTIVITIES

CONCIERGE BUSINESS INCUBATOR

Join our VIP List for Specials & Updates

<https://lp.constantcontactpages.com/su/JwDEao7>

NOTES: PLEASE COMPLETE AND ATTEND

Non-profit and Profit Entrepreneur Feasibility

<https://www.cognitoforms.com/ChurchOnTheRoad1/EntrepreneurshipFeasibilityStudy>

2021 Weekly Webinar Schedule

EVERY Thursday 6:00 PM CST AND 7:00 PM EST.

<https://zoom.us/j/7357327801>

MANATORY PROGRAM IMPLEMENTATION COURSES

PLEASE REGISTER: 5 WEEKS COURSE

CERTIFICATION FOR TWO (2)

NO COST COURSE, BOOKS NOT INCLUDED.

A. 501 (C)(3) TAX-EXEMPTION (\$500.00)

<https://www.cognitoforms.com/ChurchOnTheRoad1/501C3COURSE>

B. CERTIFIED REAL ESTATE ENTREPRENEUR CLASS (\$700.00)

<https://www.cognitoforms.com/ChurchOnTheRoad1/REALESTATECOURSE>

C. Grant Writing Course (w/Certification) (\$1,100)

<https://www.cognitoforms.com/ChurchOnTheRoad1/applicationforgrantwritingcourse>



Grant Writing Course (w/Certification)

a. Please check off required and Provide the below

- 501 (c) (3) Letter of Determination or Pending
- Articles of Incorporation from the Secretary of State
- Description of program/project to be funded (not to exceed one page)
- Letters of Recommendation (support letters)
- Funding received? If yes, include from whom and amount funded.
- Any licenses, standard operating procedures, i.e., Childcare License, Business License or Occupancy License.
- List your current programs that are in operation (not to exceed two Paragraphs).
- Itemize program operations expenses that you are in need of: i.e., salary, rent, utilities, supplies, equipment, etc.
- Copy of resume, future/present employees/consultants. Items to include position, salary, commission, etc.
- Address of location, purchase or lease agreement.



b. Grant Tracking Form

<https://www.cognitoforms.com/ChurchOnTheRoad1/GRANTTRACKINGFORM>

c. PROPOSAL WRITING REPORT CARD

<https://www.cognitoforms.com/ChurchOnTheRoad1/PROPOSALWRITINGREPORTCARD>

Here's to your good success!

William D. Paul

Bishop William D. Paul, PhD
President

Join our VIP List for Specials & Updates

<https://lp.constantcontactpages.com/su/JwDEao7>