

# Online Network for Entrepreneurs (ONE)

## Information Form

**Organization Name:** \_\_\_\_\_

### Demographics

Some service providers work with all types of entrepreneurs and business owners, others work only with specific sub-groups. A Women's Business Center, for example, might only provide services to women-owned businesses. Or, a mentoring program might only work with clients that are more established (as opposed to "start-ups"). In each category below, please check the types of clients which you would like for us to refer to you. If you do not limit your services to specific "sub-groups", please mark them all. For example, if your organization works with male or female clients, in the question about serving male or female owners, select all three choices.

#### Select every stage of business that your organization serves:

- Preventure/ Concept Phase
- Startup (Less than 1 yr)
- Growing/ Expanding
- Mature/ Established
- Declining/ Troubled
- Exiting/ Selling

#### Does your organization require that clients have a completed business plan?

- Yes
- No
- Either, will work with those that do and those that do not have a complete business plan.

#### Select every type of industry that your organization serves:

- Administration and Support
- Arts, Entertainment, and Recreation
- Construction
- Educational Services
- Finance, Banking, & Insurance
- Food Services and Accommodations
- Health Care and Social Assistance
- Information and Media
- Manufacturing
- Professional, Scientific, and Technical Services
- Real Estate, Rentals, & Leasing
- Retail Trade
- Transportation, Distribution, and Warehousing
- Waste Management and Remediation Services
- Wholesale Trade
- Other (Specify): \_\_\_\_\_

#### Select every type of business owner that your organization serves:

- African American/ Black
- American Indian/ Alaska Native
- Asian
- Caucasian/ White
- Hispanic
- Native Hawaiian/ Pacific Islander
- Other Minorities (Specify): \_\_\_\_\_

#### Indicate if your organization serves male or female business owners:

- Business owned by a male
- Business owned by a female
- Business owned by both male and female

Indicate which parishes of **North Louisiana** that you serve:

- |                                    |                                       |                                    |                                    |                                       |
|------------------------------------|---------------------------------------|------------------------------------|------------------------------------|---------------------------------------|
| <input type="checkbox"/> Bienville | <input type="checkbox"/> Claiborne    | <input type="checkbox"/> Jackson   | <input type="checkbox"/> Ouachita  | <input type="checkbox"/> Union        |
| <input type="checkbox"/> Bossier   | <input type="checkbox"/> Desoto       | <input type="checkbox"/> Lincoln   | <input type="checkbox"/> Red River | <input type="checkbox"/> Webster      |
| <input type="checkbox"/> Caddo     | <input type="checkbox"/> East Carroll | <input type="checkbox"/> Madison   | <input type="checkbox"/> Richland  | <input type="checkbox"/> West Carroll |
| <input type="checkbox"/> Caldwell  | <input type="checkbox"/> Franklin     | <input type="checkbox"/> Morehouse | <input type="checkbox"/> Tensas    | <input type="checkbox"/> Winn         |

## **Services you Provide**

Please indicate which services your organization provides to entrepreneurs and/or the business community by checking the appropriate boxes.

*Please check only those services which you would **directly provide** to clients in order to ensure that the referrals we provide are valuable to both the entrepreneur and your organization.*

Services generally provided by **Advisors and Consultants:**

### **Marketing**

*Assist clients with a variety of marketing issues, either by offering seminars, providing information, and/or consulting.*

#### **Services**

- Advertising
- Brochure Design
- Census Data
- Competitive Analysis
- Customer Service
- Domestic Market Research
- Electronic Commerce
- Feasibility Analysis- Product/ Service/ Market
- Foreign Market Research
- Identification of Foreign Markets
- Internet Markets
- Market Plan/ Strategy Development
- Personal Selling/ Salesmanship
- Pricing Products & Services
- Public Relations/ Publicity
- Sales Promotion
- Site Location/ Relocation Analysis
- Student Provided Market Research
- Student Provided Promotional Material
- Website Development

### **Accounting/ Taxes**

*Guide businesses in proper accounting practices or strategies through education, information, or consultation.*

#### **Services**

- Accounting/ Tax Consulting
- Accounts Payable
- Bankruptcy
- Basic Accounting Principles
- Bookkeeping/ Accounting Software Training
- Employment Taxes
- Federal Tax Credits (Renewal Community, R & D, and others)
- Income Taxes
- Job Costing
- Organizing Files & Records
- Retirement Planning
- Sales Tax
- State Tax Credits (EZ, Jobs, Angel, Commercialization, & others)
- Succession Planning
- Training
- Work Order/ Invoices

### **Business Planning**

*Offer information, seminars, consulting, or other programs which help clients develop and/or improve their business plan.*

#### **Services**

- Budgeting
- Business Licenses and Permit Requirements
- Business Plan Consultation and Development
- Business Plan Training
- Buying or Selling an Existing Business
- Data Gathering and Analysis
- Feasibility Studies
- Financial Projections/ Proforma Financial Statements
- Finding Ideas for Business Ventures
- Legal Forms of Organization/ Entity Formation
- Market Plan/ Strategy Development
- Market Research
- Pre-venture Training
- Business Research Training
- Staffing
- Student Provided Consulting and Plan Development

### **International Trade**

*Provide information or assistance to businesses involved in international trade and distribution.*

#### **Services**

- CE Certification (for exports to Europe)
- Certificates of Origin
- Export Licensing
- Exporting Assistance
- Free Trade Zones
- Identification of Foreign Markets
- Importing Assistance
- International Banking/ Finance
- International Trade Training
- Locating Distributors
- Networking
- Outsourcing
- Port Facilities
- Research of Foreign Markets

### **Legal**

*Provide consulting, education, and/or information on legal issues related to business startup, operation, or closure.*

#### **Services**

- Buying or Selling an Existing Business
- Contract Review
- Disclosure Documents
- Equal Employment Opportunity (EEO), Labor Laws, & Compliance
- Government Compliance Assistance
- Initial Public Offering (IPO)/ Going Public
- Lease Review
- Legal Forms of Organization/ Entity Formation
- Non-compete Agreements
- Patenting, Copyrights, Trade Secrets & Trademarks

### **Operations/ Production**

*Offer information, training, and assistance to businesses involved in the manufacturing of goods.*

#### **Services**

- Energy Efficiency Analysis
- Inventory Control/ Automated Inventory Control
- Inventory Planning, Ordering, & Monitoring
- LEAN, 6 Sigma, ISO Certification
- Operations/ Production Training
- Outsourcing
- Process Improvement
- Product Design & Development
- Supply Chain Management

### **Finance/ Financial Management**

*Assist clients with a variety of financial matters, either by offering seminars, providing information, and/or consulting.*

#### **Services**

- Assistance in Finding Loan/ Debt Funding
- Assistance in Finding Equity Funding
- Assistance in Finding Government Funding
- Bankruptcy
- Bookkeeping/ Accounting Software Training
- Budgeting
- Business Valuation
- Cash Flow Management
- Credit and Collections
- Credit Counseling
- Energy Efficiency Analysis
- Equity Providers/ Networks
- Federal Tax Credits (Renewal Community, R & D, & others)
- Financial Analysis
- Financial Consulting
- Financial Projections/ Proforma Financial Statements
- Initial Public Offering (IPO)/ Going Public
- Loan Guarantees (SBA, USDA, LED & others)
- Loan Packaging/ Loan Proposals
- Loan Provider/ Loan Fund
- Microlending
- Retirement Planning
- State Tax Credits (EZ, Jobs, Angel, Commercialization, & others)
- Succession Planning
- Tax Planning
- Technology Grants

### **Strategy & Policy**

*Support business success through development of managerial and leadership skills in areas of critical importance for survival and growth*

#### **Services**

- Ethics
- General Legal Advice
- Globalization/ International Trade
- Leadership/ Professional Development
- Management Team & External Advisors
- Mentoring
- Peer Networking/ Mentoring
- Strategic Planning

### **R & D/ Technology**

#### **Commercialization**

*Facilitate the pursuit of technology-based business development through information, training, or consulting services.*

#### **Services**

- Engineering Consultation
- General Research and Development Assistance/ Collaboration
- Federal Regulation for University Intellectual Property (Bayh Dole)
- High Tech Development
- Intellectual Property (IP) Access and Licensing
- Intellectual Property (IP) Development & Protection
- Invention Assistance
- Life Sciences Development
- Patenting, Copyrights, Trade Secrets & Trademarks
- Product Design & Development
- Product Improvement
- Product Testing & Analysis
- Prototype Development
- Research Centers
- Small Business Innovation Research (SBIR)/ STTR Program
- Sponsored Research Agreements
- Technology Commercialization Classes
- Technology Transfer
- Wet Lab Incubator

### **Information Technology**

*Assist with computing and technology applications or infrastructure for businesses.*

#### **Services**

- Electronic Commerce
- Financial & Accounting Systems
- High Speed Computing (Access Grid, LONI-LA Optical Network Initiative)
- Installation
- Point of Sale Systems
- System Analysis & Design
- Training
- Troubleshooting & Repair
- Website Development

### **Risk Management**

*Help clients prepare for and mitigate the risks of engaging in business ownership and operation.*

#### **Services**

- Bonding
- Business Insurance
- Disaster Planning
- Disaster Recovery
- Health Insurance
- Insurance Information
- Risk Assessment and Mitigation

### **Human Resources**

*Assist businesses with policies, procedures, & practices related to recruitment, selection, retention, or separation of employees.*

#### **Services**

- Conflict Management
- Employee Compensation & Benefits
- Employee Development/ Training for Employees
- Employee Evaluation
- Employee Handbooks & Manuals
- Employee Motivation
- Employment of Minors
- Employment Policies and Procedures
- Employment Records & Documentation
- Equal Employment Opportunity (EEO), Labor Laws, & Compliance
- General Employment Law Advice
- Health and Safety Training
- Hiring, Recruitment, and Retention
- Human Resources Training for Employers
- Job Descriptions
- Management Team
- Team Building
- Testing/ Placement
- Worker's Compensation & Unemployment
- Workplace Ethics

### **Procurement/ Large Contracts**

*Serve smaller companies pursuing opportunities to sell to the government and/or larger corporations.*

#### **Services**

- Bid Matching
- Bid Preparation
- Contract Administration
- Disadvantaged Business Enterprise
- Government & Military Specifications
- Historically Underutilized Business (HUB) Zone Certification
- Hudson Initiative State Program
- Local, State & Federal Government Contracting
- Obtaining Corporate Contracts
- Obtaining Government Contracts
- Price History
- Procurement Training
- Registration Assistance
- Selling to Foreign Government & Businesses
- State Purchasing
- Subcontracting Opportunities
- Women, Minority, & Disadvantaged Certification

Services generally provided by **Advisors and Consultants or Governmental Entities and Economic Development Organizations:**

**Entrepreneurial Organizations/ Networks**

*Organize events and arrange time for business owners, industry sectors, prospective client and/or other groups to interact, learn, socialize, & build connections*

**Services**

- Demographically Based
- Facility Based (for Tenants)
- Geographically Based
- Home Based Business
- Industry Specific
- Peer Networking/ Mentoring
- Small Business/ General
- Students
- Technology Based Business

**Student/ Youth Services**

*Focus on information, education, or consulting for businesses operated by students or youth.*

**Services**

- Assistance in Finding Business Funding
- Business Plan Competition
- Business Plan Consultation and Development
- Business Plan Training
- Entrepreneurship Classes/ Camps
- Entrepreneur Organizations/ Networks
- Incubator Space
- Mentoring

**Nonprofit/ Social Entrepreneurship**

*Assist nonprofit entities, either with start-up or growing and maintaining a strong nonprofit.*

**Services**

- Accounting
- Board Development
- Funds Development
- Human Resources
- Nonprofit Formation
- Organizational Audits
- Proposal Preparation & Writing
- Strategic Planning
- Technical Service

Services generally provided by **Governmental Entities and Economic Development Organizations:**

**Economic & Property Development**

*Do one or more of the following: 1) **Promote business retention, expansion and attraction** to their community 2) **Assist the community** in preparing and/or communicating plans, policies and applications to promote quality economic expansion 3) **Aid businesses** in compliance issues, either environmental and/or regulatory.*

**Services**

- Economic Data & Forecasting
- Environmental Regulations & Compliance Assistance
- Environmental Site Assessment/ Brownfields
- Federal Tax Credits (Renewal Community, R & D, and others)
- Infrastructure Information
- Legislative Agendas/ Issues
- Real Estate Appraisal & Comparables
- Request for Proposal Assistance
- Revitalization
- Site Location/ Relocation Assistance
- State Tax Credits (EZ, Jobs, Angel, Commercialization, & others)
- Transportation Info & Traffic Counts
- Utility Services
- Watershed Planning
- Zoning

**Incentives & Assistance Programs**

*Directly administer or control access to programs or services that provide incentives or benefits to businesses.*

**Services**

- Bonding
- Brownfields
- Business Plan Competition for Students
- Federal Tax Credits (Renewal Community, R & D, and others)
- Loan Guarantees (SBA, USDA, LED, & others)
- MicroEnterprise Development
- Small and Emerging Business Development (SEBD) Program
- Small Business Innovation Research (SBIR)/ STTR Program
- State Tax Credits (EZ, Jobs, Angel, Commercialization & others)

**Infrastructure**

*Directly administer or control access to various services or systems that are necessary to sustain or grow a business.*

**Services**

- Free Trade Zones
- High Speed Computing (Access Grid, LONI-LA Optical Network Initiative)
- Legislative Agendas/ Issues
- Physical Address
- Port Facilities
- Telecommunications/ Technology
- Utility Services
- Zoning

**Regulatory/ Compliance**

*Responsible for enforcement of lawful/legal business operation and rules or regulations governing business activities.*

**Services**

- Americans with Disabilities Act (ADA) Accessibility Standards
- Building Permits & Inspections
- Code Enforcement (Building, Safety, Zoning)
- Environmental Compliance Assistance
- Federal Regulation for University Intellectual Property (Bayh Dole)
- Flood Plain Administration
- Governmental Requirements (Local, State, Federal)
- Inspections (Building, Safety, Zoning)
- Insurance Requirements
- International Regulatory Compliance
- Licenses
- Patenting, Copyrights, Trade Secrets & Trademarks
- Permits
- Physical Addresses
- Regulatory Codes (Building, Safety, Zoning)
- Taxes and Tax Identification Number

**Facilities- Office, Laboratory & Meeting Space**

*Provide businesses with space, equipment, services, or support **on a permanent basis** (not periodic access to facilities).*

**Services**

- Computer Equipment
- Conference/ Meeting Space
- Event Facilities
- High Speed Computing (Access Grid, LONI-LA Optical Network Initiative)
- Incubator Space
- Office Equipment & Furniture
- Office Space
- Retail Space
- Specialized Training
- Wet Lab Incubator

**If you offer any other services that are not included in these choices, please list them here:**

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**If you know of any other providers that we should include in our Resource Navigator, please list them here:**

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