



Committed to the future of rural communities.

## Rural Business Enterprise Grant (RBEG) Pre-Application Packet

### Please submit the following items:

- 1) Form [SF 424, Application for Federal Assistance](#)
  - Insert the IRS tax number in Block 6
  - Insert the Data Universal Numbering System ([DUNS](#)) Number in Block 5
- 2) Form [SF 424A, Budget Information – Non-Construction Programs](#)
- 3) Form [SF 424B, Assurances – Non-Construction Programs](#)
- 4) Form [RD 1940-20, Request for Environmental Information](#)
- 5) [Attorney's Opinion Relative to Organization, Authority & Continuous Existence](#) (public body)
- 6) Provide a Scope of Work narrative for the project that addresses:
  - Description of the proposed service(s) to be provided/project to be funded
  - Projected number of businesses to be assisted with project
  - Projected number of jobs that will be saved
  - Projected number of jobs that will be created
  - List of all additional leveraged funds **and** their source; provide written commitments
- 7) Provide grantee's experience in providing the proposed service.
- 8) If the request is for establishment of a revolving loan fund, include the following:
  - Recent financial information, including the balance sheet and income statement or annual audit
  - Grantee's financial ability to administer a revolving loan fund
  - Written evidence of commitment by small business
  - Provide a revolving loan fund plan that outlines, planned projects to be financed, sources of all other funds proposed for the project; amount of technical assistance, if any; purpose of the loans; number of jobs created/saved with each project; project priority; length of time involved to complete each project.

### Additional Information Required for Non-Profit Organizations ONLY:

- Copy of the Articles of Incorporation
- Copy of By-Laws
- Copy of current certification of Good Standing from the Department of Financial Institutions, if organized as a corporation, **OR** [Attorney's Opinion Relative to Organization, Authority & Continuous Existence – Nonprofit](#)
- A current certification by Secretary and President of Corporation, certifying that the above 3 items are current (see [sample certification](#))
- List of Officers (title and term of office)
- [Survey on Ensuring Equal Opportunity for Applicants](#)
- Identify the North American Industry Classification System (NAICS) code for your organization (visit <http://www.census.gov/eos/www/naics/> for details)

### Questions?

Please refer to the program regulation, [RD Instruction 1942-G](#), to assist you in completing the pre-application. Contact our [State Office](#) at 715-345-7610 with questions.

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To file a complaint of discrimination write USDA, Director, Office of Civil Rights, 1400 Independence Avenue, S.W.,  
Washington, DC 20250-9410 or call (800) 795-3272 (voice) or (202) 720-6382 (TDD).

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