

*Based on your Application, you are invited to interview for 10,000 Small Businesses. In order to participate in an interview, you must complete the Interview Addendum below in its entirety, and submit the required documentation. Please call 313-309-4160 if you have any questions.*

Please provide background information:

Family Name (Last Name):	Prior Family Name (if any):	First Name:	Preferred Name:
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Company Name:

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1. Please describe your primary customers. Do any individual customers or contracts represent 50% or more of your revenues? If yes, which ones and what % do they represent?

2. How do you differentiate your business from your competition?

YES NO

3. a) Have you started businesses prior to your current company?

b) If yes, please describe the prior business(es) in the table below.

COMPANY NAME	BRIEF DESCRIPTION	PLACE OF INCORPORATION	YEARS IN OPERATION	CURRENT STATUS

4. What are the 3 primary factors or challenges within your control that limit the growth of your company?

5. What is/are your business' primary financial challenges? (check all that apply)

- Access to capital or bonding
- Debt
- Expense management
- Limited cash flow
- Long payment cycles
- Profitability
- None
- Other (*Please Specify*):

6. Have you applied for funding from a financial institution such as a bank, credit union or community development financial institution (CDFI) **in the past 12 months?**

YES NO

a) If yes, did you receive funding?

b) When did you most recently apply for funding?

c) If you did not receive funding, what was the reason cited by the capital providers?

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7. a) How many people live in your household (including yourself)?

b) What is your annual household income (aggregate income of all household occupants)?

c) Do you generate income from sources other than your primary business? YES  NO

8. Please provide the following information regarding your education history (e.g. high school, certificate, college, masters, business training, etc.):

DEGREE	INSTITUTION (including State, Country)	SPECIALIZATION	DATES	COMPLETED?

9. What customers or markets offer the greatest opportunity for continued growth? How will you reach them?

10. In what way(s) are you or your company active in the local community? Please include any leadership roles held and business mentoring or job training provided for local residents.

11. a) Please use the space below to discuss any other information pertinent to the application, including anything relevant to program expectations.

b) If you have applied to the *10,000 Small Businesses* program previously, please note any relevant changes in your business since your last application.

## ACKNOWLEDGEMENT OF PROGRAM EXPECTATIONS

In connection with the application process for the *10,000 Small Businesses* (“10KSB”) program in Southeast Michigan (the “Program”):

1. I confirm that the information provided in my program application and supporting documents is accurate to the best of my knowledge.
2. If I am selected for and participate in the program, I agree to attend all classes, complete a growth plan prior to the final class and, when applicable, participate in networking events, technical clinics and other program activities. (As a general rule, students may not miss more than one full day of classes and only under extenuating circumstances.)
3. If I am selected for and participate in the program, I agree to provide information about my business and career progress for up to the next 5 years. This may include completing surveys and questionnaires and participating in interviews and focus group discussions. I further agree that this information may be provided to Wayne State University and The Goldman Sachs Foundation (collectively, the “10KSB Organizations”) to allow for the design of the best possible post-graduate supports; my personal identity and personal information will be kept strictly confidential.
4. I hereby certify that (except as explicitly disclosed in my program application): i) I am not currently the subject of a pending criminal proceeding and have never been convicted in a criminal proceeding; (ii) I am lawfully residing in the United States; and (iii) I am not (either as an individual or as general partner of a partnership or executive officer of a corporation) the subject of any federal or state bankruptcy or insolvency proceedings.
5. I hereby certify that, to my knowledge and aside from conduct otherwise disclosed on my application, I am not, and have not been, engaged in any illegal activity, including in connection with the operation of my business.
6. I confirm that I understand that 10KSB is not intended for businesses of current or former Goldman Sachs employees or their spouses, domestic partners and dependents. If you have any questions, please call Wayne State University.
7. I hereby authorize the 10KSB Organizations to verify information presented here and on my application and to procure a consumer report or an investigative consumer report<sup>1</sup> for that purpose. I understand that information produced from this verification and report may contain information about my background, character, credit history, personal reputation and past and current compliance with laws and regulations in the United States. I also voluntarily authorize the 10KSB Organizations to perform checks of my previous employment and/or business ownership history. I hereby release all persons or entities, including the 10KSB Organizations, from any liability, claims, losses, or damages arising from requesting or supplying such information.
8. I acknowledge that I am applying for 10KSB in Southeast Michigan. Classes will be held in the city of Detroit.

Print Full Name \_\_\_\_\_

Date \_\_\_\_\_

Signature \_\_\_\_\_

*1. Upon your request, the 10KSB Organizations will inform you as to whether an investigative consumer report has been requested. If an investigative consumer report was requested, (1) you will be given the name and address of the consumer reporting agency that provided the report; and (2) you will be informed that you may inspect and receive a copy of any investigative consumer report by contacting the agency.*

## SUBMISSION INSTRUCTIONS

There are several ways to submit your completed Interview Addendum to Wayne State University:

**By Email:** 10KSB@wayne.edu

**NOTE:** Interview Addendums submitted via email require that the signed signature page be scanned and submitted by email or faxed or mailed separately.

**By fax:** (313) 731-0242

Please include a cover page addressed to:  
*10,000 Small Businesses*  
Southeast Michigan

**By mail or by hand:**

*10,000 Small Businesses*  
TechTown Building  
440 Burroughs, Suite 205  
Detroit, Michigan 48202

**Please call 313-309-4160 with any questions.**

## SUBMISSION CHECKLIST

**Please submit your application packet in the order listed below. Please do not bind your packet.**

- Completed Interview Addendum
- Signed Acknowledgement of Program Expectations
- Verification of business and personal biographical, legal and financial information (including copies of each of the following):
  - o 2013 Full Year and 2014 YTD balance sheets
  - o 2013 Full Year and 2014 YTD income / profit & loss statement
  - o Legal entity certification (one of the following: documentation of legal entity, business certification form, or Articles of Incorporation)
  - o 2013 business federal tax return\*
  - o Proof of business ownership percentage\*\*
  - o Business owner's driver's license, or both a state/national ID and his/her passport

*\*2012 federal tax returns can be submitted if the applicant filed for an extension on the 2013 returns for the business. Along with 2012 returns, the applicant should submit: 1) Federal Extension form and 2) 2012 financial statements (balance sheet and income / profit & loss statement), in addition to the above materials.*

*\*\*Common submissions include: stock certificate, Schedule B (filed with Form 1065), Schedule E (filed with Form 1120), Schedule K-1 (filed with Form 1065 or Form 1120-S)*