



WDVA ENTREPRENEURSHIP GRANT PROGRAM (FY-23)

SERVICE DELIVERY REPORT REQUIREMENTS

Below are the requirements to submit your Service Delivery Report (SDR) to WDVA by July 31, 2023. Please keep this form readily available in order to properly report out the outcomes of your program and grant funds expended. We appreciate all you do to support veteran entrepreneurs in Wisconsin and look forward to reviewing the outcomes and impact on the community.

The SDR consists of two sections; (1) outcomes related to veterans, and (2) outcomes related to veteran businesses.

- Please begin by providing a cover letter summarizing the SDR and the initial purpose/intent of the grant request.
- Please provide the grant amount requested and the grant amount received. Include a detailed YTD expense report listing the costs incurred by the grant program. (ex. Grant staff costs, supplies, marketing, travel, etc.).

Outcomes Related to Veteran Entrepreneurs

- Specify the number of veterans assisted with grant funds and dollar amount of grant funds applied to each veteran assisted.
- Specify the type of assistance given to each veteran with grant funds.
 - These can include, but are not limited to, outreach and development services and activities.
- Describe the expansion of or various outreach activities funded by the grant in underserved geographic areas of the state and underserved veteran populations. Per Wis. Admin. Code VA §§2.08(3)(n) & (o), “underserved geographic areas of the state” means rural communities and “underserved veteran populations” means minority groups, women, low-income, or veterans with disabilities.
- Describe the measurable outcomes of grant funds applied to each veteran assisted.
 - Include success stories on how or what the grant provided and contributed to the veteran’s success.

Outcomes Related to Businesses Owned/Started by Veteran Entrepreneurs

- Specify the number of veteran entrepreneurs planning to start a business.
- Specify the number and location of grant funded veteran owned businesses created.
- Specify the number of veteran jobs created by the entrepreneurs and how employment outcomes were improved.
- Specify the number of veteran owned businesses served through the program funded by the grant.
- Specify any businesses that increased revenue year over year due to the program or services provided by the grant funds to include the amount, name, contact and location of the business.
- Describe any other measurable outcome and share business success stories.

Acknowledgement of SDR Provided

Grantee - Print Name & Title

Organization Name

X _____
Grantee – Signature

Date

WDVA Employee Reviewer - Print Name

Date