

## ENTREPRENEURSHIP GRANT SERVICE DELIVERY REPORT REQUIREMENTS

### FY20 Entrepreneurship Grant – Service Delivery Report Requirements

Below are the requirements to submit your service delivery report (SDR) to WDVA by July 31, 2020. 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 service delivery report 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 Service Delivery Report.
- 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 not limited to, outreach and development services and activities.
- Describe the expansion of and various outreach activities funded by the grant in underserved areas of the state and/or underserved Veteran populations.
- 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 now looking to start a business after attending the program.
- Specify the number of veteran owned businesses created.
- Specify the number of veteran jobs created by the entrepreneurs and how you improved employment outcomes.
- Specify the number of veteran owned businesses served through the program funded by the grant.
- Specify any business who increased revenue year over year due to the program and 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

X  
\_\_\_\_\_  
Grantee Signature

\_\_\_\_\_  
WDVA Employee Reviewer - Print Name

X  
\_\_\_\_\_  
WDVA Employee Reviewer – Signature