

# Application for the Williamsfield Young Entrepreneurs Program

## Welcome and thank you for applying!

Williamsfield Young Entrepreneurs is a non-profit corporation to improve economic opportunities, stability, and development in Williamsfield, Illinois. The corporation fulfills its mission by providing, promoting, and sponsoring opportunities, apprenticeships, internships, externships, and other activities and efforts for youth in the Williamsfield area. See <https://www.williamsfield.org/young-entrepreneurs> for more information.

**Who can apply:** Williamsfield High School Sophomores and Juniors (based on age and grade at the time the submission is due) can apply individually or as the lead member of a team. Team members also must be Williamsfield students, but can be of any high school grade and age. For example, Freshmen or Seniors can be team members but cannot apply individually or be a team lead.

**When to apply:** First Monday in May. This year, applications are due May 2, 2022. Changes from this date are approved by Williamsfield Young Entrepreneurs Board Members. Requests for an extended deadline are due the last Friday in April, or April 29, 2022 this year. Requests for in-person presentations must be submitted by the last Friday in April.

**How to apply:** Students should use any method that they determine is the best for them. Meaning, a student can apply in writing, using a video, through an in-person presentation, a hybrid of these approaches, or another method. Applications and requests for in-person presentations can be sent to: Lora Kutkat at [KutkatL@hotmail.com](mailto:KutkatL@hotmail.com) or shared via Google.

**What information to include in the application:** Because the application format is flexible and the student's choice, there is no specific form to complete. However, there is important information to include, no matter which application format is chosen.

### Information about the Student

- Full Name (of the Student or Team Lead)
- Best Contact Information During the School Year and Summer
- Age
- Grade in Williamsfield High School at the Time of Submission
- Expected Date of High School Graduation
- Team Members, if any
- Statement of Parent(s)' or Legal Guardian(s)' Permission for all Students Below the Age of 18

### About the Student's Idea

- Title
- Summary (no more than ½ page if written or 1 minute if by video)
- Detailed Information (between 5-15 pages if written or 5-15 minutes if by video)
- Describe the Project in Detail
  - What the project is about
  - Why the student selected this project
  - Who is involved
  - How motivated the student is to succeed
  - How the project will benefit Williamsfield's economy

- Ability to Perform the Work. Applications must address the likelihood of the student seeing the project through to successful completion.
  - Describe how the student or team of students will attain the skills and knowledge needed to succeed.
  - If a team approach is proposed, describe who will perform which work.
  - Identify how much time the student(s) will have available to dedicate to fulfilling the project.
  - Describe any prior experience in the field of interest.
  - Describe the pros/cons, challenges, and realities of planning and implementing the project.
  - Describe any relevant, previous experience (for example, job, volunteer, community service, helper at home/field).
  - Explain the potential mentor's qualifications to help the student in the project area and why that mentor was selected.
- Community Interest. Applications must describe the level of community support behind the idea.
  - Explain the local need(s) for the project, for example, health care, engine repair, coffee shop, bakery, and how the student researched this need.
  - Describe how the project would affect (negatively and positively) the local and surrounding communities.
  - Describe how the student intends to leverage local resources, such as area businesses, the Williamsfield Area Development Corporation, the school, churches, or other organizations.
  - Confirm that the project complies with village ordinances (see <https://www.williamsfield.org/ordinances> or email [KutkatL@hotmail.com](mailto:KutkatL@hotmail.com)).
  - Discuss possible legal, ethical, conflicts, controversies, and other challenges posed by the project.
- Feasibility. Applications must have a clear plan with steps identified to bring the project to fruition by the Spring of the student's (or team leader's) senior year.
  - Describe if there is an existing need for the project or if the student needs to create demand for the supply or service.
  - Explain the skills, education, certification(s), and training the student will need to successfully launch the project. For example, explain if a food sanitation certificate will be needed and where that training will come from.
  - Describe the equipment, supplies, and materials needed to launch the project.
  - Describe how the student prepared the initial budget (start up costs) and who reviewed them to see if they are complete and accurate.
  - Describe any physical space needed for the project and if the student has already identified a location. Include details that are important, such as whether the location needs to be wheelchair accessible, have special outlets, have workstations, etc.
- Sustainability. Applications must describe the long term plan for keeping the project successful after its launch.
  - Describe the long-term needs for sustaining the project after graduation (for example, space, supplies, cash flow, customers).
  - Describe marketing or foot traffic that will be needed to sustain the project.
  - In planning for success, describe how the project could be scaled up, such as hiring employees, maintaining larger inventory, meeting increasing demand.
  - Describe any interviews or information from others in a similar field and their perspectives on long-term sustainability.

- Describe any long-term support the student may need to oversee the work (for example, a board, committee, accountant, health department).
- Plan to ask for help at some point. Describe the resources (people, organizations, etc.) the students will use if they face unexpected challenges or problems after graduation.

### Project Timeline

Include a timeline of how the student will accomplish the work from the Fall through the Spring, as well as any Summer months. The timeline should include obtaining any specific training, coursework, certifications, etc. It should also include anything that depends on something else. For example, if the student needs a food manager's certificate but the course is full, describe how a delay in getting certified will affect the rest of the timeline.

### Initial Budget

The initial budget should include expected "start-up" costs, or how much money or other resources it will take to begin the project and carry it out until graduation. As a reminder, Williamsfield Young Entrepreneurs will raise funding for the project, so be realistic about expected costs. Do not underestimate. Have someone else look at the initial budget before it is submitted. Budgets will vary but typically include:

- Labor for hire
- Supplies and materials
- Equipment and tools
- Utilities - such as water, electrical, gas, wifi
- Facility costs - such as rent, purchase
- Travel costs - such as reimbursement for mileage
- Training or certifications not offered through the school or school partnerships

### Attachments

- Signed and Dated Mentor's Letter of Support
- 3 Signed and Dated Letters of Recommendation
- 1 Signed and Dated Letter of Recommendation from a Williamsfield School Teacher
- 1 Administrative Approval Form per Project. For a team, all team members must be listed at the top of the page.

The student should contact Lora Kutkat ([KutkatL@hotmail.com](mailto:KutkatL@hotmail.com) or 301-523-7888 or 309-616-9059) directly if there are questions about the application or process.