

# Spoonflower

## Small Business Grant Application Checklist

### GETTING STARTED

### FINISH BY

### \*PREPARE YOUR PITCH

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#### Research and take notes

Familiarize yourself with Spoonflower and the grant's requirements, deadlines, FAQs, past recipients, Small Business Grant blog posts and the application.

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#### Plan your application timeline

Use your calendar to create deadlines for the steps below.

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#### Prepare your pitch

A clear business mission statement and/or brief elevator pitch will help with concrete and confident descriptions. Brainstorm with simple questions.\*

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#### Plan your proposed project timeline

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#### First draft

Have someone read your first draft for clarity and typos.

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#### Photography

Select products, schedule your photoshoot and edit photos.

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#### Second draft and proofread

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#### Estimate your Spoonflower budget

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#### Update your C.V. or résumé

Keep it to one page by only listing relevant experience.

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#### Double check that your website and Instagram account are ready

These aren't requirements, but are highly encouraged!

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*What do I make?*

*What is my process?*

*What materials do I use?*

*Why did I begin this business?*

*What helps my products stand out?*

*Who is my customer?*

*What market need am I filling?*

*What am I passionate about?*

*What are my future goals?*

### READY TO APPLY?

Be sure the following application requirements are at their best:

- ☐ C.V. or résumé
- ☐ Hi-res product photos
- ☐ Estimated Spoonflower budget
- ☐ Business description
- ☐ Project timeline/important dates
- ☐ Answers to narrative questions

### NOTES