



Pre- and Post-Closing and Ongoing Servicing

Background:

First State Community Loan Fund (CLF)

- ▶ Established in 1993
- ▶ FSCLF is a not-for-profit Community Development Financial Institution (CDFI) and a Certified Development Company (CDC)
- ▶ Mission Statement:
 - ▶ *“First State Community Loan Fund’s mission is to educate, empower, and elevate business owners, and entrepreneurs, by augmenting technical expertise, increasing access to capital and stimulating business growth throughout Delaware and southeastern Pennsylvania.”*

Pre-Closing process:

- ✓ Commitment Letter/Closing Checklist Issued
- ✓ Commitment Meeting Scheduled
- ✓ Document Gathering
- ✓ Meeting with Technical Assistance Coordinator
- ✓ Loan Closing
- ✓ Ongoing Servicing

TA Meeting Objectives:

- ▶ Provide an overview of the TA Coordinator's role and the importance of technical assistance in the success of the business
- ▶ Stress an overall team effort to help insure borrower's success
- ▶ Determine areas and/or skills that the borrower might need to increase their probability of success
- ▶ Discuss long-term plans for the borrower's business
- ▶ Obtain confirmation that the business owner agrees to work with a service provider to assist in strengthening the identified business areas or skills

Technical Assistance Coordinator:

- ▶ Prior to loan closing, all clients must meet with the Technical Assistance Coordinator
- ▶ A Business Assessment and TA Plan is completed
- ▶ TA Coordinator and Client sign off on plan

Post-Closing: TA Coordinator

- ▶ TA Coordinator ensures plan is followed:
 - ▶ New Businesses: Monthly TA Sessions
 - ▶ Existing Businesses: Quarterly Sessions
- ▶ Objectives:
 - ▶ Check-in
 - ▶ Gather Financial Information
 - ▶ Make clients aware of additional resources/trainings provided through FSCLF

Additional Technical Assistance Programs Include:

- ▶ Women's Business Center
- ▶ Retail Assistance Program

THE WOMEN'S BUSINESS CENTER

AT FIRST STATE COMMUNITY LOAN FUND

The Women's Business Center Offers

- ▶ Business Training
- ▶ Long-Term Business Mentoring
- ▶ Industry Specific Programming
- ▶ Business & Industry Specific Resources
- One-on One Business Counseling
- Business Plan Development
- Access to Capital
- Networking Opportunities
- Technical Assistance

Stay Connected.....

www.wbctrainings.org | wbc@fiststateloan.org | 302-652-6774 Option 2



THE WOMEN'S BUSINESS CENTER

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QuickBooks Basics Training

The hands-on three (3) hour program will focus on:

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- Setting up a Company
- Working with Lists
- Working with Bank Accounts
- Using Other Accounts in QuickBooks
- Sales Receipts vs Invoices
- Receiving Payments and Making Deposits
- Entering and Paying Bills



THE WOMEN'S BUSINESS CENTER

AT FIRST STATE COMMUNITY LOAN FUND

B.L.E.N.D Marketing

Coffee is coffee, right? Ask any coffee snob and they will set you straight in a in a second. So how does one brand stick out from another? If we do the same thing as someone else, how will we distinguish ourselves in ways other other than price?

This Training Bundle includes a video training of Donna's Signature Marketing Marketing Blend and a Live Training/Q & A Call.

Active Members will also have access to Donna Duffy's BLEND Digital Masterclass, which includes video and audio modules and PDF workbooks. workbooks.



THE WOMEN'S BUSINESS CENTER

AT FIRST STATE COMMUNITY LOAN FUND

Passport to Business Success Program

Passport to Business Success (PBS) is a program, which engages women women entrepreneurs in all the development areas of a business plan. Using Using a unique approach, the online program provides instruction that is that is crafted to educate and inspire each woman desiring to start or grow grow their business. The program is accessible at any time from any computer or tablet. The program requires for, at least, one module completion per week. The program consists of up to 13 modules for English English and Spanish learners. During the course, the program will interact interact with you at your pace.



Retail Assistance Program:

- ▶ The Retail Assistance Program is designed to help mitigate some of the risks associated with starting or expanding retail and food service (restaurants) businesses.
- ▶ With an added emphasis on business expansion, First State CLF takes a value added approach to assisting individual retail business

Retail Assistance Program: Services Provided:

- ▶ Preparing a comprehensive Business Assessment Report that includes specific recommendations to improve or enhance the prospects for business growth and success
- ▶ Working closely with the business owner to insure the implementation of the assessment report recommendations
- ▶ Assisting with lease negotiations
- ▶ Providing access to capital resources



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