



# EmployABILITY BUSINESS GRANT

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**Grow your business | Upgrade your hiring**

**EmployABILITY Business Grant Sample Application**

For more information, visit  
[www.EmployABILITYCA.com](http://www.EmployABILITYCA.com)

or email  
[dsei@dor.ca.gov](mailto:dsei@dor.ca.gov)

## Attachment A

### RESPONSE CHECKLIST

- Response Checklist (Attachment A)
- Applicant Information (Attachment B)
  - Business Information
  - RFI Contact Information
- Cost Proposal and Narrative (Attachment C)
  - Contract Type(s) Selected
  - Cost Breakdown and Information
  - Cost Justification Narrative
- Type of Goal Commitment (Attachment D)
  - Goal Commitment Type(s) Selected
  - Goal Details
- Proof of Business Status (Attachment E)
- Proof of Small Business Certification – If Applicable (Attachment F)

Attachment B

APPLICANT INFORMATION

**COMPANY INFORMATION:**

**Name of Business:** McNote Publishing

**Employer Identification Number (EIN):** 898-00-1111

**Size of Business (Small or Medium):** Small

**Address:** 1024 N. Highland Avenue, CA 90038

**Main Products/Services:** Publishing House

**Application Date:** October 15, 2022

**CONTACT INFORMATION REGARDING THIS RFI:**

**Name:** Joan McNote

**Title:** President and Executive Publisher

**Telephone:** (909) 555-0111

**Email:** joan@mcnotepublishing.com

Signature: Joan McNote

## Attachment C

### COST PROPOSAL AND NARRATIVE

#### TYPE OF CONTRACT SERVICES REQUESTED (Check All Being Requested)

- Consulting Services
- Equipment Purchase
- Hiring Cost Reimbursement
- Training/Learning Program
- Physical Location Improvement
- Barrier Removal
- Personnel Expense
- Indirect Cost/Administrative Overhead

This worksheet is used to establish the all-inclusive budget for the DSEI program at your business.

Cost Proposal:

<u>Program Activities</u>	<u>Cost</u>
New Hire Cost	<u>\$10,500.00</u>
Equipment Expense	<u>\$56,000.00</u>
Personnel Cost	<u>\$ 2,000.00</u>
<b>All-inclusive Budget Total</b>	<b><u>\$68,500.00</u></b>

## Program Activities

New Hire Cost	\$10,500.00
Equipment Cost	\$56,000.00
Personnel Cost	\$ 2,000.00
<b>All-inclusive Reimbursement for Program Activities</b>	<b>\$68,500.00</b>

**Cost Proposal Narrative:** McNote Publishing is a growing Los Angeles, California-based publishing house of fiction and nonfiction books. Since 2012, we have published hundreds of titles, spanning various topics, including self-help, children's, history, biography, health and fitness, cooking and much more. We are looking to grow our company by adding additional subjects and product types, including Braille books. Additionally, the funding will also help us diversify our staff, adding expertise in new areas that serve and market to individuals with disabilities.

**New Hire Cost:** Our goal is to hire one full-time employee. The assumption is that full-time employee will have B.S. degree and basic skills in their chosen area. Their monthly salary is as follows:

- Editor: \$6,000
- **Total cost: \$6,000**

Additional new hire costs will include recruitment costs at \$1,000; onboarding for \$800, 36 hours of training (learning the equipment and work processes) for \$1,500 and new hire insurance/benefits costs for \$1,200, totaling **\$4,500**.

**Total new hire costs are \$10,500.**

**Equipment Purchase:** McNote Publishing will need to purchase:

- 1 Mac PRO computer from Best Buy at \$6,000.
- Equipment for Braille: translation software, American Thermoform Braillo 600S2 embosser (printer) and paper for \$50,000.

**Equipment purchase total is \$56,000.**

**Personnel Cost:** Current editor Tom Smith (hourly rate: \$50) will redirect activities to train his counterpart for one week, totaling \$2,000.

**Total personnel costs equal \$2,000.**

**Cost Proposal Justification Narrative:**

**In one or two paragraphs, describe how receiving this funding benefits the growth of your business.**

The funding will support the growth of McNote Publishing in several ways.

- The grant will afford us the opportunity to purchase new equipment that supports adding Braille books as a new revenue stream and product line.
- Our new product line will introduce us to a new and more diverse customer base, enabling us to not only add new customers, but also potentially add new products to meet their needs.
- By having such in-house expertise, we hope to make additional efforts to work with authors who are also disabled.
- By adding additional talent to our workforce, we can increase our bandwidth to work with more authors in general and take on additional projects.

**In one or two paragraphs, describe how receiving this funding supports hiring an employee or employees with disabilities at your business.**

We will use this much-needed funding to expand and diversify our workforce by hiring individuals with disabilities.

- By having individuals with disabilities entrenched in our teams, we will have the expertise to add a new product line to our offerings.
- With the addition of a new staff member, our team will more closely mirror our potential customer base, helping us keep top of mind the best way to market to and meet these customers' needs.

## Attachment D

### COMMITMENT GOALS

#### **TYPE OF GOAL COMMITMENT (Check All of Your Commitment Goals)**

- Full- or Part-time Ongoing Internship
- Up to or Exceeding 16.6% Workforce Parity Rate

#### **GOAL DETAILS**

Current number of staff: 10  
Current Workforce Parity Rate: 1%

SAMPLE APPLICATION

Attachment E

PROOF OF BUSINESS STATUS



**Secretary of State  
Certificate of Status**

I, SHIRLEY N. WEBER, Ph.D., Secretary of State of the State of California, hereby certify:

**Entity Name:** SAMPLE ENTITY, INC.  
**File Number:** C123456789  
**Registration Date:** 03/23/2015  
**Entity Type:** DOMESTIC STOCK CORPORATION  
**Jurisdiction:** CALIFORNIA  
**Status:** ACTIVE (GOOD STANDING)

As of February 14, 2021 (Certification Date), the entity is authorized to exercise powers, rights and privileges in California.

This certificate relates to the status of the entity on the Secretary of State's records as of the Certification Date and does not reflect documents that have been filed for review or other events that may affect status.

No information is available from the Secretary of State's office regarding the financial condition, status of licenses, if any, business activities or practices of the entity.

SAMPLE



IN WITNESS WHEREOF, I execute this certificate and affix the Great Seal of the State of California this day of February 15, 2021.

**SHIRLEY N. WEBER, Ph.D.  
Secretary of State**

**Certificate Verification Number:** AB12C34D

To verify the issuance of this Certificate, use the Certificate Verification Number above with the Secretary of State Certification Verification Search available at [bebizfile.sos.ca.gov/certification/index](http://bebizfile.sos.ca.gov/certification/index).



Attachment F

PROOF OF SMALL BUSINESS CERTIFICATION

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To verify most current certification status go to: <https://www.caleprocure.ca.gov>



**Office of Small Business & DVBE Services**

**Certification ID:** 12345678

**Legal Business Name:**  
SAMPLE ENTITY, INC.

**Doing Business As (DBA) Name 1:**  
SAMPLE ENTITY, INC.

**Doing Business As (DBA) Name 2:**

**Address:**  
555 SAMPLE ST  
LOS ANGELES  
CA 90036

**Email Address:**  
email@sampleentity.com

**Business Website:**  
[www.sampleentity.com](http://www.sampleentity.com)

**Business Phone Number:**  
213-555-5555

**Business Fax Number:**

**Business Types:**  
Non-Manufacturer

Certification Type	Status	From	To
SB(Micro)	Approved	06/15/2017	06/30/2019

Stay informed! KEEP YOUR CERTIFICATION PROFILE UPDATED!  
-LOG IN at [CaleProcure.CA.GOV](http://CaleProcure.CA.GOV)

Questions?  
Email: [OSDSHELP@DGS.CA.GOV](mailto:OSDSHELP@DGS.CA.GOV)  
Call OSDS Main Number: 916-375-4940  
707 3rd Street, 1-400, West Sacramento, CA 95605