



## CITY OF GAINESVILLE OFFICE OF EQUITY & INCLUSION

December 7, 2022

Dear Business Owner,

The City of Gainesville is kicking off their 2023 Small Business Mentoring Initiative designed to help with the growth and development of small businesses within our community. We are opening up the application period, beginning on Wednesday, December 7, 2022 for small businesses wishing to apply for consideration and acceptance into the City's Small Business Mentoring Program.

The City of Gainesville, via the City's Office of Equity and Inclusion, is reaching out to, and inviting established businesses, to serve as Mentors for protégés that are selected to participate in the City's Mentoring Program.

If you would like to participate as a Mentor for the City's small business mentoring program, you would be agreeing to commit to a year-long program, meeting with your selected protégé a minimum of one hour per month. To help us measure the success of the program, and help ensure the mentor and protégé teams obtain the maximum benefit of being a part of the program, we ask that you report on the progress of the initiative throughout the year.

We invite your firm to accept this letter as our invitation to participate. Please confirm your intent to participate by completing and returning the accompanying Mentor Application to our office by December 30, 2022. We encourage you to apply today, as there are a limited number of openings available

Thanking you in advance for your consideration to participate in the growth of small businesses and to participate in the City's Small Business Mentoring Program.

Sincerely,

Small Business Team



P:(352)334-5051  
F: (352)334-2088



P.O. Box 490, Station 52  
Gainesville, Florida 32602



[sbpp@cityofgainesville.org](mailto:sbpp@cityofgainesville.org)



# MENTOR APPLICATION - CONSTRUCTION

Name: \_\_\_\_\_ Title: \_\_\_\_\_

Company: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

E-Mail: \_\_\_\_\_

Years in Business: \_\_\_\_\_ Nature of Business/Trade: \_\_\_\_\_

Interested in: \_\_\_\_\_ Mentoring \_\_\_\_\_ Teaming/Strategic Alliance

Interested in mentoring: \_\_\_\_\_ Start-up (0-2 yrs) \_\_\_\_\_ Emerging (>2 - 6 yrs) \_\_\_\_\_ Existing (>7 yrs)

## AREAS OF INTEREST FOR MENTORSHIP

- |  |   |  |
|--|---|--|
| <input type="checkbox"/> Accounting          | <input type="checkbox"/> Management                       | <input type="checkbox"/> Marketing         |
| <input type="checkbox"/> Purchasing          | <input type="checkbox"/> Hiring/Staffing/Human Resources  | <input type="checkbox"/> Estimating        |
| <input type="checkbox"/> Payroll             | <input type="checkbox"/> Financial Management             | <input type="checkbox"/> Technology        |
| <input type="checkbox"/> Business Planning   | <input type="checkbox"/> Plan Reading/Bidding             | <input type="checkbox"/> Bonding/Insurance |
| <input type="checkbox"/> Construction Trades | <input type="checkbox"/> Other Area Not Identified: _____ |  |

- |  |   |
|--|---|
| <input type="checkbox"/> Division 1: General Requirements          | <input type="checkbox"/> Division 2: Sitework           |
| <input type="checkbox"/> Division 3: Concrete                      | <input type="checkbox"/> Division 4: Masonry            |
| <input type="checkbox"/> Division 5: Metal                         | <input type="checkbox"/> Division 6: Wood & Plastics    |
| <input type="checkbox"/> Division 7: Thermal & Moisture Protection | <input type="checkbox"/> Division 8: Doors & Windows    |
| <input type="checkbox"/> Division 9: Finishes                      | <input type="checkbox"/> Division 10: Specialties       |
| <input type="checkbox"/> Division 11: Equipment                    | <input type="checkbox"/> Division 12: Furnishings       |
| <input type="checkbox"/> Division 13: Special Construction         | <input type="checkbox"/> Division 14: Conveying Systems |
| <input type="checkbox"/> Division 15: Mechanical                   | <input type="checkbox"/> Division 16: Electrical        |
| <input type="checkbox"/> Division 17: Telecommunications           | <input type="checkbox"/> Division 18: Audio Visual      |

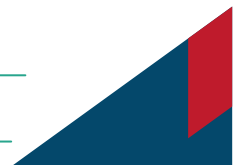
## ORGANIZATIONAL STRUCTURE

- Sole Proprietor     
  Partnership     
  Corporation     
  Limited Liability Corporation (LLC)

*I agree to commit to the program for a 12-month period of time, as mutually agreed upon by the Small Business Procurement Program, the Mentor and my company, in the provision of mentoring assistance being provided to my company. I agree to hold harmless, the City of Gainesville, any of its employees, officers, agents, representatives or affiliates, with regard to this mentoring initiative.*

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

Printed Name: \_\_\_\_\_ Title: \_\_\_\_\_





# MENTOR APPLICATION - NON-CONSTRUCTION

Name : \_\_\_\_\_ Title : \_\_\_\_\_

Company : \_\_\_\_\_

Address : \_\_\_\_\_

City : \_\_\_\_\_ State : \_\_\_\_\_ Zip Code : \_\_\_\_\_

Phone : \_\_\_\_\_ Fax : \_\_\_\_\_

E-Mail : \_\_\_\_\_

Years in Business : \_\_\_\_\_ Nature of Business/Trade : \_\_\_\_\_

Is your company a Small Business and in good standing with the City? \_\_\_\_\_ Yes \_\_\_\_\_ No

Is your company currently certified as a Small Business? If so, list certifying entity : \_\_\_\_\_

Interested in : \_\_\_\_\_ Being Mentored \_\_\_\_\_ Teaming/Strategic Alliance

Interested in mentoring : \_\_\_\_\_ Start-up (0-2 yrs) \_\_\_\_\_ Emerging (>2 - 6 yrs) \_\_\_\_\_ Existing (>7 yrs)

## AREAS OF INTEREST FOR MENTORSHIP

- Accounting
- Management
- Marketing
- Payroll
- Hiring/Staffing/Human Resources
- Estimating
- Purchasing
- Financial Management
- Technology
- Business Planning
- Plan Reading/Bidding
- Bonding/Insurance
- Construction Trades
- Other Area Not Identified : \_\_\_\_\_

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Signed : \_\_\_\_\_

Date : \_\_\_\_\_

Printed Name : \_\_\_\_\_

Title : \_\_\_\_\_

