



# Mel King Institute

for community building

## Application Form to Participate in

### **Raising the Standard for Small Business Technical Assistance:** *An Advanced Training Program for Technical Assistance Providers*

The Mel King Institute is pleased to announce that it will be offering an exciting new program in 2010 called: **Raising the Standard for Small Business Technical Assistance: An Advanced Training Program for Technical Assistance Providers**. This program has been specifically designed for small business technical assistance providers and is targeted toward seasoned practitioners along with executive directors and other senior staff within small business development organizations. The primary objective of this program is to raise the standard of business assistance by providing knowledge, tools and resources that will translate into measurable skills improvement. The program is particularly designed for community based nonprofit organizations that focus on supporting businesses with less than 20 employees, self employed persons, underserved communities (including rural and urban), and/or entrepreneurs who are immigrants, people of color, lower income, linguistic minorities or otherwise not well served by traditional providers.

The program will start March 1 & 2 with a two day session and be followed by four additional days of training in May, July, September and November. Participants are expected to attend all six days of training. See attached program description for more information.

In order to provide the best possible learning experience for the participants and to support peer learning among the participants, we ask that you complete the following application by **February 5, 2010**. You will be informed by February 12 whether you will be invited to participate in the program.

**advancing skills, knowledge and leadership**

15 Court Square, Suite 600 | Boston, Massachusetts | 02108 | 617.426.0303 | [www.melkinginstitute.org](http://www.melkinginstitute.org)

The Mel King Institute for Community Building is a collaborative program of the Massachusetts Association of Community Development Corporations, the Local Initiatives Support Corporation, and other public, private, and nonprofit community development partners.



## **Tuition**

The cost of this program is approximately \$2,500 per person. The Mel King Institute will cover a substantial percentage of this cost so we are offering this program at the following fee schedule:

### **MACDC members**

One person (plus the Executive Director to attend the 6 <sup>th</sup> module)	\$400
Two people (plus the Executive Director to attend the 6 <sup>th</sup> module)	\$600

### **Other organizations<sup>1</sup>**

One person (plus the Executive Director to attend the 6 <sup>th</sup> module)	\$800
Two people (plus the Executive Director to attend the 6 <sup>th</sup> module)	\$1,200

This fee covers the cost of all six modules, materials, food, access to online discussions among participants, and up to four (5) hours of individualized consulting from the instructors outside of the class.

At least 50% of the tuition must be paid before the first module. The balance must be paid before the 4<sup>th</sup> module in July. If you need additional financial assistance in order to participate, please contact Shirronda Almeida at MACDC.

---

<sup>1</sup> Most non profit organizations are eligible to be a member of MACDC, either as full voting members or as associate members. To learn more about how to join MACDC and the benefits of membership, please go to [www.macdc.org](http://www.macdc.org) or contact Shirronda Almeida at [shirrondaa@macdc.org](mailto:shirrondaa@macdc.org).