

INCUBATOR SPACE
AVAILABLE OFFICE SPACE

Available for immediate occupancy.
Monthly Lease Rates ranging from
\$225.00 - \$440.00.



For information call:
(918) 585-2226

Greenwood Chamber... Increasing opportunities for your company by representing the business owners' interest in areas crucial to community growth, stability, economic well being, employment and empowerment. It helps communicate business and community concerns to elected officials and regulatory agencies by providing strong legislative advocacy. This is further proof that the Greenwood Chamber of Commerce met the challenge of the past and is sufficiently equipped with the talent, energy and focus to do greater things in the future.

With your patronage, the Greenwood Chamber of Commerce can continue to answer the call to "Build a Better Tulsa" in the years to come. Your support is imperative as the Chamber strives to aggressively revitalize Tulsa. The Greenwood Chamber of Commerce, Inc. invites you to endorse these efforts by choosing to become a Member. Please call (918) 585-2084 for membership information.

GC Greenwood GC
CHAMBER OF COMMERCE, INC.
&
BUSINESS RESOURCE CENTRE



West side of Greenwood Avenue looking south from Interstate 244 bridge.

121 & 131 N. Greenwood Avenue - 2nd Floor
Tulsa, Oklahoma 74120-1444
Chamber: (918) 585-2084
Resource Centre: (918) 585-2226
Fax: (918) 585-9268

Greenwood Chamber of Commerce was founded in 1938 by a group of North Tulsa businessmen. It was organized to provide an effective medium for business, civic, and social expression. The Chamber was an active force in the early development of the Greenwood Business District, known throughout the '30s and '40s as "Black Wall Street". In the late '70s, the Chamber led the renaissance of the Greenwood District. This rebirth brought about the renovation of ten (10) remaining historic buildings presently known as the Greenwood Centre. The Greenwood Chamber of Commerce is a limited partner in the Centre.

Today, the Greenwood Chamber of Commerce, Inc. operates under the same principles developed by its founders and returns to the forefront of the economic and community resurgence of, not only the historic Greenwood District, but also the North Tulsa Community. The Chamber operates the Greenwood Business Resource Centre, which is a part of the Chamber's "economic development" program.

GENERAL INFORMATION

The **Greenwood Business Resource Centre** was established in 1995. It is operated by the Greenwood Chamber of Commerce and is a part of the Chamber's "economic development" program. The **Centre** is designed to nurture fledgling and start-up businesses. This is accomplished by providing business incubator office space, certain management/technical assistance and administrative support services that will stabilize and/or spur business growth.

The **Centre** is located in the Historic Greenwood Business District, a nostalgic retail and commercial shopping corridor. It is immediately accessible to downtown Tulsa, OSU-Tulsa, Langston-Tulsa, Greenwood Cultural Center, I-44, I-244, and other major highway arteries.

BUSINESS RESOURCE CENTRE STAFF

Reginald King
Resource Centre Manager

Angela Gunn
Financial Operations Associate

Dawn Jehs
Administrative Support Specialist

BUSINESS INCUBATOR

The **Business Incubator** space is designed to nurture small businesses by providing an environment that reduces some of the risk involved in operating a company. Some of the advantages of a business incubator are:

Shared Services
Reasonable Rent
Access to Support Services
Access to
Business, Management,
Financial & Technical Assistance
Telephone Answering
Centralized Mail Pick-Up/Drop

Encompassed in the space are individual offices, a break room with refrigerator, wet sink, microwave oven, spacious reception area and a private conference room. Monthly lease rates are as low as \$225.00. Additional leasing information can be obtained by calling (918) 585-2226.

DISBURSEMENT CONTROL PROGRAM

This concept assists businesses with monitoring accounts, receipts and disbursements until respective owners are positioned to handle the company's fiduciary matters in a prudent manner. Assistance in this area is inclusive of but not limited to the following:

- Maintenance of Business Checking Account
- Act in Capacity of Second Signatory Agent
- Maintenance of Company's Receipts & Disbursements
- Establishment of Vendor Relationships
- Structuring Proposals & Contracts

ADMINISTRATIVE SUPPORT SERVICES & FEE SCHEDULE

The business public also benefits from use of the **Greenwood Business Resource Centre** through utilization of programs and support services. The services are offered on a fee basis:

- SECRETARIAL - \$7.00 per hour
- COPYING - \$0.10 per copy
- WORD PROCESSING - \$8.00 per hour
- Document Binding - \$10.00 per document
- Basic Bookkeeping \$9.00 per hour
- Notary Services - \$2.00 per document
- Fax Services - \$2.00 per document
- Other Services
- Business Plan \$500.00
- Marketing Plan 500.00
- Feasibility Study 150.00
- Personal Development Plan 150.00

FEES subject to be HIGHER based on Extent of Services



MANAGEMENT/TECHNICAL ASSISTANCE

The scope of this program involves some "on-site" management assistance to existing businesses inclusive of but not limited to the following:

- Establishment of Internal Control Systems
 - ...Filing
 - ...Record Keeping
 - ...Invoicing
- Structuring Financial Statements
- Establishment of Banking Relationships
- Business Counseling
- Plan Development
 - ...Business Plans
 - ...Marketing
 - ...Personal Development
 - ...Feasibility Studies
- Financial Packaging
 - Loan Facilitation
- Identification of Other Resources
 - ... Business Training
 - ... Seminars

MICRO LOAN PROGRAM

The Micro Loan Program offers loans ranging from \$500.00 - \$35,000.00. Loans may be used for equipment purchase, accounts receivable, inventory financing, contract financing, permanent real estate/improvements, and working capital. This added incentive assists businesses in meeting capital needs. Participating partners are:

Community Development Financial Institution Fund

U.S. Small Business Administration

Community Development Block Grant Fund

ELIGIBILITY CRITERIA

The **Micro Loan Program** is designed to assist in the capitalization of for-profit businesses, excluding financial institutions and organizations, and must meet the following criteria:

1. All applicants must be clients and/or tenants of the Greenwood Business Resource Centre.
2. All applicants must have completed TAO Business Training curriculum-unless otherwise exempt.

3. Applicants must have the capability to repay loan as evidenced through usage of a viable business plan. **Start-up businesses** must have a cash equity injection of at least ten (10%) percent.

EXISTING BUSINESS PREREQUISITES

1. Must have been in operation for at least one (1) year, and show evidence of a physical commercial business location.
2. Must be registered with the appropriate local, state, and/or federal government agencies where licenses and/or permits are required for operation.
3. All business and personal taxes must be current. In the event of outstanding tax liabilities, applicants must show documented proof of a current repayment plan and designated trustee.
4. Operating at a profit and/or break even point or be able to realistically project a marginal profit within a six (6) month period.
5. Must have a business plan or have a plan developed prior to loan application. Should Greenwood Business Resource Centre develop the business plan on behalf of the applicant, a fee will be assessed. Payment of such will be negotiated at time business plan is discussed.
6. Must be able to pay a non-refundable application fee at the time of loan application.
7. Must show evidence of a business bank account and/or be willing to establish one.