

**BUSINESS GROWTH ACCELERATOR (BGA)**  
**SAMPLE PROGRAM SCHEDULE**

APPENDIX C

[RFP Applicant Name]

2020 – 2021 Program Year

**A. Sample BGA Class and One-on-One Schedule**

This is a sample program schedule. It does not need to be completed and submitted. Specific information on the one-on-one session varies from firm to firm, dependent on specific firm needs

Months	Class Sessions		One-on-One Sessions		
	Business Seminar	Hours per Session: At least 35 Hours	One-on-One Consultation Topic*	Partner Administering One- on-One	Hours Per Session: At least 30-50 Hours**
1	Marketing	3	Gap Analysis		4
2	Finance	3	Marketing: Branding		3
3	Finance	2	Marketing: Social Media and Web Development		3
4	Accounting	3	Finance: Financial Literacy & Financial Statements		3
5	Accounting	2	Finance: Credit Repair		3
6	Managerial/ Operations	3	Finance: Insurance/Bonding		3
7	Managerial/ Operations	2	Accounting: Payroll		3
8	Legal	3	Operations		3
9	Legal	2	Managerial: Human Resources		3
10	Contracting	3	Capital Access: Loan Packaging		3
11	Contracting	2	Capital Access: Loan Packaging		3
12	Sales	2			
13			Legal: Business Law and		3
14	Refresher: Year 1 Topics & Intro to Contracting with NYS	2	Contracting: Bid Development		3
15			Contracting: Bid Development		3
16	Contracting/Bidding with NYS	2			
17			Sales: Selling Techniques & Elevator Pitch		3
18	Special Topic	2			

\*Topics and hours are on an individual business basis, dependent on the results of the gap analysis. This serves as a sample

\*\*One-on-One Consultations may go above 50 hours per firm, dependent on the results and needs found in the gap analysis