

EXHIBIT D: Project Description (TASKS and TIMELINE)

Applicant

The below Task Descriptions are only **EXAMPLES** of possible activities and anticipated dates of completion. Applicants ought to use detailed language that describes its proposed activities.

****Identified goals should reflect the direct result of grant funding.****

Task #	Task Description	Anticipated Date of Completion
	Project Start Date	May 1, 2023
1	Example: Provide one-on-one pre- and post-loan technical assistance to 30 eligible clients	July 31, 2023
2	Example: Connect 50 small businesses to COVID-19 financial assistance resources, including, but not limited to New York Forward Loan Fund, Empire Digital Initiative, and other relevant programs. Conduct 5 virtual webinars on access to capital and helping with getting their loan ready for underwriting. Other goals.	August 15, 2023
	Required: Submit Interim Report:	Period Covering: May 1, 2023 – September 30, 2023 Report Due: October 2, 2023
3	Example: Provide capacity building to 25 existing businesses to identify and grow into new markets, expand reach and create additional revenue sources	November 2, 2023
4	Example: Help 30 small businesses affected by COVID-19 to develop virtual business strategies for online outreach and consumption, maintain revenue and retain employees.	December 15, 2023
5	Example: Use Institutional Capacity funds to develop systems to collect and report economic impact data	February 14, 2024
	Project Completion Date	April 30, 2024