



## I SENGSONG CHAMORRO, The Chamorro Village

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## REQUEST FOR SPACE

### Hafa Adai!

We would like to thank you for your interest in applying for space at the Chamorro Village. The Village was established as an incubator to assist small business and entrepreneurs succeed in their endeavors.

#### Our Statement of Goals for the Chamorro Village are:

- to promote local products, native cultures and traditions of Guam,
- to provide support facilities for seminars, workshops, fairs and special activities for the local community,
- to create and promote an incubator environment for entrepreneurial business to grow and eventually expand into the open market, and
- to develop a comprehensive marketing program that would promote the business activities within the Chamorro Village.

#### What types of business are accepted to operate in the Chamorro Village:

- **Local Products;**
  - a. Guam Product Seal; sale of local products which meet the requirements of the Guam Product Seal Program.
  - b. Local/Contemporary Arts & Crafts; sale of items which have been handmade by Guam craftspersons. Artwork based on subjects from the past or present.  
*(See page 9 & 10 of the established Rules & Regulations of the Chamorro Village)*
- **Traditional Arts/Crafts/Activities;** sale is primarily limited to local cultural arts/crafts/activities, which have been identified by the Guam Council on the Arts and Humanities Agency (CAHA).
- **Food Shop;** sale of local or international cuisine prepared and dispensed in the Chamorro Village.
- **Produce;** sale of fresh produce grown on Guam.
- **Nursery;** sale of plants propagated on Guam.
- **Aquaculture Shop;** sale of seafood and aquaculture products which are legally and locally produced from the waters of Guam, within Guam's EEZ Zone - extending 200 miles out from the shores of Guam.

## What documents do I need to provide?

1. **Letter of Intent**, addressed to the Chamorro Village Manager specifying the kind of business you desire to operate out of the Village.
2. **Business Plan developed by UOG, Small Business Development Center**, describing the business, the target market, product/service, management, marketing and financial plan. *See attached business plan outline for more information.*
  - please call, *Small Business Development Center, University of Guam at 735-2590*, to set an appointment.
  - If a food shop, please specify cuisine, provide a menu and indicate the number of employees besides yourself.
3. **Business Shop Application** - *Attached*
4. **Good Standing Certification**, or tax liability from either local or federal agencies where you filed your taxes within the current year.
5. **Statement of Understanding**: It is highly recommended that you read and fully understand the Rules & Regulations of the Chamorro Village, Government of Guam. Your signature that you have read and understand these documents will be required. If you have any questions regarding the rules and regulations, please contact the Chamorro Village Manager. - *Attached*

**\*\* Applicants whose applications are incomplete will not be reviewed and considered for selection. In addition, any applicant who owns or operate a similar business establishment outside the Chamorro Village, may not be eligible to attain a business shop within the Chamorro Village.\*\***

## Where do I submit these documents? What happens next?

Please submit the above documents to the Chamorro Village Office, Suite 201, between Monday through Friday, 8am-4pm. Closed on Weekends & Holidays.

All documents will be recorded and copies forwarded to members of the Business Selection Committee. The Committee will review and rank all requests and make final recommendations to the President of the Department of Chamorro Affairs who shall approve/disapprove the recommendations. The Chamorro Village shall maintain a waiting list of business applicants and their respective rankings for a period of (1) year.

The Chamorro Village will notify the applicants of their ranking, within Thirty (30) days upon completion of the application review process.

## Commencement of Business Operation Upon Notification?

A person or business who has been awarded a shop shall commence business within Sixty (60) days following receipt of the notice. Obligation of rent shall commence upon the presentation of the keys for the shop by the Chamorro Village Manager to the business representative. The Sixty (60) day period is provided to allow the business to comply with all necessary permitting and licensing procedures. No operations may begin until all license and permits are obtained and copies provided to the Chamorro Village Manager.

## BUSINESS PLAN OUTLINE

- I. **Description of the Business**  
Briefly define the business activity that will be conducted at the Chamorro Village.
- II. **Products and or Services**  
What products and/or services will the business be providing at the Chamorro Village.
- III. **Unique Qualities of the Product/Service**  
Please describe the unique aspect of the products or services that will be sold at the Chamorro Village; How does it differ from other products/services.
- IV. **Production Process and Raw Materials**  
What steps or process is required for the production of the items or services that will be provided? What type of raw materials, if any, will be utilized and where will such items be obtained.
- V. **Target Market**  
Describe the customers that you will be targeting for the sell of your products and/or services.
- VI. **Marketing Strategy**  
State how you plan to market your products/services. Including pricing, advertising, promotion, and other related aspects of your proposed marketing efforts.
- VII. **Management/Personnel**  
Who will be involved in the management and operation of the business. Indicate any prior working experience or educational background that may directly contribute to a successful business venture. A resume may also be provided.
- VIII. **Financial Plan**  
Describe the capital requirements necessary to get your business off the ground? What is your source of funds? Develop a monthly sales and cash flow projection for one year and describe the assumptions used to develop these projections. Will the business be able to pay it's obligations for such expenses as rent and utilities and how?
- IX. **Chamorro Village Guidelines**  
How will the business comply with the guidelines set forth for the Chamorro Village?  
How will the business complement the mission and objectives of the Chamorro Village.
- X. **Incomplete Information**  
Your application will not be forwarded to the Business Selection Committee until all information and documents requested are submitted.

**CHAMORRO VILLAGE  
BUSINESS SHOP APPLICATION**

Department of Chamorro Affairs, Government of Guam, P.O. Box 2950, Hagatna, Guam 96932

Vendor Stall Application (Authority: Title V, Chapter XLIV, Government Code of Guam)

**1. FULL NAME OF APPLICANT/BUSINESS (Please print or type)**

\_\_\_\_\_  
(Last) (First) (Middle Initial) (SSN#)

**2. HOME ADDRESS:**

\_\_\_\_\_  
(a) Mailing (b) Street Address (c) Home No.

**3. DESCRIPTION OF BUSINESS ACTIVITY:**

**4. DOING BUSINESS AS (Business, Trade or Fictitious Name)**

**5. TYPE OF FIRM:** // Sole Proprietor // Partnership // Corporation // Other

**6. VENDOR CATEGORY FOR THIS APPLICATION:**

(a) Local Products (b) Nursery (c) Seafood  
// Guam Product Seal // Stall // Stall  
// Traditional Arts & Craft // Truck Sales (go to #7) // Truck Sales (go to #7)  
// Contemporary Arts & Craft  
(d) // Food Vendor (e) Produce Vendor  
// Stall  
// Truck Sales (go to #7)  
(f) // Other \_\_\_\_\_

**7. Truck Sales Only.** Please indicate day(s) of operation:

Mon \_\_\_\_\_ Tues \_\_\_\_\_ Wed \_\_\_\_\_ Thurs \_\_\_\_\_ Fri \_\_\_\_\_ Sat \_\_\_\_\_ Sun \_\_\_\_\_

I certify that the above statements are true and correct to the best of my knowledge and belief.

\_\_\_\_\_  
Authorized Signature/Title

\_\_\_\_\_  
Date

**FOR USE BY CHAMORRO VILLAGE MANAGEMENT ONLY**

Remarks: \_\_\_\_\_

\_\_\_\_\_  
Chamorro Village Manager

\_\_\_\_\_  
Date

Application: // Approved // Disapproved

\_\_\_\_\_  
President

\_\_\_\_\_  
Date

CERTIFICATION

I hereby certify that an inspection of our records has been made and disclosed that:

NAME: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

IN/SSN: \_\_\_\_\_

Has no record with us.

Has liability with us.

Has not filed certain requirements.

Has no tax liability with us.

Note: DOES NOT INCLUDE REAL PROPERTY TAX.

OTHER: \_\_\_\_\_

*Sample*

Certified on \_\_\_\_\_

(Date)

MARIA D. MESA, Supervisor  
Collection Branch



# DEPARTMENT OF CHAMORRO AFFAIRS

Dipåtamenton I Kaohao Guinahan Chamorro

Government of Guam

Terlaje Professional Building, 1<sup>st</sup> Floor, 194 Hernan Cortez Ave.,

P.O. Box 2950, Hagåtña, Guam 96910

Tel. No. (671) 475-4278/9 Fax No. (671) 475-4277



## I SENGSONG CHAMORRO THE CHAMORRO VILLAGE

### Statement of Understanding RULES & REGULATION

I/We, \_\_\_\_\_, applying to do business as \_\_\_\_\_ hereby acknowledge the receipt of the I Sengsong Chamorro / Chamorro Village Rules and Regulations and have read and understand the provisions set forth as it applies to the operation of my business at the I Sengsong Chamorro. Non-compliance with such provisions may be subject to the removal of my business operation from the I Sengsong Chamorro.

\_\_\_\_\_  
Print Name (Applicant)

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Print Name (Co-applicant)

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

**Witness:**

\_\_\_\_\_  
Chamorro Village Employee

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

# I SENGSONG CHAMORRO, The Chamorro Village

P.O. Box 2950, Hagatan, Guam 96932 Tel: 475-0375/6/7 Fax: 472-9446



## Business Application Check List

Name of Applicant: \_\_\_\_\_

Business Name: \_\_\_\_\_

1. Date business application was received? \_\_\_\_\_

2. Are the following documents attached:

- |                                       |                |
|---------------------------------------|----------------|
| a. Letter of Intent                   | Yes ( ) No ( ) |
| b. Business Plan with SBDC Disclaimer | Yes ( ) No ( ) |
| c. Business Shop Application          | Yes ( ) No ( ) |
| d. Good Standing Certification        | Yes ( ) No ( ) |
| e. Statement of Understanding         | Yes ( ) No ( ) |

3. Is the business application submitted complete? Yes ( ) No ( )

4. If No on #3. Has the applicant been informed about the incomplete document (s) missing? Yes ( ) No ( )

\_\_\_\_\_  
Applicants Signature

\_\_\_\_\_  
Chamorro Village Employee