



I SENGSONG CHAMORU, The CHamoru Village

153 West Marine Corps Drive, Suite 201; Hagåtña, Guam 96910

Tel: (671) 475-0375/7, Fax: (671) 475-0376

REQUEST FOR SPACE

HAFSA ADAI!

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

Our Statement of Goals for the CHamoru 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 CHamoru Village.

What types of business are accepted to operate in the CHamoru 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 craftsperson. Artwork based on subjects from the past or present. (See page 9 & 10 OF THE ESTABLISHED Rules & Regulations of the CHamoru 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 fresh produce grown on Guam.
- **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 CHamoru Village Manager specifying the kind of business you desire to operate out of the Village.
2. Business Plan developed by the University of Guam (UOG), Small Business Development Center (SBDC), describing the business, the target market, product/service, management, marketing and financial plan. See attached business plan outline for more information.
 - Please call, SBDC, UOG 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 CHamoru 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 CHamoru 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 CHamoru Village, may not be eligible to attain a business shop with the CHamoru Village.****

Where do I submit these documents? What happens next?

Please submit the above documents to the CHamoru Village Office, Suite 201, between Monday through Friday, 8:00a, - 4:00pm. Closed on Weekends & Government of Guam Holidays.

All document 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 CHamoru Affairs who shall approve/disapprove the recommendations. The CHamoru Village shall maintain a waiting list of business applicants and their respective rankings for a period of (1) year.

The CHamoru Village will notify the applicants of the 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 CHamoru 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 CHamoru Village Manager.

BUSINESS PLAN OUTLINE

I. Description of the Business

Briefly define the business activity that will be conducted at the CHamoru Village.

II. Products and or Services

What products and/or services will the business be providing at the CHamoru Village.

III. Unique Qualities of the Product/Service

Please describe the unique aspect of the products or services that will be sold at the CHamoru 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 material, 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 its obligations for such expenses as rent and utilities and how?

IX. CHamoru Village Guidelines

How will the business comply with the guidelines set forth for the CHamoru Village? How will the business complement the mission and objectives of the CHamoru Village?

X. Incomplete Information

Your application will not be forwarded to the Business Selection Committee until all information and documents requested are submitted.



Dipáttamenton Kontribusiyan Adu'ána

LOURDES A. LEON GUERRERO, Governor Maga'hága
JOSHUA F. TENORIO, Lt. Governor Sigundo Maga'láhi

DEPARTMENT OF
REVENUE AND TAXATION

GOVERNMENT OF GUAM Gubetnamenton Guáhan

DAFNE MANSAPIT-SHIMIZU, Director
Direktot
MICHELE B. SANTOS, Deputy Director
Sigundo Direktot

TAX CERTIFICATION

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

NAME: _____
ADDRESS: _____

EIN/SSN/GRT: _____

- Has no record with us.
- Has liability with us.
- Has not filed certain requirements.
- Has no tax liability with us.

Note:

OTHER: _____

Certified on _____
CB 54 (Date)

For: _____
JEAN B FLORES
Tax Collection Supervisor (Acting)



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Statement of Understanding RULES & REGULATIONS

I/We, _____, applying to do business as _____ hereby acknowledge the receipt of the I Sengsong CHamoru / CHamoru 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 CHamoru. Non-compliance with such provisions may be subject of the removal of my business operation from the I Sengsong CHamoru.

Print Name (Applicant)

Signature

Date

Print Name (Co-Applicant)

Signature

Date

Witness:

CHamoru Village Employee

Signature

Date



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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. Revenue and Tax 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 ()

Applicant Signature

CHamoru Village Employee