

# Instructions for Applying to the All Small Mentor Protégé Program

Thank you for your interest in the All Small Mentor Protégé Program. To submit your application during the month of October, 2016, please follow these steps. Please note that the full online version will be available in November, and applications using the full electronic system may result in faster processing times.

In November 2016, you will be required to finalize the administrative process by adding your profile to [certify.sba.gov](http://certify.sba.gov) and uploading your application and documents into that repository. In the interim, follow the instructions below:

1. **Complete the application:** Save – Print – Sign - Scan
2. **Create electronic files for the following documents using this prescribed naming convention:**
  - a) Signed application (**required**)
    - a. Business name\_16\_app
  - b) Business Plan (**required**)
    - a. Business name\_16\_bp
  - c) Tutorial (**The Tutorial & Certificates are being temporarily waived for businesses submitting applications during October, 2016.**)
    - a. Business name\_16\_cert\_protege
    - b. Business name\_16\_cert\_mentor
  - d) Signed MPA Agreement (**required**)
    - a. Business name\_16\_MPA
  - e) Letters (if applicable and as many as apply)
    - a. Recertification for Size
    - b. 8a Transfer for MPA (MPA approval letter)
      - i. Business name\_16\_recert
      - ii. Business name\_16\_8aMPA
  - f) Other MPA (if applicable and as many as apply)
3. **Process:**
  1. Send email with attachments to: [allsmallmpp\\_application@sba.gov](mailto:allsmallmpp_application@sba.gov)
  2. Subject Line should be: **YourBusinessname\_16\_asmppapp**
  3. If file size exceeds 25mb per email, send multiple emails using the naming convention below:
    - a. businessname\_16\_asmppapp1; businessname\_16\_asmppapp2; businessname\_16\_asmppapp3, etc.