

Frederick Community College (FCC) Business Plan Contest Rules

Eligible Contestants

1. Any current FCC student enrolled in one or more academic or non-credit classes during the spring semester.
2. Business Plan submissions are limited to no more than two FCC students on a team. All contestants must be current FCC students enrolled in one or more academic or non-credit classes.

Contest Details

1. Student participants will develop a complete business plan for a business of their choosing. Business plans for franchises, or purchases of an existing business are not eligible.
2. Students who wish to enter the contest should complete the online application at www.frederick.edu/businessplan by **March 22, 2019, 11:59 p.m.** Early submission is encouraged.
3. Business plan submissions are due by **April 12, 2019, 11:59 p.m.** Early submission is encouraged.
4. The plans will be reviewed by a Judges Panel based on established criteria and selected finalists will be invited to present their plans in person. Up to three (3) finalists will be selected. Finalists will be notified by April 19, 2019.
5. Final presentations to the Judges Panel will be on **Wednesday, April 24, 2019, beginning at 11:00a.m. in the FCC Conference Center, Room E126, on the main campus** (subject to change). The college community, general public and area business leaders will be invited to attend the presentations. The Judges Panel will select a first, second, and third place winning plan.
6. Student participants may get advice from FCC faculty and staff and are encouraged to contact Professors Larry Devan (LDevan@frederick.edu) or Michael Dailey (MDailey@frederick.edu) with questions regarding their business plans. Students are required to submit their own original work.
7. Students may not hire consultants/businesses to assist in the preparation of required contest materials.
8. Students are advised that FCC cannot shield or protect their ideas/works from access in the public domain as a result of entry in this contest.
9. FCC may adjust due dates and deadlines or change rules as they deem appropriate, and any such changes will be announced via the contest website.
10. Contestants must disclose any potential conflicts of interest to LDevan@frederick.edu, including but not limited to familial, business, or personal relationships with the contest judges or contest committee. The committee will rule on/resolve any such issues as they may arise.
11. Scoring – To determine the contest winners, 60% of the score will be based on the written plan and 40% will be based on the final presentation.
12. Contest winners will be invited to attend FCC's annual Business Appreciation breakfast event in May (date to be announced).
13. Previous contest individual or team finalists or winners are prohibited from entering the contest in future years. However, previous contestants or team members who meet all other eligibility requirements may participate if they have not been previously selected as a contest finalist or winner.
14. Frederick Community College prohibits discrimination against any person on the basis of age, ancestry, citizenship status, color, creed, ethnicity, gender identity and expression, genetic information, marital status, mental or physical disability, national origin, race, religious affiliation, sex, sexual orientation, or veteran status in its activities, admissions, educational programs, and employment.
15. Frederick Community College makes every effort to accommodate individuals with disabilities for College-sponsored events and programs. If you have accommodation needs or questions, please call

301-846-2408. To request a sign language interpreter, please visit <http://fcc-interpreting.genbook.com>. If you have interpreting related questions, please email Interpreting@frederick.edu. Sign language interpreters will not be automatically provided for College-sponsored events without a request for services. To guarantee accommodations, requests must be made at least five workdays in advance of a scheduled event.

Instructions for Submitting the Business Plan Document

1. Provide a cover page with the name of the proposed business and person(s) submitting the business plan.
2. The plan must follow the outline below and use the section headings provided.
3. All materials must be prepared in at least 11 point font.
4. All materials must be checked for spelling and grammatical errors.
5. The Business Plan and Attachments must be scanned and submitted as one PDF file. The file name must include the name of the student and FCC business plan contest – example - **john davis business plan contest**. The PDF file must also be emailed to ldevan@frederick.edu. Contact same email if you need assistance with scanning the document.
6. **The plan must be submitted on or before April 12, 2019, by 11:59 p.m.**

Prizes

1. **First place** will be a **\$2,500 Scholarship**
2. **Second place** will be a **\$1,500 Scholarship**
3. **Third place** will be a **\$1,000 Scholarship**
4. Teams of two will split any prizes equally
5. Scholarship prizes may be used at FCC or a transfer college.
6. Scholarship prizes are not transferable to other persons.
7. Scholarship prizes must be claimed within one year of the final presentation event.