



## **Catapult 2025 – Program Policies and Procedures**

The Catapult program is a dynamic and interactive program designed to assist you in developing and accessing growth opportunities to take your business to the next level of success.

Topics are designed to provide information and skill sets to survive and thrive in the evolving marketing and economic environment.

The 10 weekly sessions will be held virtually and include actionable steps, outside assignments and a business advisor who will provide additional guidance, assistance, and encouragement during and beyond the program at no charge. An in-person networking and orientation session will be held before the first virtual class, and an in-person pitch competition and graduation will conclude the program.

The Jazz & Heritage Foundation and Capital One Bank provides generous funding for the Catapult program so that the program is at no cost to you.

To gain full benefit from this program it is important that you commit to all sessions and assignments. It is expected that you be ON CAMERA for the virtual sessions.

You are also expected to have regular access to basic business support items such as computer, printer, email.

You can be dismissed from the program and/or be disqualified for the pitch competition for any of the following reasons at the sole discretion of the program administrator:

- Excessive tardiness (3 or more times)
- Missing more than one scheduled class
- Missing a class without contacting the program administrator prior to the start of class
- Failure to meet at least two times with your business advisor
- Any misrepresentation of yourself or business no matter at what time it is discovered.

### **Catapult Scholars and Business Advisor relationship**

Each Catapult business owner (scholar) is to meet a minimum of two times during the program with their business advisor to assist them with business issues, challenges, and coach them on their business growth strategies. You are encouraged to meet with your business advisor more frequently as needed.

### **Guidelines for business advisors and scholars**

1. Scholars, you will be e-introduced to your business advisor. It is your responsibility to contact your business advisor. Your advisor's time is valuable, so please return phone messages and emails promptly and keep your scheduled appointments. Be prepared for your meetings.

2. The purpose of the relationship is for the business advisor to review and provide feedback to the scholar on your business growth strategies and to obtain assistance and advice on other business issues as prioritized in the initial assessment meeting.
3. Business Advisors and Scholars are welcome at any time to contact Myra Corrello to discuss any challenges or questions.
4. Scholars can meet with more than business advisor. Contact Myra Corrello to coordinate for you.