



TRANSACTIONAL LAW CLINICS

Harvard Law School

6 Everett Street – 4th Floor

Cambridge, MA 02138

617-998-0101 • Facsimile: 617-998-0146

SMALL BUSINESS RESOURCES

BUSINESS ASSISTANCE

❖ U.S. Small Business Administration

- Information on planning; finding a mentor or counselor, writing a business plan; establishing the business, financing, loans, grants and funding; laws and regulations; marketing the business; and finding local resources
- Templates for writing a business plan
- See SBA's "Starting a Business" guide at: <http://www.sba.gov/category/navigation-structure/starting-managing-business/starting-business>

❖ U.S. Internal Revenue Service (IRS)

- See IRS's Small Business Resource Guide at: www.sbrg.irs.gov/sections/section2/selectingabs.htm

❖ ACCION USA

56 Roland St.; Suite 300; Boston, MA 02129;

Ph: 866-245-0783, Fax: 617-625-7020; Email: info@accionusa.org, <http://www.accion.org/>

- microloans (<\$25,000) and other financial services to low- and moderate-income entrepreneurs
- See Accion's "Small Business Tips" internet resources at: www.accionusa.org/home/small-business-loans/financial-education-resources/small-business-tips.aspx

❖ Center for Women & Enterprise (CWE)

24 School Street, Suite 700, Boston MA 02108; Ph: 617-536-0700; Fax 617-536-7373;

cweonline.org/content/section/21/3/

- Education, training, technical assistance and access to capital to and for women-owned businesses

❖ **City of Boston Business Assistance Center**

www.cityofboston.gov/dnd/obd/Programs_Services.asp

Department of Neighborhood Development, 26 Court Street, 9th Floor, Boston, MA 02108

Ph: 617-989-9100; fax: 617-989-9175

- Free access to technical, financial, and administrative resources for entrepreneurs, neighborhood small business owners, and business owners interested in expanding or relocating to Boston.

❖ **City of Boston Kirstein Business Library**

Laura Pattison, Economic Development Librarian, Kirstein Business Library, in the Central Library in Copley Square, Boston, Ph: 617-859-2142, 617-536-5400 Main Library;

www.bpl.org/research/kbb/kbbhome.htm

- The Kirstein Business Library offers an extensive array of resources including directories, financial publications, and statistics as well as access to cutting-edge databases and the latest business news. Kirstein's specialized staff can help find information to move forward with business or employment plans.

❖ **Community Business Network**

c/o Mass. Assoc. of Community Development Corporations, 99 Chauncy Street, 5th Floor, Boston, MA 02111; Ph 617-426-0303, www.macdc.org; Email: macdc@gbls.org

A collaborative of community development corporations supporting the creation and growth of small businesses in Boston's neighborhoods. Find your local community development corporation at www.macdc.org/docs/membership_list.html

❖ **Jamaica Plain Neighborhood Development Corporation**

Alison Moronta, Business Development Director, Jamaica Plain NDC, 31 Germania Street, Jamaica Plain MA 02130-2314, www.jpndc.org/

Ph 617-522-2424 x 226; Fax: 617-522-0368

- Technical assistance
- Access to loans
- Workshops

❖ **Massachusetts Office of Business Development (MOBD)**

Marty Walsh, Acting Director, 100 Cambridge Street, Suite 1010, Boston, MA 02114
Ph 617-788-3670; fax 617-788-3695; www.state.ma.us/mobd

Also, **Massachusetts Office of Small Business and Entrepreneurship**

Ph 877-249-8326, Andre Porter, Executive Director

Also MOBD's "**Business Resource Team**"

Ph 877-249-8326, or link at mobdcrm.com/mobd_lead/weblead.php

❖ **Massachusetts Small Business Development Center at UMass Boston,**

College of Management, 100 Morrissey Blvd. 5-403, Boston, MA 02125; Ph 617-287-7750
Fax: 617.287.7767; Web: www.sbdc.umb.edu ; Contact: Margaret Somer, Director College of Management, margaret.somer@umb.edu

- Services to small and minority businesses in Greater Boston; free one-to-one management counseling and low-cost workshops to prospective and existing firms on topics such as: business startup, business plan development, finance, cash flow management, human resource issues, marketing, international trade and government procurement. See www.sbdc.umb.edu/services.html
- For other offices, consult www.msbdc.org/network.html

❖ **Massachusetts State Office of Minority and Women Business Assistance (SOMWBA)**

10 Park Plaza, Suite 3740, Boston, MA 02116;

Ph 617-973-8692 ; Fax: 617-973-8637; wsomwba@state.ma.us

- service to minority and women business enterprises; business development assistance. See: www.somwba.state.ma.us/Content/business/business.aspx

❖ **MassChallenge, Inc.**

One Marina Park Drive – 14th Floor, Boston, MA 02210

Ph 617-863-0845; <http://www.masschallenge.org>

- Helpful tools, templates and articles, at <http://www.masschallenge.org/resources/tools-and-templates>

❖ **Neighborhood Business Builders**

Neighborhood Business Builders conducts an Entrepreneurial Training Program, which trains persons interested in starting their own business. Administered through the Massachusetts Department of Unemployment Assistance, Workforce Development Department, Division of Career Services. See: businesslinkboston.com/etp_home.html

- ❖ **Nuestra Comunidad Development Corporation**
Kevin Winn, Director of Lending and Technical Assistance at kwinn@nuestracdc.org
56 Warren Street, Suite 200, Roxbury, MA 02119; Ph: 617-427-3599; Fax: 617-989-1216
- ❖ **Service Corps of Retired Executives (SCORE)**
United States Small Business Administration, 10 Causeway Street, Room 265, Boston, MA 02222; Ph 617-565-5591 Fax: 617-565-5597; Boston-score-20@verizon.net
 - Free counseling (including business plans); extensive online resources; workshops.
See www.scoreboston.org/resources.htm
- ❖ **Small Claims Advisory Service (SCAS)**
SCAS at Phillips Brooks, Harvard Yard, Cambridge, MA 02138; Ph 617-497-5690;
questions@masmallclaims.org
 - SCAS provides information regarding Massachusetts small claims law and procedure

FINANCING ASSISTANCE

- ❖ **ACCION USA**
56 Roland St.; Suite 300; Boston, MA 02129;
Ph: 866-245-0783, Fax: 617-625-7020; E: info@accionusa.org, <http://www.accion.org/>
 - microloans (typ. <\$25,000) and other financial services to low- and moderate-income entrepreneurs who are unable to access bank credit
- ❖ **Boston Business Assistance Center** 617-989-9100
- ❖ **Center for Women & Enterprise (CWE)**
24 School Street, Suite 700, Boston MA 02108; Ph: 617-536-0700; Fax 617-536-7373;
www.cweonline.org
- ❖ **Community Business Network** 617-426-0303
- ❖ **Dorchester Bay Economic Development Corporation**
594 Columbia Road, Dorchester, MA 02125; Ph 617-825-4200, fax: 617-825-3522;
Cristo Banda x 221; Deidra MacLeod x 219;
www.dbedc.org/businessprograms/lendingprograms.html
- ❖ **Dorchester Center for Adult Education**
232 Centre Street, Dorchester Center, MA 02124; Ph 617-474-1170

- ❖ **Jamaica Plain Neighborhood Development Corporation**
Alison Moronta, Business Development Director, Jamaica Plain NDC, 31 Germania Street, Jamaica Plain MA 02130-2314, www.jpndc.org
Ph 617-522-2424 x 226, Fax: 617-522-0368

- ❖ **Massachusetts Growth Capital Corporation (MGCC)**
The Schrafft Center; 529 Main Street (Suite #1M10), Boston, MA 02129
Ph 617-523-6262; Fax 617-523-7676; www.massgcc.com
 - concentrates in lending to small business – term loans, new equipment loans, real estate loans; \$100,000 - \$500,000

- ❖ **Massachusetts Office of Business Development (MOBD)**
Marty Walsh, Acting Director, 100 Cambridge Street, Suite 1010, Boston, MA 02114
Ph 617-788-3670; fax 617-788-3695; <http://www.state.ma.us/mobd>

- ❖ **Massachusetts Small Business Development Center at UMass Boston,**
College of Management, 100 Morrissey Blvd. 5-403, Boston, MA 02125; Ph 617-287-7750
Fax: 617.287.7767; Web: www.sbdc.umb.edu ; Contact: Margaret Somer, Director College of Management, margaret.somer@umb.edu

- ❖ **Non-Profit Organizations – Associated Grant Makers of Massachusetts**
55 Court Street, Suite 520, Boston, MA
Ph 617.426.2606; Fax 617.426.2849; www.agmconnect.org

- ❖ **Nuestra Comunidad Development Corporation**
56 Warren St., Suite 200, Roxbury, MA 02119
Ph 617.427.3599; Fax 617.989.1216; www.nuestracdc.org

- ❖ **United South End /Lower Roxbury Development Corporation**
434 Massachusetts Ave., Roxbury, MA 02118-3510; Ph 617-266-5451

- ❖ **U.S. Small Business Administration**
Boston District Office, 10 Causeway Street, Room 265, Boston, MA 02222; 617-565-5590