

# Microbusiness Center

Funded through a generous grant from the John S. and James L. Knight Foundation



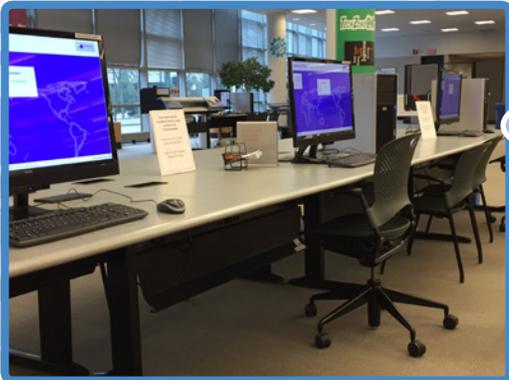
The Microbusiness Center at the Akron-Summit County Public Library provides accessible business training, educational resources, and individualized direction to business owners, entrepreneurs, and students.

## Free Co-Working Space

The co-working space is free to use and open during regular library hours. The space can be open as early as 8 am.

The open, modern work-space is 1000 square feet with free Wi-Fi, mobile furniture, standing workstations, white board, projector, copier/scanner, and enclosed meeting room.

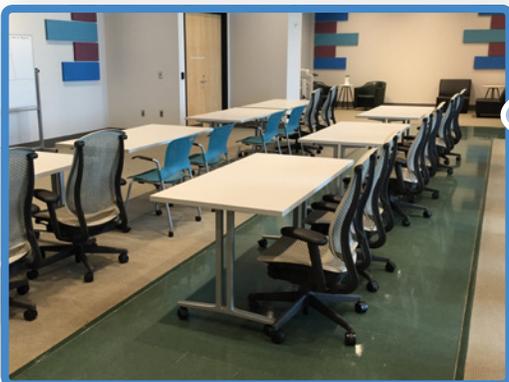
**An application & orientation are required to use the co-working space. Call or text Tracy Williams at 330-802-0839, or email her at [twilliams@akronlibrary.org](mailto:twilliams@akronlibrary.org).**



## Maker Space

Design Computers with Adobe Creative Cloud • 3D Printer  
• Laser Cutter/Engraver, Vinyl Printer (banners, signage, window decals) • T-Shirt Press • Media-Transfer Station  
• Audio Recording Studios • Green Screen Video Recording Studio • Portable Photo-Studio • Photo Printer  
• Button/Magnet Maker • Sewing & Embroidery Machines  
• Silhouette • Passport Service • Notary

**Equipment is free to use. A materials/document fee may be required. Call the TechZone for info 330-643-9145.**



## Business Training

**Intellectual Property & Patent Workshops**-330-643-9075

**Computer Classes**-330-643-9145

**Business Research & Non-Profit Workshops** -330-643-9020

Business, Arts, and Community resource agencies often teach additional classes and workshops in the Microbusiness Center.

**Call or text Tracy Williams at 330-802-0839, or email her at [twilliams@akronlibrary.org](mailto:twilliams@akronlibrary.org).**

## Classes, Workshops and Meetings Schedule

**April-June 2019**

– Call or text Tracy Williams for details at 330-802-0839, or email her at [twilliams@akronlibrary.org](mailto:twilliams@akronlibrary.org).

### Non-Profit Series

**Thursdays, 10 am-Noon,**

Meeting Rooms 2AB —330-643-9020

**Thursday, May 9**

#### Introduction to Finding Grants

Are you new to the field of grantseeking? Discover what funders are looking for in nonprofits seeking grants and how to find potential funders in this introductory course.

You will learn the 10 most important things you need to know about finding grants, including:

- Who funds nonprofits and what are their motivations.
- What do funders really want to know about the organizations they are interested in funding.
- How do you identify potential funders and make the first approach.
- Additional free resources and a tutorial on Foundation Directory Online Professional

**Thursday, June 6**

#### Introduction to Proposal Writing

Are you new to proposal writing or want a quick refresher? If so, you don't want to miss one of our most popular classes!

This class will provide you with an overview of how to write a standard project proposal to a foundation. It will include:

- The basic elements of a proposal
- The “do’s” and “don’ts” of writing and submitting a proposal
- How to follow up whether the answer is yes or no

#### Introduction to Project Budgets

Are you ready to start fundraising for your project or idea, but don't know what and how much to ask for? If preparing a budget for your foundation grant is holding you back, come learn the basic elements of how to draft a project budget with confidence.

This class will provide you with step-by-step instructions on how to generate a standard project budget for a foundation proposal. We will discuss:

- The basic components of a project budget including income and expenses
- How to estimate the realistic cost of a project
- What other financial documents you may also need to submit with your proposal

### Business Research Essentials

**Thursdays, April 25, June 20, 6:30-7:30 pm**

Computer Lab, First Floor 330-643-9020

12 spaces available per session. Please register by calling.

### Introduction to Intellectual Property

**Tuesdays, April 23, May 14, June 11**

**6:30-7:30 pm**

Meeting Rooms—330-643-9075

### Introduction to Patents & Patent Searching

**Saturdays, April 27, May 18, June 15**

**10:15 am-Noon**

Meeting Rooms—330-643-9075

### Akron Inventors' Club

**Second Thursday of each month**

**6-7:30 pm**

Meeting Rooms—330-643-9075

Free and open to anyone with an interest in innovation.



### Explore the Trades Fair

**Monday, May 13**

**10 am-Noon** (Student Session)

**1-3 pm** (Adult Session)

Library Auditorium



**330-643-9020**

**Akron-Summit County  
Public Library**

**Business & Government Division  
60 S. High Street, Akron, OH 44326  
[www.akronlibrary.org](http://www.akronlibrary.org)**