

# WCIA BUSINESS ENHANCEMENT GRANT PROGRAM

## PURPOSE

This grant is designed to improve the economic prosperity of Washington County, Missouri by assisting in production components to produce a product or enhance a service.

## SCOPE

The grant amount will equal up to 50% of the cost eligible, up to a maximum of \$5,000 increments per application.

## ELIGIBILITY

- Reside in Washington County, MO
- Hold a current Washington County, MO business license
- Hold a valid tax ID

## FUNDING FOR

- Growing a business
- Job Creation • Economic Impact
- Providing a Service

## 5 STEP PROCESS

1. Review program guidelines
2. Submit an application
3. Applications are scored by the Southeast Economic Development Service (SEED\$)
4. Approved applicants will receive notice
5. Applicants completes a survey



Executive Director - Krista Snyder

Washington County Industrial Development Authority  
501 East High Street | Potosi | MO 63664  
573.438.6196  
ksnyder@washingtoncomo.com



501 East High Street | Potosi, Missouri 63664 | 573.438.6196 | www.washingtoncomo.com

---

## **WCIDA BUSINESS ENHANCEMENT GRANT PROGRAM GUIDELINES**

*Open annually*

### **SCOPE/PURPOSE OF THE GRANT**

---

This is a 50/50 matching grant up to \$5000. This program is designed to encourage economic growth by investing in capital to enhance production and job creation. The purpose of this grant is to improve the economic prosperity of Washington County by assisting in production components to produce a product or enhance a service. The end goal is sustaining and growing a business in Washington County. The WCIDA funds this program through the Southeast Economic Development Fund and applications will be processed, approved and administered by SEED\$ (GRANT committee).

The grant amount will equal up to 50% of the cost eligible for the enhancement of production for a service, up to a maximum of \$5,000. For example, if a total project is \$6,500, grant is \$3,250 and the business will provide \$3,250 of their own funds. If the total project cost is \$18,000, the grant is \$5,000 and the business will be responsible for \$13,000. [In-kind donations (labor, etc.) do not count toward the applicant's match.]

WCIA could award up to \$20,000 during the annual grant cycle, depending upon number of applications and project selection. (January 1 – December 31)

### **GUIDELINES**

---

Applications will be accepted by email or USPS beginning January 1. Applications will be date stamped by email receipt or postmark upon receipt and will be considered in the order they were received. The GRANT committee will consider applications monthly until all grant funds have been awarded or the grant cycle closes. This grant application process will close with applications received no later than December 31.

Only new projects are eligible up to 3 months prior to the application. Expenses incurred prior to approval of a project are not eligible unless it falls within the 3-month window and must be documented. Projects must be completed within 180 days, or the funding may be withdrawn and returned to the grant pool. Grant recipients will receive funds upon completion of the project and submittal of all required documentation, including permits required by the city, county, or other governmental agency.

The application should indicate the proposed project and expenses. If a local vendor cannot be used, a justification is necessary. If, after a grant is awarded, the project begins and the vendor is unable to complete the project, WCIDA must be notified in writing (via email or mail) of the change, the reasoning for the change, and the proposed solution.

At the discretion of the GRANT committee and/or WCIDA Board of Directors, exceptions to any guidelines may be approved due to special conditions or situations.

## ELIGIBILITY

---

Business that have a valid tax ID number, and are current with their taxes, reside in and possess a current business license in Washington County can apply. Nonprofits and governmental entities are not eligible.

Businesses can apply once per location per calendar year.

## PROJECTS ELIBIBLE FOR FUNDING

Qualifying projects will be relevant to business production to create economic sustainability by assisting businesses to expand or develop a process that provide products for a consumer and is job creation related. A ranking points system will be used with brick and mortar, location, time in business and other factors being considered for grant approval.

Below are examples of approved expenses:

- GROW BUSINESS
  - New/enhanced equipment to be used for production of a product.
    - Additional equipment for job creation and production
    - New business-specific equipment
    - Technology upgrades
  - This project should result in building working capital.
- JOB CREATION
  - Job creation
    - Full time employee(s)
    - Part time employee(s)
    - Benefits
- ECONOMIC IMPACT
  - Enhance local economy
  - Exposure outside of Washington County
  - Exposure within Washington County
- SERVICE
  - Provide services to Washington County
  - Manufacturing/Industry provider

## INELIBIBLE EXPENSES INCLUDE

- Operating costs (including mortgage/rent/lease payments, taxes, wages, salaries, etc)
- Inventory
- Items that are not used for production

## PENALTY

If the applicant fails to meet and maintain the criteria from 1 year of the award, 50% reimbursement of the grant awarded will be requested and legal action will be pursued if necessary.

## COMMITTEE

The GRANT committee will be compromised of the Southeast Economic Development Fund Board. Decisions will be made by a simple majority vote.

## CONFLICT OF INTEREST POLICY

WCIDA board members or SEED\$ board members will be unable to apply for the grant.

## APPLICATION/APPROVAL PROCESS

---

1. Applicant contacts the Executive Director for the WCIDA to obtain application packet, which will include the guidelines and application.
2. Applicant reads all guidelines and conditions, then completes and signs the application.
3. Applicant can email, mail (USPS) or hand deliver the application packet to;
  - a. [ksnyder@washingtoncomo.com](mailto:ksnyder@washingtoncomo.com) – Subject: GRANT APPLICATION
  - b. Washington County IDA, 501 East High Street, Potosi, MO 63664 – ATTN: GRANT APPLICATION
  - c. Applications will only be considered if they are received prior to deadline.
  - d. Application packet will include:
    - i. Detailed outline and summary of the project
    - ii. Jobs to be created
    - iii. Paperwork and invoice of the equipment already purchased or purchase orders
    - iv. Other documentation as requested
4. WCIDA Executive Director will contact the City and County to confirm that the business entity is in possession of a valid business/merchant licensure and is current on all taxes.
5. WCIDA Executive Director will notify the applicant via email or mail (USPS) that their application was received and forward to the GRANT committee.
6. The GRANT committee reviews the applications monthly, beginning the first of each month as long as the funds remain viable. The GRANT committee will select and approve projects, rejects the application, or rejects and makes suggestions for changes. Feedback and suggested changes will be provided in writing and the applicant will be able to re-submit their application within 20 days if this still fits in the grant cycle.
7. Applicants will be notified via letter or email of their application status 3-5 business days after the GRANT Committee has reviewed the application. (normally the 2<sup>nd</sup> full week of the following month) In this letter, grant recipients will be notified of amount of their award or rejection.
8. Grant recipients may commence or purchase equipment on their approved project as soon as they receive grant approval. (recently purchased equipment must not be more than 90 days prior to the application.
9. Grant recipients may submit copies of receipts to the WCIA as soon as the equipment or component has been installed. The GRANT committee will grant the recipient for the amount allotted to them, once the following has been received:
  - Receipt of proof of payment or equipment purchase order
  - Photographic proof of installation or where the equipment will be placed
  - Completion of post-grant survey

# WCIDA BUSINESS ENHANCEMENT GRANT PROGRAM APPLICATION

Business Name: \_\_\_\_\_

Owner Name: \_\_\_\_\_ TAX ID or SSN: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Physical Address: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Type of Business:  Manufacturer  Service  Other Describe: \_\_\_\_\_

\_\_\_\_\_

Property leased (attach copy of current lease)

Current Landlord: \_\_\_\_\_ Phone: \_\_\_\_\_

Address: \_\_\_\_\_

Property owned by applicant

**PROPOSED PROJECT:** Please provide a description of proposed project to include:

- Detailed outline and summary of the project addressing the need for the request (include your view on how this will enhance the local economy)
- Number of jobs to be created in detail (FT or PT with or without benefits)
- Documentation and invoice(s) of the expansion. (must be related to production, not brick and mortar expansion)
- Years in business and other documentation deemed necessary should be submitted

**PROJECT EXPENSES:** Please provide itemized work performed.

<u>Item</u>	<u>Amount</u>	<u>Item</u>	<u>Amount</u>
_____	\$ _____	_____	\$ _____
_____	\$ _____	_____	\$ _____
_____	\$ _____	_____	\$ _____
_____	\$ _____	_____	\$ _____
_____	\$ _____	_____	\$ _____
_____	\$ _____	_____	\$ _____

(attach additional sheets if necessary)

\_\_\_\_\_  
*Signature* *Date*

\_\_\_\_\_  
*Print Name*

\_\_\_\_\_  
*Signature* *Date*

\_\_\_\_\_  
*Print Name*