



INDUSTRIAL DEVELOPMENT AUTHORITY

501 E. High Street, Potosi, Mo 63664
573.438.6196



5 Municipal Drive, Park Hills, Mo 63601
573.431.4296

INDUSTRY ENHANCEMENT GRANT GUIDELINES 2023/2024

SCOPE/PURPOSE OF THE GRANT

This is a 50/50 matching grant up to \$10,000. 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 or enhance a product. 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 could equal up to 50% of the cost eligible for the enhancement, up to a maximum of \$10,000 as funds are available and scoring applies.

GUIDELINES

Grant opportunities are open throughout the year according to this cycle: **2023/2024**.

Round 1:

Application submissions open – July 1 through October 11
Submissions closed for review – October 12 through October 18
Award Deadline – October 31, 2023

Round 2:

Application submissions open – November 1 through January 10
Submissions closed for review – January 11 through January 17
Award Deadline – January 31, 2024

Round 3:

Application submissions open – February 1 through April 10
Submissions closed for review – April 11 through April 17
Award Deadline – April 30, 2024

Round 4:

Application submissions open – May 1 through July 10
Submissions closed for review – July 11 through July 17
Award Deadline – July 31, 2024



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Grant awards will be announced the last week of the month. Applications are available during each cycle at the Washington County Industrial Development Authority office, 501 E. High Street, Potosi; or by email request at contact@washingtoncomo.com.

Applications will be accepted by email, mail or hand delivered during the open cycles listed above and will be date stamped by email receipt or postmark upon receipt to verify received during the cycle. **ALL** applications will be forwarded to the SEED\$ GRANT committee, during the grant cycle open dates.

Only new projects are eligible since the prior award announcement to the application. **If application is denied due to funding, the applicant may resubmit the next consecutive cycle if approved by the GRANT COMMITTEE.* 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 submission of all required documentation, including proof of purchase, W9 tax form, and 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, justification is necessary. If, after a grant is awarded, the project begins and the vendor is unable to complete the project, WCIDA and/or the SEED\$ Grant Committee 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, exceptions to any guidelines may be approved due to special conditions or situations.

ELIGIBILITY

Businesses that hold a valid tax ID number, current with all taxes, reside in and possess a current business license in Washington County and do business in Washington County can apply. Nonprofits and governmental entities are not eligible.

Businesses can apply once per location per calendar year.



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PROJECTS ELIGIBLE FOR FUNDING

Qualifying applications are based on Business Growth, Job Creation, and Economic Impact. Supporting documentation must be included per application otherwise may jeopardize the application.

INELIGIBLE EXPENSES INCLUDE

- Operating costs (including mortgage/rent/lease payments, taxes, wages, salaries, etc.)
- Inventory
- Brick and mortar (building)
- Vehicles
- Marketing
- Any items 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 collected and paid back to SEED\$.

COMMITTEE

The GRANT COMMITTEE will be comprised of the Southeast Economic Development Fund Board. Decisions of award and awarded amount will be decided by a point system.

CONFLICT OF INTEREST POLICY

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

APPLICATION/APPROVAL PROCESS

1. Applicant contacts the Consulting Director for the WCIDA Industry Enhancement Grant to obtain an application packet, which will include the guidelines and application.
2. Applicant reads all guidelines and conditions, then completes and signs the application.



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3. Applicant can email, mail or hand deliver the application packet to:
 - a. contact@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 the deadline of each cycle.
 - d. Application packet must include: (essay questions are required and recommended to be detailed)
 - Business Details
 - Business Growth
 - Job Creation
 - Economic Impact
4. Proof of Tax ID, W9 tax form, copy of paid tax receipt, address of personal residence, place of business location and a copy of the Washington County Business license **MUST** be submitted.
5. Owner must reside and do business in Washington County.
6. WCIDA Consulting Director will notify the applicant via email or mail that their application was received and forward to the GRANT committee.
7. The GRANT committee reviews the applications at the end of each cycle and will notify the second week following the deadline if the applicants are awarded or denied. The GRANT committee will select and approve projects, reject the application, or reject and make 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 within the grant cycle.
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 180 days prior to the application)
9. Grant recipients may submit copies of receipts to SEED\$ and/or WCIDA as soon as the equipment or component has been purchased and installed. The GRANT committee will grant the recipient for the amount allotted to them once the following has been received: Please check.
 - Receipt showing proof of payment, purchase or equipment purchase order
 - Photographic proof of installation or equipment location



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By signing below, you acknowledge you are the legal owner or representative of the business applying and have authorization to pursue this grant, have read and understood the purpose and grant guidelines, and have been honest and forthcoming in all submissions for the WCIDA Industry Enhancement Grant Program. You understand that submission of an application does not guarantee an award of any amount and that the SEED\$ Grant Committee has complete discretion over all awards and their administration. You understand that no monies may be awarded without the completion of the application and submission of all required documents and that awards may be taxable income.

Applicant Name (please print)

Applicant Title (please print)

Applicant Signature

Date

FOR OFFICE USE ONLY

- Application received on _____ (date)
- All requirements met and reviewed by _____ (initials) on _____ (date)
- Application Reviewed by SEED\$ Grant Committee on _____ (date)
- Notification of AWARD or DENIAL by _____ (initials) on _____ (date)