

MONTGOMERY COUNTY MICROENTERPRISE GRANT PROGRAM APPLICATION PACKAGE



August 2016





MicroEnterprise Grant Program Application

Information About You and Your Business

Legal Name of Business: _____

Business Address: _____

City: _____ Zip Code: _____ E-Mail: _____

Business Phone: _____ Mobile Number: _____

Year Business Established: _____ Federal ID #: _____ SSN: _____

Principal Product/Service: _____

Please provide a description of the business and services/products offered:

Is the business minority-owned? Yes No

If yes for minority-owned, what ethnic minority? _____

Is the business owned by a veteran? Yes No

Is the business woman-owned? Yes No

Number of current employees: _____

List below, including the owner and full/part time employees:

Name: _____ Title: _____

Name: _____ Title: _____

Name: _____ Title: _____

Name: _____ Title: _____

Name: _____ Title: _____

Owner/Authorized Signers Name: _____

Home Address: _____ City: _____ Zip Code: _____

Previous Address (if at Current Address Less than 2 Years): _____

Telephone: _____ E-Mail: _____

What was your sales revenue the previous year? \$ _____

Is your business located outside your home? Yes No

Is it a second-income business? Yes No

Please describe how this grant will help your business:

Please describe how the funds will be used:

Use this space to add any other relevant information about you and/or your business:

Please describe assets (equipment, tools, technology infrastructure and upgrade, professional services) to be acquired (if applicable) and why they are needed for the business:

USE OF FUNDS: Please describe in detail how this funding will be utilized. All expenditures must be reasonable, allowable and necessary for the type businesses requesting the funding. (Please attach additional sheet if more space is needed)

Machinery, Equipment, Technology Infrastructure/Upgrades: **(Please list and describe each item and cost).** Please include below the amount of business contribution.

_____	\$ _____
_____	\$ _____
_____	\$ _____
_____	\$ _____
_____	\$ _____

Required 10% Business Contribution (cash or in-kind) \$ _____

AUTHORIZATION: The information contained herein is true, complete and correct to the best of my knowledge. I certify that I have authority to apply for this grant on behalf of the business described herein. I understand that this information may be made available for public review and is subject to Ohio Public Records Act. In the event of grant approval, the undersigned grants permission to the County and its designees to release publicity articles regarding the financing of the project. Signing this application authorizes the personal credit history of the principal owner and/or key individuals, as well as a background check, to be made. By signing below, the undersigned agrees that the grant will be used for business purposes only and not for household, personal or consumer usage. I understand that any willful misrepresentation on this statement could result in a fine and/or imprisonment under provision of the United States Criminal Code U.S.C. Title 18, Section 1001.

Owner:

Print Name

Date

Signature

Date



MicroEnterprise Grant Program Application Checklist

- Completed MicroEnterprise Grant Application
- Company's Business Plan (if available)
- Company's Certificate of Incorporation or Vendor's License
- Business Income Tax Return (for the past year)
- Schedule C of IRS Form 1040
- Current Lease Agreement or Deed to Property (must be a commercial lease/space)
- W9
- Proof of Business Insurance

Documents for Purchase of Equipment, Tools, Technology Infrastructure Upgrades and/or Professional Services

- Quotes of the item/services from three sources
- Copy of signed proposal/agreement/contract for service to be rendered
- Receipt for items purchased
- Photo of item purchased

Additional Documents

- Ohio Identification (Driver License or State ID)
- Borrower's Resume

In the event an application is submitted without all required documentation, the applicant will be notified and will have 10 business days to submit all missing documentation. If the applicant fails to do so, their application will be returned and considered inactive. The right is reserved to request additional information about the business or business owner as needed to process the grant application.

Application Submission

The application must be signed by the company owner. Mail or deliver to:

Community Action Partnership

719 S. Main Street

Dayton, OH 45402

ATTN: LaSandra Wright

937.341.5000, ext. 125

Completed applications can also be submitted electronically as a PDF to lasandraw@cap-dayton.org. Additional information about the program can be found at www.mcomicro.com.



MicroEnterprise Grant Program Policies and Guidelines

Purpose

The goal of the MicroEnterprise Grant program is to support small businesses with five employees or less with financial assistance that will result in business growth, increased revenues and economic development within Montgomery County. Targeted sectors include retail, transportation, the service industry and childcare. There is an emphasis on businesses owned by women, veterans and minorities.

Eligibility Criteria

A business owner/business may qualify for consideration provided it meets all of the following criteria:

- Business must be located in Montgomery County
- Business must have been operating for at least 1 year
- Business must have 5 or fewer employees, including the owner and part-time and full-time employees, at the time the application is submitted. Leased employees through another organization will be considered employees of the business
- Business must be private for profit business. Nonprofit entities and home-based businesses are not eligible for this program
- Business must have sales revenue under \$500,000 annually
- County vendor registration required
- Business must be current on taxes

Permitted Use of Funds and Activities

Funds can be used for the following items, subject to the terms noted:

- Purchase of machinery and equipment.
- Professional services, such as legal, accounting and marketing
- Technology infrastructure and upgrades

Prohibited Use of Funds and Activities

Expenditures not allowed under this program include, but are not limited to the following:

- Payment of rent or utilities



- Cannot refinance personal or business debt
- Cannot be used for political or religious beliefs
- Cannot be used for lobbying
- Cannot be used to assist bars, car dealerships and nightclubs

Program Rules and Requirements

- The minimum grant amount is \$2,500 and the maximum grant amount is \$25,000
- The program is subject to funding availability
- A 10% business contribution is required
- The application must be submitted in the legal name of the applicant (i.e., name of business owner, corporation name as registered with the State of Ohio)
- Submission of an application shall constitute acknowledgement and acceptance of all terms and conditions contained in these guidelines and the application. Acceptance of an application does not constitute a contract and does not obligate the awarding of funds
- Payments will be made directly to the business
- Business must be willing to be a mentor to other small businesses
- Business Development Services may be required

Additional Assistance

Additional assistance can be provided through Community Action Partnership, Minority Business Assistance Center, and Minority Business Partnership.

Grant Approval Process

Eligibility for Grant Funds

All applicants must meet all guidelines for the program. It is highly recommended that applicants complete Community Action Partnership's 10-week course on MicroEnterprise Business and Development or have documentation that they have completed a similar-type course. The business must be located in Montgomery County.

Explanation of Underwriting Criteria

There is a grant review committee made up of local government staff and partners. To ensure that project costs are reasonable and the project makes financial sense, each grant will be evaluated on the amount of funds requested and the need for the funds. Other underwriting criteria will include a background check and a credit history. All efforts will be made to maximize resources to support as many small, emerging businesses possible with limited available funds.

Grant Review Procedures

The grant review committee shall be responsible for reviewing and making the final decisions on approvals or denials of grants submitted. In order to do this, the following items are required and are included on the application checklist:

- ___ Completed MicroEnterprise Grant Application
- ___ Company's Business Plan (if available)
- ___ Company's Certificate of Incorporation or Vendor's License
- ___ Business Income Tax Return (for the past year)
- ___ Schedule C of IRS Form 1040
- ___ Current Lease Agreement or Deed to Property (must be a commercial lease/space)
- ___ W9
- ___ Proof of Business Insurance
- ___ Borrower's Resume

Documents for Purchase of Equipment, Tools, Technology Infrastructure Upgrades and/or Professional Services

- ___ Quotes of the item/services from three sources
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Additional Documents

- ___ Ohio Identification (Driver License or State ID)

The Grant Review Committee shall be comprised of 5-7 members which include: an employee of Montgomery County, an employee of Community Action Partnership, a representative of Minority Business Partnership, a representative of Minority Business Assistance Center, an employee from the City of Dayton and/or City of Kettering, and a representative from Small Business Development Center. The decision of the Grant Review Committee is final.