

BUSINESS INNOVATION GRANT APPLICATION

APPLICANT/BUSINESS INFORMATION

Applicant Name(s) _____

Applicant Address(es) _____

Phone _____ Email _____

Business Name _____

- Business/Application Type
- New startup
 - Retirement acquisition/new ownership
 - Established business
 - Expansion
 - Adding new location
 - Relocating to Emmetsburg

Projects/Services Offered _____

Anticipated Business Hours:

Monday	_____
Tuesday	_____
Wednesday	_____
Thursday	_____
Friday	_____
Saturday	_____
Sunday	_____

Will you be offering e-commerce? Yes No

Grant Request Amount (max. \$10,000): _____ Total Project Cost: _____

- Project Funding Sources
- Business Innovation Grant
 - Other grants
 - Loans
 - Personal funds
 - Other

PROJECT SUMMARY

Provide a general description of the proposed project, including primary goals and objectives, overall timeline, and use of grant funds.

MISSION & GOALS

What are the specific goals/mission the business seeks to achieve?

IMPACT

Describe the impact the business will have on Emmetsburg (i.e. local economy, job creation, community vibrancy, tax base, building appearance, etc.).

COMMUNITY NEED

Is there evidence of need/demand for the business in the community? Please describe how the business concept, products and/ or services have been tested. Will the project address a challenge the community is facing?

TARGET AUDIENCE

Who is(are) the target audience(s) of the business? Please describe plans to market the business to the target audience(s).

INNOVATION

Give your case for support as to why this project is unique and worthy of funding. How will the business address challenges through innovation and creativity?

TIMELINE

Provide a detailed timeline of tasks necessary to open/expand the business, along with the anticipated opening/completion date.

JOB CREATION

Describe the number of full-time, part-time, and/or seasonal employees your business will employ short-term and the potential for the future, including yourself. (Feel free to refer to the business plan.)

BUDGET

Describe the need for funding and what you will use the money for, if awarded. Please share your own personal investment in the business/project. Please indicate if funding has already been secured through a lender, if needed. Outline your project budget in detail below.

USE OF FUNDS	DESCRIPTION	AMOUNT
Building Acquisition		\$
Business Acquisition		\$
Land Acquisition		\$
Site Development		\$
Engineering/Design		\$
New Construction		\$
Renovations/Repairs		\$
Materials/Inventory		\$
Equipment		\$
Furniture/Fixtures		\$
Supplies		\$
Marketing		\$
Technology		\$
Legal/Accounting		\$
Other		\$
Other		\$
PROJECT TOTAL		\$

SKILLS & EXPERIENCE

Explain your background, skills, experience, and training that will help you in this new/growing business. Identify additional training that you might benefit from.

PROJECT PARTNERS

Identify all partners, logistical and financial, including an explanation of roles and responsibilities.

ATTACHMENTS

Required Documents to Accompany Application (please attach):

- Business Owner(s) Resume(s)
- Business Plan/Market Study
- 3-Year Income and Expense Projections

It is **highly recommended** for all applicants to utilize the services of the Northwest Iowa Small Business Development Center (SBDC) to prepare business plans and financial projections. Additional small business resources include Iowa Sourcelink and the Tietz Entrepreneurial Center.

Optional Documents to Accompany Application:

- Financing Commitment Letter(s)
- Letter(s) of Support
- Current Business Profit & Loss Statement

COMPLETE THE APPLICATION ONLINE (PREFERRED):

www.form.jotform.com/emmetsburg/BIG-application

OR EMAIL, MAIL OR DELIVER COMPLETED APPLICATIONS TO:

City of Emmetsburg Economic Development

2108 Main Street

Emmetsburg, IA 50536

greichter@emmetsburg.com