

# **SANPETE COUNTY BUSINESS EXPANSION**

## **GRANT PROGRAM**

### *Purpose/Introduction:*

The Sanpete County Business Expansion and Start-Up Grant Program is designed to provide resources for business owners looking to expand or entrepreneurs who want to start a business and stimulate Sanpete County's economy. These funds come from state-allocated dollars intended for economic development in Sanpete County.

The approval of the grant funds is based on the availability of funds. Grants will be awarded on a first-come, first-served basis and following the process defined below. The awarding of these grants is entirely at the discretion of the Sanpete County Economic Opportunity Board (CEO Board) and the Sanpete County Commissioners as defined by the Utah Governor's Office of Economic Opportunity. The grant is a matching reimbursement grant and will be paid upon submission of receipts for costs incurred by the business owner for the approved project up to the approved award amount.

Sanpete County has grant funds for potential projects. Expansion projects will be capped at \$20,000 and start-up projects will be capped at \$5,000. A dollar-for-dollar (50/50) match will be required. Cash and in-kind matches are both accepted. Upon grant approval, benchmarks will be established and agreed upon by both the CEO Board and the business entity receiving the grant. Possible benchmarks include operations, construction, job creation, or other activities that will positively impact Sanpete County's economy. Start-ups must provide a feasible business plan AND agree to work with the Small Business Development Center to ensure the highest possible level of success.

Eligible applicants include the following:

- for-profit businesses;
- non-profit organizations; and,
- local government entities

All applicants must be located in Sanpete County. Examples of eligible grant projects include, but are not limited to:

- purchasing new equipment
- construction projects to expand your business
- materials, supplies, and other start-up costs

The following projects/expenses are ineligible for the grant program:

- project area that is not located in Sanpete County
- short-term payroll, utility, or other operating expenses
- significant upgrades to existing fixtures, furniture, furnishings, etc that are not strictly necessary for business operations.

Upon submission of the application, the applicant will be pre-qualified and then given the option to present the project to the CEO Board to be considered for funding. Applicants must submit the following documentation with the application:

- current W-9;
- business license issued by Sanpete County or local municipality (if applicable);
- IRS determination letter (nonprofits only, if available);
- any additional documentation the business entity deems helpful in deciding on a grant award

### *Grant Application Schedule and Submission Details*

Grant Funding Period: February 1, 2024 until the funds are depleted

Applications are to be submitted to Jenna Draper with Sanpete County Economic Development via email, [jedraper@sixcounty.com](mailto:jedraper@sixcounty.com)

### *Grant Approval Process*

Applicants will have the option to attend and present at the CEO Board Meeting where their application is being reviewed. If the applicant chooses not to attend in person, their full application will still be reviewed. The CEO Board may contact the applicant with follow-up questions before a final decision is rendered. The CEO Board meetings will be held monthly (subject to change if a quorum of four is not in attendance). The CEO Board reserves the right to award grant funding at its sole discretion, regardless of funds available.

### *Reporting Requirements*

Reporting criteria will be in coordination with the business entity but will require criteria including project progression, construction timeline, and overall business status throughout the project. Projects will be required to report to the CEO Board after completion of the project. A report template will be provided upon grant approval. Sanpete County's CEO Board reserves the right to alter the reporting structure based on the nuances of individual projects.

### *Questions and Contact Information*

Jenna Draper, Sanpete County Economic Development

Phone: 435-893-0718

Email: [jedraper@sixcounty.com](mailto:jedraper@sixcounty.com)