UG Small Business Grant

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Preface

In recent years, there have been significant changes in Kansas City, Kansas, including public infrastructure improvements, a new transit hub, and new businesses. In order to encourage continued growth, the Unified Government of Wyandotte County/Kansas City, Kansas ("UG") Economic Development Department is implementing the UG Small Business Match Grant. The program will be administered through the Small Business Liaison.

SECTION 1 –Goal

To administer the UG Small Business Grant to qualified applicants that own an existing small business - twenty-five (25) or fewer employees, that are primed for expansion and moving to the next level in business and job growth.

SECTION 2 –Target Area

The Small Business Grant will target traditional commercial corridors and areas such as the downtown corridor and older urban areas of Kansas City, Kansas.

SECTION 3 –Strategy

The strategy is to promote small business activity for the target areas through a one-time **reimbursable** grant to applicants.

The UG will provide grants of $1,000 to $10,000 to applicants in need of one or more of the grant types. The award amount will be based on need and the qualified matching investment.

Types of grants for qualified applicants that own an existing small business that are primed for expansion and moving to the next level in business and job growth:

Cost related to an expansion, purchase or lease

- a) Renovation costs (sheetrock, flooring, painting, etc.)
- b) Façade and minor roof repairs (painting, sealing, etc.)
- c) Inventory costs (other than office supplies, etc.)
- d) Equipment cost (miscellaneous equipment, etc.)
- e) Marketing (webpage, signage, etc.)

Grant applications that will be denied:

1. Home based businesses
2. Liquor stores, Payday loans, Hookah and Vape shops.
3. Bars and establishments that sell alcohol with less than 50% in food sales (sites with state and federal license for production and distribution may apply)
4. Seed capital
5. New businesses operating less than one year

UG Goals:

1. Helps stimulate growth and new investment
2. Helps with small business/neighborhood vitality

3. Urban innovation
4. Coordination with other public and private groups
5. Business in an older urban area of Kansas City, KS

The UG will make every effort to market the program online, brochures, and through selected partnering organizations.

SECTION 4 –Program Funding

The amount allocated annually will be divided equally between grant cycles.

SECTION 5 –Application Procedures

1. Obtain an application from the UG Economic Development Department web page at wycokck.org. See EXHIBIT A.

2. Submit a completed application (Cycle 1 deadline April 1st, Cycle 2 deadline August 1st) and the following supporting documentation to the UG Economic Development Department located at 701 North 7th Street, Suite 421, Kansas City, Kansas 66101:

   a) Business Plan with a minimum 3 yrs. of financial projections
   b) A detailed one page business summary of how the grant is to fill a gap in financing
   c) A signed copy of the lease agreement or real estate contract (*if applicable*)
   d) Previous year business taxes
   e) Occupational tax certificate
   f) If registered with the Secretary of State's office, a copy of the certificate
   g) Documentation of the requested items with pricing

3. Applications will be reviewed for compliance no more than three weeks after an application deadline.

4. Applicant will be scheduled for an interview to discuss the request. If the applicant is requested to turn in more documentation, the applicant will have no more than two weeks to submit the documentation or the application will be denied.

5. The UG reserves the right to request additional information, make additional stipulations, and/or deny the application.

SECTION 6 – Application Deadline

The Economic Development Department will review applications twice a year.

- Cycle 1 deadline- April 1st
- Cycle 2 deadline- August 1st

Applications will be reviewed based on their alignment with the previous listed UG Goals. Small Business Liaison will present all qualified applications to the Program Advisory Committee. The Committee will make recommendation to the County Administrator for approval or denial. Once approved, applicants have 18 months to utilize grant funds.

SECTION 7 – Program Advisory Committee

The UG Small Business Grant will have a UG advisory board consisting of members from the UG. The board will be chaired by the Small Business Liaison and include a representative from Planning and Zoning, and the Neighborhood Resource Center.

SECTION 8 – Marketing

The Grant will be marketed through the Small Business Liaison and Economic Development staff through the Unified Government website, social media and community engagement events.

SECTION 8 –Reporting

Small Business Liaison will report semi-annually to the Economic Development & Financing Standing Committee on the Small Business Grant's activity.

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EXHIBIT A

Small Business Grant Application

Date _____ ____, 20___

Company Name _____ Phone _____

Business Address_____

Name _____ Phone _____

Mailing Address _____

Email _____

Business Inception Date: _____

Type of Business: A. _____ Retail   B. _____ Office   C. _____ Manufacturing
                    D. _____ Other

If other, please describe: _____

Requested Grant Amount: _____

Grant Type: _____

Applicant:

By signing below, the applicant agrees to adhere to all procedures in the Small Business Grant Plan:

Submitted by: _____ _____ _____ ___, 20___
                  (Print name)   (Signature)   (Date)

DO NOT WRITE BELOW THIS LINE - *FOR OFFICE USE ONLY*

Date application came into this office: _____ ___, 20___

Application completed in full and all documentation is attached: Yes ____ No ____