



*6<sup>th</sup> Annual*  
**\$2,500 Jackson County Chamber of  
Commerce Small Business Grant  
Application**

**Deadline: September 14, 2018, at 5:00 p.m.**

*Five Chamber members will receive a \$2,500 privately funded grant to help grow their businesses!*



***Grow your business with \$2,500!***

- Marketing Materials (Including Websites)
- Storefront and/or Customer Area Improvements
  - Display for Merchandise
- Other ways that can GROW YOUR BUSINESS!

**Applications must be typed and emailed to [CEO@jcchamber.com](mailto:CEO@jcchamber.com).**

*Review this application and its guidelines in its entirety. You will receive a confirmation email when you submit your application. If you do not receive this confirmation within a week of sending your application, please contact the Chamber.*

## Jackson County Chamber of Commerce Small Business Grant Application



**Electronic Application Deadline:**  
5:00 p.m. on Friday, September 14, 2018

Small businesses make up nearly 85 percent of the Jackson County Chamber of Commerce membership. The Chamber is always here to support community and small business development within Jackson County. Companies are eligible who are Chamber members and meet the specific criteria.

There will be five \$2,500 grants awarded at the 2018 Annual Chamber Membership Meeting on October 9, 2018.

Small Business Grants must be focused on increasing revenue through investing in sustainable marketing\*. This includes the following:

- **Marketing Materials (Including Websites)**
- **Storefront and/or Customer Area Improvements**
- **Display for Merchandise**
- **Other ways to grow your business!**

*\*Does not include on-going operating expenses or advertisement payments.*

To apply, review the guidelines below and complete the application on the next page. You must provide all requested information to be eligible. **The application must be emailed to the Jackson County Chamber of Commerce (CEO@jcchamber.com) no later than 5:00 p.m. on Friday, September 14, 2018.** Any applications received after the due date will not be considered. Applications must be typed. Any images (brochures, invoices, etc.) should be included in the document as one attachment. Separate attachments and emails are acceptable. Please reduce the size of your files to ensure that they will be sent correctly. An email confirmation will be sent.

If you would like to request a quote from any Chamber member, please contact the Chamber for contact information or visit [www.jcchamber.com](http://www.jcchamber.com) and view the Membership Directory. For questions on the details of your application, please contact Carla Todd, President and CEO, IOM, of the Jackson County Chamber of Commerce, at [CEO@jcchamber.com](mailto:CEO@jcchamber.com).

## 2018 Jackson County Chamber of Commerce Small Business Grant Guidelines:

1. A small business is defined as a business with the equivalent of 50 full-time employees or less (*two part-time employees equals one full-time employee for the purpose of this application*).
2. Applicants must complete the entire application, and it must be typed and submitted electronically to CEO@jcchamber.com. Please include as much detail as possible. Applications must be emailed to the Jackson County Chamber of Commerce (CEO@jcchamber.com) no later than 5:00 p.m. on Friday, September 14, 2018. You will receive a delivery confirmation. Contact the Chamber within a week if you have not received this. The application questions (Page 4) address the following:
  - Business/Non-Profit Information
  - Vision and Keys to Success
  - Impact and Involvement
  - Human Resource Information
  - Grant Proposal
3. Application for the grant gives permission for the Jackson County Chamber of Commerce Board of Directors, staff or a designee to visit the business for evaluation.
4. The decisions of the selection committee will be final.
5. To be eligible for the Jackson County Chamber of Commerce Small Business Grant Program, applicants must be a member of the Jackson County Chamber of Commerce with no outstanding balances and have paid for a full year of membership.
6. Small Business Grant recipients must comply with the reporting procedures for the acceptance of a grant. This includes but is not limited to the following:
  - Project must be completed no later than six months after selection.
  - Grant funds must be appropriated toward what the application addressed.
7. The total available funds for this grant is \$2,500.00.
8. If the Panel of Judges selects your business to fund, grantee is to maintain accurate financial records on the receipt and use these funds and be prepared for an inspection by the Jackson County Chamber of Commerce representative. Documentation to be kept includes invoices, receipts, canceled checks, ledgers and any other similar accounting records. **Invoices must be paid by the award recipient organization.**
9. Completed project reports must be received by the Jackson County Chamber of Commerce by the date deemed due by the Chamber. **No exceptions are allowed.**
10. If a project changes during the development stages, then a letter is to be submitted to the Chamber of Commerce for approval before modification. The letter must state what has been approved for funding, the requested change and reasons for change. The Chamber of Commerce will notify grant awardee if changes are accepted.

## Jackson County Chamber of Commerce Small Business Grant Application Questions:

Type answers (numbered) to the following on a separate sheet and submit electronically to [CEO@jcchamber.com](mailto:CEO@jcchamber.com) as one PDF or Word document by September 14, 2018, at 5:00 p.m. Any images (brochures, invoices, etc.) should be included in the document as one attachment. Separate attachments and emails are acceptable. Please reduce the size of your files to ensure that they will be sent correctly. An electronic confirmation will be sent. Contact the Chamber if you have not received confirmation within one week of sending the email.

### 1. Business/Non-Profit Information

- Business Name
- Physical Address, City, State and Zip Code
- Name and email address of person completing the application
- Telephone and/or Fax Number(s)
- Are you currently open for business? (Y/N)
- Is your business home based? (Y/N)
- What year did you start your business?
- Form of Business (Choose One): Sole Proprietorship; Partnership\*; Corporation; LLC or PLLC
  - If your business is a partnership, all owners must be listed on this page.
- Business Owner(s)\*
- Federal ID#
- State ID#
- Date your application (*and it must be sent electronically as one PDF or Word document by 5:00 p.m. on Friday, September 14, 2018*).

### 2. Vision and Keys to Success (Limit: 300 to 500 Words)

- Give a brief history of your business/organization.
- List types of services/products offered.
- What is your Mission Statement?
- Give a brief statement on the plans for your business over the next five years.
- Include business cards, brochures or flyers that adequately describe your business (submit an electronic version of them with the application).

### 3. Impact and Involvement

- Chamber Involvement: Please note your involvement in the Chamber, and feel free to add additional comments or thoughts about your Chamber membership.
- Please add other community endeavors for your company/non-profit.

### 4. Human Resource Information

- How many people work within your business/organization (separate full-time and part-time employee count—include all branches and the corporate offices employed locally)?

### 5. Grant Proposal (Limit: 300 to 500 words)

- Please describe how you plan to use the grant, should you be selected.
- An estimated cost of the project, substantiated by an invoice or quotes, must be included in the application. This needs to be included within the PDF or Word document.

By submitting an application, you certify that the information in the application is true, complete and accurate to the best of your knowledge. You are aware that information will be kept confidential and that the selection of the grant recipients is at the sole discretion of the Jackson County Chamber of Commerce's selection committee. This also ensures that you agree to the Guidelines presented on Page 3.