



# Eagle Mountain Chamber of Commerce Small Business Grant Application

**Deadline: February 24<sup>th</sup>, 2020**

*Chamber members will receive up to a \$10,000 privately funded by a Facebook grant to help grow their businesses!*



- Marketing Materials (Including Websites)
- Storefront and/or Customer Area Improvements
  - Display for Merchandise
    - Technical items
    - Computer software, hardware, ect
- Other ways that can GROW YOUR BUSINESS!

**Applications must be typed and emailed to [holly@eaglemountainchamber.com](mailto:holly@eaglemountainchamber.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.*



## Eagle Mountain Chamber of Commerce Small Business Grant Application

### **Electronic Application Deadline:**

5:00 p.m. on February 24<sup>th</sup>, 2020

Small businesses make up most of the Eagle Mountain Chamber of Commerce membership. The Chamber is always here to support community and small business development within Eagle Mountain Companies are eligible who are **Chamber members** and meet the specific criteria.

There will be grants awarded at the 2020 Chamber Luncheon Meeting on March 12<sup>th</sup>, 2020.

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**
- **-STEM or Electronic based needs and related items**
- **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 Eagle Mountain Chamber of Commerce (holly@eaglemountainchamber.com) no later than 5:00 p.m. on Monday February 24<sup>th</sup>, 2020.** 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.

Please make sure that you have registered as a member of the Eagle Mountain Chamber prior to submitting an application. Membership payments can be made online by visiting our website [www.eaglemountainchamber.com](http://www.eaglemountainchamber.com)



### **2020 Eagle Mountain 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 equal 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 [holly@eaglemountainchamber.com](mailto:holly@eaglemountainchamber.com). Please include as much detail as possible. Applications must be emailed to the Eagle Mountain Chamber of Commerce ([holly@eaglemountainchamber.com](mailto:holly@eaglemountainchamber.com)) no later than 5:00 p.m. on February 24<sup>th</sup>, 2020. You will receive a delivery confirmation. Contact the Chamber within a week if you have not received this.
3. Application for the grant gives permission for the Eagle Mountain Chamber of Commerce Board of Directors, staff or a designee to visit or request current pictures or website approval of the business for evaluation.
4. The decisions of the selection committee will be final.
5. To be eligible for the Eagle Mountain Chamber of Commerce Small Business Grant Program, applicants must be a member of the Eagle Mountain Chamber of Commerce with no outstanding balances. Nonmembers will not be considered.
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: Grant funds must be appropriated toward what the application addressed.
7. 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 Eagle Mountain Chamber of Commerce representative. Documentation to be kept includes invoices, receipts, canceled checks, ledgers and any other similar accounting records.
8. 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.



## **Eagle Mountain Chamber of Commerce Small Business Grant Application Questions:**

Type answers (numbered) to the following on a separate sheet and submit electronically to [holly@eaglemountainchamber.com](mailto:holly@eaglemountainchamber.com) as one PDF or Word document by February 24<sup>th</sup>, 2020. 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 February 24, 2020*).

### **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.
  - Add any other information as to why you are applying for the grant.

### **4. 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 Eagle Mountain Chamber of Commerce's selection committee. This also ensures that you agree to the Guidelines presented on Page 3.*