



## Micro-Grant Application

The LCDC has a micro-grant program for new and existing companies in Leavenworth County to assist businesses in creation and retention of jobs while making an economic impact in the county. Prior to submitting the application, businesses should contact Diana Dodd, Assistant Director, at (913) 727-6111 or email [ddodd@lvcountyed.org](mailto:ddodd@lvcountyed.org).

### Eligibility Requirements:

- For-profit businesses may apply.
- Companies with less than 20 employees and less than \$750,000 in annual revenue may apply
- A company match is required.
- The company must be operating out of a brick-and-mortar business location in Leavenworth County.

### GUIDELINES:

#### **Grants will be made for the following:**

- Purchase of equipment
- Accounting/attorney fees for business set up
- Vendor training expenses
- Consulting/leadership training fees
- Initial IT/website development costs
- Remodels or additions to real estate
- Other key business investment

#### **Grant commitments and funding level factors:**

- Grants will be committed and funded on a first-come, first-served basis based on availability of funds.
- Payments will be made upon applicant's submission of receipts for eligible project costs.
- Economic development impact should be demonstrated by the applicant.
- The amount of each grant will range from a minimum of \$200 to a maximum of \$1,500.
- The final grant award amount will be determined by LCDC staff, based on available funds and economic impact.
- New businesses and start-ups will receive grant funding once open for business.

Applications may be submitted by mail or email to:

Diana Dodd ddodd@lvcountyed.org.

Leavenworth County Development Corporation  
1294 Eisenhower Road  
Leavenworth, KS 66048

Date Submitted : \_\_\_\_\_

### 1. Applicant Information

Applicant Name \_\_\_\_\_

Applicant Business \_\_\_\_\_

Business Street Address, City, State, Zip \_\_\_\_\_

Business Mailing Address, City, State, Zip \_\_\_\_\_

Telephone Number \_\_\_\_\_

Email Address \_\_\_\_\_

Business Website \_\_\_\_\_

### 2. Business Information

Type of Business \_\_\_\_\_

Product or Service \_\_\_\_\_

Date Established \_\_\_\_\_

Business Is \_\_\_ New \_\_\_ Existing

Current Number of FT employees \_\_\_\_\_ Current Number of PT employees \_\_\_\_\_

Federal Tax ID Number \_\_\_\_\_





## **6. Attachment Checklist**

1. Leavenworth County Development Corporation Micro-Grant Application
2. Current financial statements for applicant's business.
3. Copy of current business plan, if available.