

## **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 <u>ddodd@lvcountyed.org</u>.

#### **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 :\_\_\_\_\_

2.

### 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
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\_\_\_\_\_

Please list the names of principal owners and officers:

Bank Information (Name, Primary Contact, Contact Information)

### 3. Proposed Project

Retention \_\_\_\_ Expansion \_\_\_\_ New Project \_\_\_\_

Planned Use of Funds:

- Acquisition of BuildingConstruction of New BuildingExpansion of Existing BuildingPurchase of Equipment
- \_\_\_\_\_ Vendor Training Expenses \_\_\_\_\_ IT expenses
- \_\_\_\_\_ CPA/Accounting fees
- \_\_\_\_ Other

\_\_\_\_\_ Attorney Fees

Please provided a detailed description of how funds will be utilized including a time frame for completion.

Please provide projections of the total number of jobs that will be retained or created and job classification and averages hourly wages for each:

### 4. Time Frame

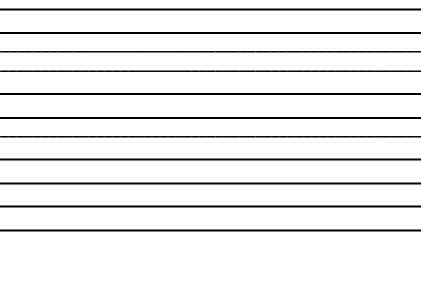
Project Start Date\_\_\_\_\_ Job Creation Start Date\_\_\_\_\_

Project Completion Date\_\_\_\_\_ Job Creation Completion Date\_\_\_\_\_

Total Capital Investment (including lease) \_\_\_\_\_

# 5. Summary & Request Amount Company Match: \$ Request Amount: \$

Describe in detail the economic impact this company has on the community and how the funds will further increase this impact. This narrative should also emphasize how the expenditure will allow the company to increase revenue.



## 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.