

# 2014 Chamber Small Business Grant Program

## 2014 APPLICATION

**Electronic Application Deadline:**  
5:00 p.m. on Friday, September 19, 2014

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 71st Annual Meeting in October 2014.

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

- **Marketing plans**
- **Storefront improvements**
- **Customer area improvements**
- **Display for merchandise**
- **Advertising campaign development**

*\*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 19, 2014.** Any applications received after the due date will not be considered. Applications must be typed. You may attach extra images or documentation electronically with the application. An email confirmation will be sent.



*The Small Business Grant Program was created to assist small business development and expansion.*

## 2014 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](mailto:ceo@jcchamber.com). Please include as much detail as possible. Applications must be emailed to the Jackson County Chamber of Commerce office no later than 5:00 p.m. on Friday, September 19, 2014.
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.
6. Include a brochure, business card or flyer that adequately describes your business in the electronic application.
7. Small Business Grant recipients must comply with the reporting procedures for the acceptance of a grant.



# Jackson County Chamber of Commerce 2014 Small Business Grant Application Questions

Please type answers (numbered) to the following on a separate sheet and submit electronically to [ceo@jcchamber.com](mailto:ceo@jcchamber.com) as one document (including electronic pictures of brochures, business cards, images, etc.). An electronic confirmation will be sent.

## 1. Business/Non-Profit Information

- Business Name
- Physical Address, City, State and Zip Code
- Telephone and/or Fax Number(s)
- Are you currently opened 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#
- Note on your application who is completing the application and the company/organization name.
- Date your application (*and it must be sent electronically by 5:00 p.m. on Friday, September 19, 2014*).

## 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

- On average how many Chamber functions do you attend each year?
- What date did you join the Jackson County Chamber of Commerce?
- Chamber Involvement: Please note any of the following that apply to your involvement in the Chamber, and feel free to add additional comments or thoughts about your Chamber membership:

Hosted a Chamber After 5	Attend ISA Meetings	Member of the Board of Directors	Participate in Membership Campaigns
Serve on an Issue Manager Group	Advocate of the Chamber to Others	Have Sponsored a Chamber Event	An Employee is a Chamber Ambassador

## 4. Human Resources

- 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.
- Please include the estimated cost of the project, substantiated by an invoice or quotes.
- Attach additional documentation if needed to help convey your use of the grant, should you be chosen.

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.