



## City of Terre Haute Small Business Retention/Expansion Grant Program

**Funding:** \$1,500,000

### **Purpose**

The goal of this grant program is to provide financial support for small businesses in the City of Terre Haute to respond to the negative impacts of the COVID-19 pandemic and to increase the economic health of the area. Understanding many small businesses and nonprofits are still healing economically from the pandemic, or growth was stalled due to the pandemic, the City wants to positively impact their ability to stabilize and ultimately grow. The program also focuses on multiple pillars of the See You In Terre Haute Community Plan, including economic development, quality of life, and talent attraction and retention. These grants are intended to help small businesses grow, support business recovery, and increase the overall resiliency of local businesses in the City of Terre Haute.

### **Goals**

Retain existing businesses  
Retain existing employees  
Increase revenue  
Increase employees

### **Eligibility of Applicants**

- Business currently based in the City of Terre Haute limits.
- 75 or fewer full-time employees
- Locally owned and operated - this includes franchised businesses.
- Business cannot be a subsidiary of a larger corporation.
- Publicly traded companies are not eligible.
- Must have been in operation in the City of Terre Haute since March 2022 and must still be in operation.
- Applicant business must be registered and in good standing with Indiana Secretary of State as a Business Entity, or if a sole proprietorship have a certificate of assumed business name or doing-business-as (DBA) form record from the County Recorder.
- Must disclose information on any pending litigation or legal actions.
- Businesses must not be debarred, suspended, or otherwise excluded from or ineligible for participation in Federal assistance programs as noted in the attached SBA ineligible loan link ([not eligible for SBA loans](#)).

### **Eligible Use of Funds**

- Capital expenditures
  - o Examples include equipment and technology.
- Infrastructure



- Business façade and improvements, renovations, major repairs, expansion (including down payment for building purchase)
  - Note: Preference given to owned buildings and those who use contractors based in West Central Indiana
- Business planning, technical or service provider assistance
  - Examples include utilizing an accounting service to help convert business to QuickBooks, or the set-up/implementation of a point-of-sale system.
- Marketing
  - As included in budget with other items to grow expansion.
- Employee attraction – signing bonus
- Workforce development – training

#### **Ineligible Use of Funds**

- Debt payments
- Lease payments
- Employee salary and benefits
- Utilities
- Insurance
- Outside business expenses including personal use

#### **Grant Award Amounts**

Grant awards will be made up to a max of \$100,000 and a minimum of \$10,000. All funding requests must be based on clearly supporting the applicant's business goals in their application and be itemized in their budget. While its intention is to award full requested funding amounts, the grant program reserves the right to partially fund a proposal. Awardees will have 2 years to implement and complete projects.

#### **Project Qualification Survey**

As the first step, each applicant will complete a Project Qualification Survey outlining their basic funding request and business basics, and provide Business Eligibility documents. Review of these documents will determine whether or not a business is eligible to apply for funding. This will help potential applicants avoid developing lengthy proposals which are not competitive. It will also potentially reduce the number of applicants submitting full proposals to a manageable size for thorough review.

If the Project Qualification Survey doesn't align with eligible funding opportunities, varies significantly from the grant purpose and outcomes, or if any of the requested Business Eligibility documents are not available and submitted, the applying business will not be allowed to submit a full application and will be removed from the process and notified of the decision.

The Project Qualification Survey will provide the following information:

- The name and address of the business and contact information.
- Brief introduction and overall goals of the business



- Eligibility questionnaire
- An approximate amount to be requested for funding, the intended use of the funds, and a brief description of how these funds will help the business achieve the required goals of the grant opportunity. The funding amount requested here is not binding and can be changed if the business is selected for a full application, but the applicant must provide an explanation of the need to change the requested amount.

### **Business Eligibility Document Attachments**

- Completed W-9 form.
- To verify a business has been in operation provide the business's last two years of tax returns including any of the following forms (first page only): 1120, 1120S, 1065, or schedule C of personal tax return. If the most current fiscal year-end taxes are not yet completed a business's most current available balance sheet and income statement along with the first page of a bank statement in the business's name for March 2022, 2023, and 2024.
- Indiana Secretary of State Business Entity Certificate or certificate of assumed business name or doing-business- as (DBA) form record from the County Recorder
- Verified employee count – UC-5A form report.

### **Full Application Requirements**

- Summary of business plan
- Grant project narrative
- Compliance questionnaire
- Project timeline/workplan
- Detailed budget breakdown and narrative

### **Timeline and Application Process**

- Project Qualification Survey with Business Eligibility documents open online: April 2, 2024
- Potential applicant meetings for assistance – Chamber host meetings at The Hub
  - o April 17<sup>th</sup> @ 2:00 pm – May 1<sup>st</sup> @ 8:30 am - May 9<sup>th</sup> @ 6:00 pm
- Project Qualification Survey and Business Eligibility Round 1 Review: May 16, 2024 at 5:00 pm
- Potential applicant meetings for assistance – TBD - Chamber host meetings (if needed)
- Project Qualification Survey and Business Eligibility documents final deadline: June 27, 2024 at 5:00 pm
- Invitation-only full application open: July 2024
- Applicant meeting for grant application process assistance – TBD – United Way
- Invitation-only full application due: September 17, 2024
- Review and award notification complete: December 2024
- Expend full funds and final report due: December 2026

### **Application Review Process**

United Way staff and the grant oversight committee, comprised of business subject matter experts, will



review all Project Qualification Surveys and Business Eligibility documents for completeness and eligibility. Those deemed eligible will be invited to the full application process. The Project Qualification Surveys and Business Eligibility documents will be reviewed by the grant oversight committee in two rounds. Businesses only need to apply by the final deadline, but those who are disqualified from the first round are able to reapply if items can be corrected before the final Project Qualification Survey deadline. The grant oversight committee members will be determined prior to opening the project qualification process.

Members of the grant oversight committee could include but not be limited to:

- One appointed member from the Terre Haute City Council - nominated by the President.
- Mayor of Terre Haute
- United Way executive leadership
- Terre Haute Chamber executive leadership
- Community Impact Committee volunteers - knowledgeable and familiar with review processes already in place by United Way

After invited applicants complete their full applications, they will be reviewed and scored by review teams that are led by a chair. Each team will be comprised of community members and business leaders. Application reviewers will sign conflict-of-interest forms to ensure applicants will receive impartial treatment.

Each team of reviewers will use a standard scoring rubric to evaluate a set number of applications. Those scores will be used to guide grant funding recommendations by each review team. Those recommendations will then be combined into a single ranked list, and the review team chairs will meet to decide on a final funding recommendation based on the applicants' scores, total number of applicants, and available funds. Final funding recommendations will be approved by United Way's Community Impact Committee (CIC), which oversees the organization's community investments, and United Way's Board of Directors as fiduciary overseers of the organization.

### **Reporting, Documentation, and Compliance**

Each grant award will require a mutually signed grant agreement that details reporting, compliance, and payment requirements. Included in the agreement is a course of action for non-payment and reimbursement if grantees do not follow required procedures.

All payments of the grant will be made on a claim basis from the total award. Detailed receipts will be required for all expenditures. Payments will be made after expenses have been incurred from the grantee, but we understand sometimes cash flow prohibits reimbursement. In those cases, we are able to allow payments of grant funds based on detailed quotes from vendors. Payments made from quotes require detailed receipts of expenditure to verify all expenses.



United Way  
of the Wabash Valley



Awardees will be required to provide grant reports on a 6-month cycle detailing outcomes and updates of their business and proposed project based on their application outcomes. These reports will be narratives and provide photos of progress as available. Reports will be shared with the City of Terre Haute as a means of tracking progress on community grant spending.

### **Questions**

For grant questions or guidance please contact the United Way of the Wabash Valley office at 812-235-6287 or [info@uwwv.org](mailto:info@uwwv.org).