



City of Terre Haute Small Business Retention/Expansion Grant Program

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 and county want 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

Eligible Use of Funds

- Capital expenditures
 - o Equipment and technology
- Infrastructure
 - o Business façade and improvements, renovations, major repairs, expansion
 - Note: Preference given to owned buildings and those who use local contractors
- Business planning and technical assistance
- Marketing
 - o As included in budget with other items to grow expansion
- Employer 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

There is \$1,500,000 available for this program. Grant awards will be made up to a max of \$100,000 and a minimum of \$10,000. Grant award distribution will work to meet requested amounts but will



ultimately be based on supporting the applicant's business goal in their application. 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.

Application Review Process

United Way staff and the grant oversight committee 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. Following this review process, the grant oversight committee will be disbanded.

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 United Way volunteer 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.

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.