



Business Development Grant Program

The Commercial Development Authority (CDA) of the City of Jacksonville, Alabama, in its continuing effort to support the development of commercial business in Jacksonville, has created a Business Development Grant Program for business owners and tenants. The Business Development Grant Program will continue the process of creating an atmosphere conducive to conducting business in Jacksonville while attracting new commercial development. The following outlines the details of Jacksonville's Business Development Grant Program. Business Development Grants are awarded by the CDA to encourage entrepreneurship, investment, and business success in the City of Jacksonville for new, expanding, and transitioning businesses. Grants are contingent on the availability of funding. Businesses must be located within the City of Jacksonville and meet the eligibility requirements and be properly permitted and licensed.

To apply for a Business Development Grant:

- Complete the Business Development Grant Application and submit to the City Clerk's Office (required)
- Proof of applicants Business License
- Provide a 12-month lease or proof of ownership (required)
- Provide a W9 (required)
- Provide proof of payments and valid receipts for eligible expenses equal to the amount of the grant awarded (required)
- Receive business counseling (recommended)

DEFINITIONS:

- **Valid receipt/invoice/quote:** an original receipt which is itemized with the business/contractor's name, address, and phone number. If the receipt/invoice/quote is handwritten, it must have the signature of the person responsible for the work being done or merchandise being purchased.
- **Eligible expense:** any expense which meets the conditions of the completed grant application turned into the City Clerk's Office.

- **Expanding business:** any business which moves to a larger area or adds a different type of service other than what is already being provided.
- **Transitioning business:** any business in which there is a change in ownership.

How will a Business Development Grant help my business?

The Business Development Grant Program through the CDA is intended to assist businesses in planning for success and to support those efforts with a modest grant. Whether you are a new business, a growing business, or a business during a major change, this grant is to be used to aid in the cost of making your business available to the public.

What is the maximum grant amount?

Businesses that meet the requirements may receive up to a \$5,000 grant.

Minimum Eligibility Requirements

The business must be located within the city limits of the City of Jacksonville.

The business must either own the building or have a signed lease for at least one full year of tenancy.

The premise must have a proof of passed Use Inspection.

New businesses must apply for this grant within 6 months of the start of their lease agreement and provide a copy of the lease/contract to the CDA.

Ongoing business operations are ineligible for this grant program; only startups, expansions, relocations, and ownership transitions are eligible for this incentive.

An individual person or business entity may only receive one grant from the CDA (a business development or a façade grant) within a one-year period.

At the discretion of the CDA, subleases or contracts for exclusive tenancy may be considered eligible when such agreement is for at least one full year of tenancy and when such agreement is entered into by a business that is both legally distinct from and has proprietors, operators, branding and merchandise that are all different from the primary lease holder, property owner, and any other grant recipients in adjacent or nearby locations. Co-tenants under the same lease or contract are not eligible for a business development grants. A single business entity operating at adjacent or nearby locations may receive only one grant.

City of Jacksonville City Code Requirements

If the cost of the improvement is over \$500.00 or changes the character of the dwelling a permit must be obtained from the Building Department at City Hall. This can be obtained by either the business owner or the contractor.

All persons/contractors paid to do any work on the dwelling must obtain a City Business License.

A business can only be reimbursed for work included on the completed application and performed by a licensed contractor, if applicable.

How to Apply

Fill out the application form and submit it to the City Clerk in person or via email to cityhallfrontdesk@jacksonville-al.org. The City Clerk will determine if the application is complete and notify the applicant when the application requirements have been met. The CDA will review the application and may schedule a time for the applicant to come before the CDA to discuss the application.

Awarding of the Grant

Grants are only approved in writing by the CDA upon review of a formally submitted, complete application to the City Clerk's Office. No verbal commitment to funding will be recognized. Verbal or written feedback on a business's general eligibility or comments on a draft application shall not be construed as approval or disapproval of a grant application. The CDA will issue the grant directly to the business.

The Business Development Grant will only be granted once it has been determined all work done to the business follows all of the City of Jacksonville City Code Regulations.

Business Consultation

To ensure your business is as successful as possible, the CDA recommends you complete business counseling. Some resources follow.

The Small Business Development Center is a program of Jacksonville State University. More information about the center and contact information can be found here, <http://www.jsusbdc.com/>.

The Calhoun County Area Chamber and Visitors Center is located in Anniston, Alabama. Contact and membership information can be found on their website, <https://www.calhouchamber.com/>. (The CDA has partnered with the Chamber to offer a trial membership to Jacksonville businesses. Contact the City Hall at cityhallfrontdesk@jacksonville-al.org for more information.)

Follow Up

The CDA may contact you after your completion of this program to set up a time to meet with you to follow up on your business.

Business Information

Business Address _____

Please include a description of your business. A detailed Business Description can also be attached.

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Applicant Information

Applicant Name: _____

Mailing Address: _____

Phone Number: _____

Eail Address: _____

Business Owner Information

Applicant is also an owner of the business? Yes _____ No _____

Individual _____ Corporation _____ Partnership _____ Other _____

(All beneficial owners of a Land Trust, members of a Limited Liability Company or a partnership must be listed.)

Please list each owner and/or organization separately.

Owner/Organization Name : _____

Mailing Address: _____

Phone Number(s): _____

Email Address(es): _____

Owner/Organization Name : _____

Mailing Address: _____

Phone Number(s): _____

Email Address(es): _____

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Mailing Address: _____

Phone Number(s): _____

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Statement of Need

Why are you applying for this incentive?

Startup _____ Expanding _____ Relocation _____ Transition _____

Please explain what the Business Development Grant will be used for within this business.
(Attach any additional documents or information):

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Applicant(s) Signature _____ Date _____

(For Office Use Only)

Business Development Grant Check List:

Required Item	Received	Not Received	Notes
Completed Business Development Grant Application			
12-Month Lease or Proof of Ownership			
W-9			
Valid receipts/invoices/quotes			
Applicant Business License			
City Permit (if applicable)			
City of Jacksonville City Code requirement met			

Ready for CDA review: Date: _____ Initials: _____

Approved/Denied by CDA: Date: _____ Initials: _____

Paid to Owner: Check #: _____ Date: _____ Initials: _____