



## **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.

### **To apply for a Business Development Grant:**

- Complete the Business Development Grant Application (required)
- Provide a 12-month lease or proof of ownership (required)
- Provide a W9 (required)
- Complete business counseling (recommended)

### **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 in the midst of 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 boundaries 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. 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. 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 development grant within a one year period. Grants are only approved in writing by the CDA upon review of a formally submitted, complete application. 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.

### **How to Apply**

Contact the CDA through the City Clerk's Office to discuss whether this grant is a good fit for your business. Fill out the application form and submit it to the CDA. All grant applications are subject to the availability of funding.

### **Business Consultation**

To ensure your business is as successful as possible, the CDA recommends you complete business counseling through a recognized agency (e.g. an Alabama Small Business Development Center or SCORE). This is not required to submit an application; however, it will provide the CDA with additional third-party insight into your business.

### **Awarding of the Grant**

The CDA will notify the applicant when all the requirements have been met and schedule a hearing before the CDA. The application will be kept confidential until the hearing. The CDA

must receive a current W-9 from the business to award a grant. The applicant must provide a copy of a lease/contract for at least one year or own the property. The CDA must receive proof of payments and receipts for eligible expenses equal to the size of the grant awarded from either the business or property owner. The CDA will issue the grant directly to the business.

**Follow Up**

The CDA will contact you after your completion of this program to set up a time to meet with you and hear about the progress you have made.

# Business Development Grant Program Application

## Business Information

Business Name: \_\_\_\_\_

Business Address \_\_\_\_\_

Brief Business Description:

A detailed Business Description should be attached in an easy to read format.

## Applicant Information

Applicant Name: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Phone Number: \_\_\_\_\_

Email 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.)

Owner Name(s): \_\_\_\_\_

Organization Name(s): \_\_\_\_\_

Owner Phone Number(s): \_\_\_\_\_

Owner Email Address(es): \_\_\_\_\_

**Disclosure of Previous Incentives**

Has the business owner or any beneficiaries of this project received any financial incentive or tax abatement from the City of Jacksonville or Commercial Development Authority in the last five years?

Yes \_\_\_ No \_\_\_

(choose one; if yes, please attach a description)

**Statement of Need**

Why are you applying for this incentive (choose one)?

Startup \_\_\_ Expanding \_\_\_ Relocation \_\_\_ Transition \_\_\_

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

Applicant(s) Signature \_\_\_\_\_ Date \_\_\_\_\_