



## City of Emporia Emporia Economic Development Authority Business Incubation Grant

### Background and Purpose:

The Business Incubation Grant (BIG) Program is an initiative of the City of Emporia and Emporia Economic Development Authority (EDA) aimed at assisting start-up businesses occupying commercial, industrial, and mixed-use properties within the Enterprise Zone (EZ) with rental costs for the first full year of operation. The City of Emporia and EDA have allocated a total of \$25,000 for the program per fiscal year. Grants may not exceed \$5,000 per business for the first full year of operation and 20% of the rent paid by the tenant.

### Guidelines:

- Only those individuals who have created new start-up businesses that are physically located within the EZ area are eligible to receive grant funds.
- “New start-up businesses” are defined as those businesses that have never previously had a business presence within the corporate limits of Emporia nor have had a business license issued by the City of Emporia. An individual or individuals who previously operated a business within the corporate limits of Emporia and were issued a City business license under a different business name are excluded from receiving grant funds, unless the new business formed is substantially different (goods sold, services provided, etc.) than the business that previously existed.
- Business must obtain all required zoning and building permits.
- Business must obtain a City issued business license.
- Grants shall not exceed a total of \$5,000 per business over a 12-month period limited to 20% of the rental rate paid by the tenant.
- Grants will be limited to a maximum of 12 months and will include only the months following approval of the grant application, i.e. requests for rent paid prior to approval shall not be reimbursed. The time for reimbursement commences at the beginning date of the tenant paying the full amount of lease and operating at advertised hours. This beginning date must fall within the same fiscal year as the date of the request letter.
- Grants will be available on a first come, first served basis.
- Both applicant (tenant) and property owner (landlord) must be current on all taxes and fees owed to the City.
- Home occupations are not eligible to receive grant funds.
- City staff has the authority to interpret guidelines and impose additional conditions as deemed necessary.

**Application Process:**

1. Applicant submits required letter of request, proposed lease agreement, and any other supporting documentation requested to the EZ Administrator.
2. EZ Administrator verifies business is located within EZ area.
3. EZ Administrator checks with Treasurer's Office to verify whether the applicant (tenant) or property owner (landlord) is delinquent on any taxes or fees owed.
4. EZ Administrator reviews application with the City Manager. City Manager must approve application in order to receive grant funds.
5. City Manager informs applicant of grant funding status via written letter. EZ Administrator contacts applicant to confirm receipt and answer any questions applicant may have.

**Reimbursement Process:**

1. Tenant submits reimbursement request, along with payment documentation, to the EZ Administrator.
2. EZ Administrator checks with Treasurer's Office to verify whether the applicant (tenant) or property owner (landlord) is delinquent on any taxes or fees owed.
3. EZ Administrator submits reimbursement request and payment documentation to the EDA Treasurer.
4. EDA Treasurer issues reimbursement check.
5. EZ Administrator sends check to tenant.

For more information please contact:

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