



San Juan EDC Promotional Expenses Application

The San Juan EDC Mini Business Grant was created to assist small businesses with financial support for a new venture, or for retention and expansion of existing businesses. Applicants will need to meet the requirements of the Mini Grant Packet and submit supporting documents. The mini grant is money that does not have to be repaid, however the money must be used within the business and for business purposes only.

Mini Grant requirements for the small business are as follows:

- Must have an operating store front
- Must be operating a minimum of 40 hours per week (City or EDC can make random checks for compliance)
- Must have at least 1 full-time employee
- Must be in good standing with any revolving city loan (if applicable)
- Can only be awarded one time per business owner

Business owner applicants are required to:

- Attend 1 free training session on business development, provided by the Small Business Development Center (SBDC)
- Prepare an executive summary with two year projections (See executive summary template attached) (Training, executive summary development, and business technical assistance can be obtained at the SBDC.)

All applicant requests are subject to board approval.

Types of Grants (Start-Up ____ or Existing ____)

Notes & Comments: _____

____ Small Business Grant – Tenant (Maximum Award not to exceed \$1,000.00)

____ Small Business Grant – Non-Tenant (Maximum Award not to exceed \$2,000.00)

Special Event Business Competitions

____ Special Events Business Decorating Contest (3rd prize \$500, 2nd prize \$750, & 1st prize \$1,000)

***Note: Contest will be voided if there is not a minimum of (5) five entries.

Name of Event

- Note:**
1. Funds are not awarded directly to business owner. San Juan EDC will directly pay the contractor, supplier, or vendor for products or services rendered.
 2. All quotes for grant funds need to be submitted within 60 days of grant approval.
 3. Any business that is in default or in not good standing with the City of San Juan or San Juan EDC is not eligible to apply.
 4. Businesses that close within a 6 month period from the time the grant is awarded, will not be eligible to reapply.
 5. All quotes must be submitted within 90 days of contest awarded and or from application date.