



Small Business Development and Expansion Grant Application and Checklist

Purpose:

The **Tooele County Small Business Grant** is designed to support local businesses in starting or expanding their operations. Businesses may apply for funding, up to \$10,000, to be used strictly for business development, including but not limited to:

- Business Startup Costs
- Equipment, Inventory, or Supplies
- Marketing and Advertising
- Expansion of Physical Space
- Hiring Employees

Please note that employee wages are not an eligible expense.

Eligibility Criteria:

- Business must be located in Tooele County.
- Business must have between **1-15 employees**.
- Funds must be used to **start or expand** a business that contributes to the local economy.
- Applicants must provide measurable goals for business growth and community impact.
- Businesses must submit six-month follow-up reports, for eighteen months, after funding is received, detailing how funds were used and their impact.

Supporting Documents

Please attach the following:

- A current business license
- Any relevant supporting documents (business plan, financial statements, marketing plan, etc.)

Application Submission

Deadline to submit application: **April 28, 2025 at 5 pm.**

Submit completed applications and required documents to:

Stephanie Eastburn – Email: stephanie.eastburn@tooeleco.gov

For questions, contact: **435-843-3160**

Evaluation & Award Process

1. Applications are reviewed by the **Community Economic Development Board**.
2. Recommendations made to the **County Council**.
3. The council approves grants in a **Business Meeting**.
4. Recipients notified of status and funding amount. Award notifications are anticipated to be made the week of May 5-9, 2025.
5. **Funds are reimbursed based on submitted receipts of eligible expenses.**
6. **Three six-month follow-up reports are required** to ensure grant usage aligns with proposed goals.

Proposal Evaluation Criteria

Criterion	Points
Projected number of new jobs created	40
Increase in sales and revenue	15
Community impact and economic contribution	25
Business owner's own funds contribution	20
Total Possible Points	100

Required Reporting

The grant recipient will be required to submit three progress reports, due on the following dates: January 31, 2026; July 31, 2026; and January 31, 2027.

Certification

By signing below, I certify that I have read and understand the above information, agree to complete the required reporting, and that the funds, if awarded, will be used solely for the business expansion or startup purposes outlined in this application.

Signature: _____

Date: _____



Small Business Development and Expansion Grant Application

Application Information

Business Name: _____

Business Address: _____

Business Phone Number: _____

Business Website (if applicable): _____

Primary Contact Name: _____

Primary Contact Phone: _____

Primary Contact Email: _____

Business Information

Describe your business and its primary activities:

How will this grant help start or expand your business?

Describe how your business positively impacts the local community:

Financial & Growth Metrics:

Current Sales (monthly): \$ _____

Projected Sales (12 months from now): \$ _____

Current Number of Employees: _____

Projected Number of Employees (12 months from now): _____

Current Number of Customers: _____

Projected Number of Customers (12 months from now): _____

Amount of your own funds to be contributed: \$ _____

Project Budget & Spending Plan

- Total Project Cost: \$_____
- Grant Amount Requested: \$_____
- Own Funds Contribution: \$_____
- Detailed breakdown of how funds will be used:

Business Oversight & Accountability

1. Who will manage the use of funds and oversee the project?

2. What controls will be in place to ensure funds are used appropriately?

Certification

By signing below, I certify that the information provided is accurate.

Signature: _____ Date: _____