



Small Business Grant Overview and Instructions

Grant mission: To provide up to \$2,000 to a business opening on the east side of Jefferson City to help offset early costs of getting established (e.g., deposit for space, purchasing equipment, etc.).

The ESBA grant committee will review applications and provide feedback and resources as needed. Funds will be disbursed as various parts of establishing the business are achieved. Applications are reviewed on a rolling basis and there is no deadline to apply.

Steps for Grant Application:

- Complete the form below.
- Submit completed application and appropriate attachments to the Jefferson City East Side Business Association: Business Grant Program at info@jcesba.org or JCESBA Business Grant Program, PO Box 105061, Jefferson City, MO 65110.

Approval Process:

- The grant committee will review the application and request additional information (if needed).
- The grant committee will present their recommendation to the JCESBA Board of Directors for final approval.

Funding Process:*

- The grant will be paid in four installments based upon completion of the following:
 - Provide copy of business license to receive first installment.
 - Provide copy of property lease/ ownership to receive second installment.
 - Upon opening of business, receive third installment.
 - Upon completion of third month of business, receive fourth and final installment.

*Please note: All funding steps must be completed within 12 months of grant funding notification. In order to accommodate various business types, limited funding may be awarded to applicants.

Additional Requirements:

- Provide 3-minute update at one JCESBA membership meeting.
- Attend 50% of ESBA membership meetings during first year of membership.

Note: Since there a standard definition of "east side" does not exist, we encourage new businesses to contact the JCESBA if they are locating a business east of downtown Jefferson City.



Small Business Grant Application

Please complete the following application to be considered for funding.

Name of Business Owner(s):

Mailing Address for Business:

Phone/ Email/ Website:

Name of Business:

Business Information:

1. Location:

2. Mission/vision for Business:

3. Do you have a location procured?

4. Proposed business hours:

5. Comprehensive Business Plan (attach separately)

6. Have you applied for and/or received other funding?

7. Reference (if applicable):
 - a. Name:
 - b. Phone: