

# Attraction and Retention Mini-Grant Program

Provided by Greater Miami County Economic Development Corporation  
E- Community, Network Kansas and the  
Cities of Louisburg, Paola, Osawatomie and Spring Hill

## Purpose

This program is designed to improve the economic vitality of the region by supporting the business environment through attraction of new businesses and assistance to existing businesses. This program is focused on assisting small startups and existing firms with mini grants to underwrite costs related to technical assistance.

A base mini grant of \$500 is available within Miami County's unincorporated area and the City of Fontana. The cities of Louisburg, Osawatomie, Paola and Spring Hill have agreed to add \$250 funds for a limited number of applicants from businesses located within their city limits.

## Applicant Eligibility

The following criteria must be met to qualify for the program and compliance must be maintained throughout participation in the program:

- Applicant must be the business owner or prospective business owner and must complete all the application paperwork.
- Businesses or prospective businesses must have their base of operations within Miami County. In addition, businesses located within the Johnson County portion of the City of Spring Hill are eligible to participate.
- The applicant must represent a business employing 15 full-time equivalent or fewer employees with less than \$1 million in net sales.
- Applicant shall submit a Certificate of Tax Clearance from the Kansas Department of Revenue. A personal report shall be submitted for a new business. An existing business shall submit a business report. Both are available for free from KDOR.
- The applicant will complete the attached W-9 form.
- Multi-level marketing home occupations and businesses that operate under local Adult Entertainment Codes are not eligible to participate.
- The program is open to businesses even if a similar business already exists within the city or county.
- Applicant certifies the business will meet all applicable county or city codes and regulations.
- Applicant agrees to meet at least once with a representative from the Small Business Development Center for a free consultation.
- Applicant is aware that the grant program is dependent upon funding allocations and approval is not guaranteed. It is also noted that the applicant is aware that the grant checks will be made public. Contents of the mini grant application will also be subject to the Kansas Open Records Act.
- Preference will be given to businesses that generate sales tax.
- Businesses accepting a mini grant will be subject to repayment if they relocate their operations within one year of the mini-grant reimbursement. They will be subject to full repayment if they relocate outside of the county. If they relocate from one Miami County community to another or to an unincorporated area, they must repay 50% of the mini grant.

### **Allowed Uses of Funds**

The program is funded by a grant given to the Greater Miami County Economic Development Corporation and general fund tax dollars allocated by the local cities.

- No more than \$500 from the county and NetWork Kansas will be awarded to the same person or business via a single or multiple applications during a two-year period. For those applications leveraged by community match funds, the maximum combined award is \$750.
- Tuition Payment – Courses designed to improve the firm's operations and expand services are a high priority. Examples of these courses may include customer service training, workforce training and financial management. Training may be for either the firm's ownership team or key employees.
- Counseling or Professional Service Assistance – Businesses needing professional services and counseling may apply for assistance through this program. Examples of potential assistance include funding to consult with an attorney, accountant, marketing specialist or other professional service providers capable of providing direction regarding the business' services, operations or potential for expansion. For existing businesses, payment of an ongoing service or commitment is not eligible.

### **Application Review Process**

**Applicants are encouraged to meet with Janet McRae, Miami County director of economic development, as part of the application process to review eligibility for the program.**

The following process will be followed:

- Applications will only be accepted on or after the program's effective date of May 1, 2016.
- Applicant acknowledges that this incentive program may be discontinued at any time by the Greater Miami County Economic Development Corporation or the participating City Councils.
- Illegal activity or violation of any law, regulation or code are cause for termination from the program.
- Preference will be given to Miami County-based firms utilizing services of other Miami County-based firms or programs.
- Applications will be reviewed within two weeks of the submission to Miami County Economic Development staff. That review will include verification that the proposed use of the funds meets the fundamental concept of the program – to aid new businesses and existing businesses by generating additional revenue for them, the cities and county.
- Funds must be spent within 90 days of approval. Receipts verifying the expenses must be submitted to Miami County Economic Development staff. Reimbursement for the expenses will be made within 30 days of their submittal.

### **Contact Information:**

Janet McRae, Director of Economic Development  
Miami County, Kansas  
201 S Pearl, Suite 202  
Paola, KS 66071  
913-294-4045      [jmcrae@miamicountyks.org](mailto:jmcrae@miamicountyks.org)



## Mini Grant Application for Assistance

Greater Miami County Economic Development Corporation, in partnership with the county's communities, has a limited amount of grant funds available to help the region's small businesses. These funds will be awarded on a first-come, first-served basis. No more than \$500 from the corporation will be awarded to the same person or business via a single or multiple applications during a two-year period. For those applications leveraged by community match funds, the maximum combined award is \$750. Reimbursement will be made once a certificate of completion and related receipts are provided. Payment will be made directly to the applicant.



### **Applicant Information:**

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

Applicant Business \_\_\_\_\_

Business Street Address, City, State, Zip \_\_\_\_\_

Business Mailing Address, City, State, Zip \_\_\_\_\_

Phone Number \_\_\_\_\_ E-mail \_\_\_\_\_

Current Number of FT employees \_\_\_\_\_ Current Number of PT employees \_\_\_\_\_

### **Growth Projection:**

Future Number of FT employees \_\_\_\_\_ Estimated Timeframe \_\_\_\_\_

Future Number of PT employees \_\_\_\_\_ Estimated Timeframe \_\_\_\_\_

### **Request for:**

\_\_\_\_\_ Tuition Payment \_\_\_\_\_ Counseling or Professional Service Assistance

**Grant amount requested:** \_\_\_\_\_

**Persons to participate:** \_\_\_\_\_ Owner \_\_\_\_\_ Partner \_\_\_\_\_ Key Employee

Person (check those that apply) \_\_\_\_\_ lives in Miami County \_\_\_\_\_ works in Miami County

Other \_\_\_\_\_

**Local investment: (Costs specific to this request that are covered by the applicant and not reimbursed by the grant. Example: Staff time involved in training and travel.)**

Local hours invested by applicant \_\_\_\_\_ Value per hour invested \_\_\_\_\_

Local hard cost invested by applicant (supplies, materials, mileage) \_\_\_\_\_

**Details:**

Provide details of how these funds will be utilized including a timeframe for completion. **Attach documentation from the service provider supporting the costs and timeframe proposed.** Your narrative should emphasize how the expenditure will allow the company to add or expand its services generating new revenue for both the firm and the County. New businesses should provide a short narrative of their overall business plan. Existing businesses should provide an overview of how the requested assistance enhances, but does not replace, current efforts.

**Please initial to verify agreement:**

\_\_\_\_\_ I verify that I have read the mini grant eligibility requirements and understand the related implications. I also agree to meet the standards set forth by the program.

Applicant name (printed) \_\_\_\_\_ Date \_\_\_\_\_

Applicant signature (signed) \_\_\_\_\_

*Office Use:*

**Application Received**

(Notice sent to city)      (Response received)

**Approved**

(Letter sent)      (Receipt and/or certificate of completion received)      (Payment made)

**Disallowed**

(Letter sent)

**Please return completed application to:**

Miami County Economic Development Department, 201 S. Pearl, Suite 202, Paola KS 66071

**To be considered complete, your application must be accompanied by:**

- ✓ Application form
- ✓ W-9 IRS Form
- ✓ Tax Clearance Report
- ✓ Documentation from service provider detailing how the funds will be used and the associated, estimated costs.

Applications will be reviewed within two weeks of submittal.