



Microenterprise Grant Information

Community Development Department
736 F Street, Arcata CA 95521
www.cityofarcata.org

Please use this information to decide whether a Microenterprise grant is right for you.

MICROENTERPRISE GRANT USES

Grant funding is for business development. Good uses of grant funding include:

- *Payment for marketing costs:*
 - Business cards
 - Logo or branding design and development
 - Flyers and publications or advertisements
 - Website enhancement or development.
- *Payment for computers and/or software to implement:*
 - Which will improve financial and accounting systems
 - Which will help with inventory management, or billings and invoices.
- *In limited circumstances – payment for tenant improvements or other capacity-building improvements:*
 - Flooring
 - Range hood systems
 - Electrical upgrades
 - Equipment or improvements affixed to the leased space

Note that any items funded by the grant may not be sold by the grantee to raise cash.

GRANT INFORMATION AND REQUIREMENTS

<i>Maximum Grant</i>	\$10,000
<i>Location</i>	Business must be located within Arcata City limits.
<i>Employees</i>	No more than 5 employees, including the owner(s).
<i>Income</i>	All owners must show Income Eligibility (80% or less of HUD guidelines).
<i>Business License</i>	Business license or proof of application.
<i>Education</i>	Complete participation in an assistance program from approved agency (such as the SBDC).
<i>Business Goals</i>	Goals for business must be clearly defined.
<i>Tax Returns</i>	Business and personal tax returns for the last 3 years.
<i>Business Financials</i>	Business balance sheet & income statement for current and last 3 years, if available.
<i>Personal Financials</i>	Personal financial statement and credit history.
<i>Project Info</i>	Proposed project summary with specific use of funds.
<i>Start-Ups</i>	Pro-forma financial statements for the first 3 years.
<i>Credit Score</i>	620 or below requires satisfactory explanation, and City committee approval

AFTER A GRANT IS APPROVED

<i>Grant Documents</i>	Prepared by AEDC.
<i>Disbursements</i>	Reimbursed for eligible costs or payment may be made directly to third party vendors.
<i>Loan Application</i>	Once all grant funds have been disbursed, a Microenterprise loan may be applied for.