

Addendum 3
Gilliam County Small Business Grant Guidelines

Foreword

The Gilliam County Small Business Grant Program is administered by the Condon Chamber of Commerce.

The Small Business Grant Program was established to assist small businesses, entrepreneurs, and organizations with businesses expenses reasonable with owning and operating a viable and sustainable business. These funds are designated to help our businesses to stay open and make the necessary adjustments to State mandated requirements. This program can also be used to help a new business to open.

Eligibility Criteria

Eligible applicants must operate a business within Gilliam County, demonstrate the need for assistance, and be one of the following:

- Registered, For-Profit Business, Including Home-Based Businesses
- Sole-Proprietor
- Non-Profit Organization
- Fraternal Organization
- Must be a member in good standing with the Condon Chamber of Commerce

Allowable grant fund uses include and must be tied to creating revenue

- Building Improvements/Expansion
 - Projects that will provide opportunity for increased revenue or help businesses stay in compliance
- Outdoor seating/weather proofing
- Heating equipment
- Supplies related to personal protective equipment
- Sanitation & cleaning materials
- Signage
- Contactless payment systems (Square-Card Readers)
- Interior renovations
 - Interior renovations that increase seating capacity or safety to meet compliances
- Business technology (software/programs/website)
 - Technology enhancements that allow or improve client access to product or services. Supports virtual transactions and e-commerce
- Equipment necessary for professional services provided by business
 - Equipment will have direct impact on increased revenue
- Professional Development
 - Educational Trainings (Cost of training and other associated expenses)
- Costs associated with starting up a new business

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General Guidelines

The Small Business Grant Program will be administered by the Condon Chamber of Commerce with funds provided by Gilliam County.

The Grant program is designed to assist in the creation of new small businesses, or the physical expansion of existing small businesses and is intended to help assist in covering the costs incurred by the business in an effort to grow or sustain revenue.

Maximum amount requested may not exceed \$10,000.00.

Requirements

Applicants must schedule and attend a planning session with the Columbia Gorge Small Business Development Center. This session is free and will help you identify resiliency tools and additional resources available for your business and sector. This session must be completed before receiving grant funding.

Review Process & Funding Decision

Applicants must submit a completed application form, budget form, and related support material. (see application). Applications must be submitted electronically to the Condon Chamber of Commerce.

The Small Business Grant Committee will:

- Determine applicant eligibility. Only eligible applicants will be considered for funding.
- Review applications for completeness and accuracy. Incomplete applications will not be considered for funding.
- Seek clarification or additional information from applicants, as necessary.
- Make funding decisions.

Funding decisions are at the sole discretion of the Small Business Grant Committee. The Committee reserves the right to deny or award funds at a reduced level from what is requested in the application. The Committee's funding decision is final.

Agreements

Successful applicants will be required to sign a Grant Agreement, which outlines the allowable uses of funds and reporting requirements, prior to release of funds. Failure to comply with the requirements outlined in the Grant Agreement may preclude an applicant from being eligible for future grant offerings.

Reporting

Successful applicants will be required to report to the Condon Chamber of Commerce as outlined in their Grant Agreement. Failure to meet the reporting requirements of the Grant Agreement may exclude an applicant from being eligible for future grant offerings.

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Application Deadline

Applications can be obtained from and submitted to the Condon Chamber of Commerce electronically and will be accepted on a rolling basis beginning on November 1st until funding has been fully committed but no later than January 1st.

Ineligible Applicants include:

- Businesses that are delinquent on federal, state, or local taxes that were due on or before the date of application.
- Businesses that do not comply with all federal, state, and local laws and regulations.

Contact Information:

Condon Chamber of Commerce
105 S. Main Street Box 315
Condon, OR 97823
541-384-7777
condonchamber@condonchamber.org