



SMALL BUSINESS GRANT PROGRAM

Supporting Small Business

*512 S Nebraska Ave, San Juan, TX 78589
(956) 223-2282*



Small Business Grant Program

In an effort to sustain economic growth in the City of San Juan, the San Juan Economic Development Corporation (EDC) has established the Small Business Grant Program. This program is intended to assist small businesses in San Juan by providing a grant for projects such as storefront improvements, signage, repairs & renovations, and limited equipment purchases.

In order for an applicant to qualify:

1. Business must be located in San Juan
2. New business only or expansion of existing business (more than two (2) years in San Juan)
3. Tenant applicant must either have a current annual lease agreement or own the property

Applications can be picked up at the San Juan EDC office or requested via our contact page on our website: www.sjedc.com. The applicant must submit a complete application packet, which includes application forms, project description, and a minimum of three bids. Tenant applicants must also provide a copy of a lease agreement and written approval from the landlord for leasehold improvements.

Applications are generally approved or declined within 45 to 60 days of receipt of a complete application package. The application can be submitted at any time of the year. Documentation will be reviewed by the San Juan EDC committee. The San Juan EDC Board will have final approval of all applications. Awards will be made while funding is available. Approved applications will be funded upon completion of the project. All documents submitted will be subject to the Texas Public Information Act.

The program will not reimburse expenditures incurred prior to grant approval. Awarded businesses will have up to six (6) months from the date of the award to carry out the project. Applicant businesses are strongly encouraged to use San Juan contractors/vendors when possible.

For a complete set of the program policies and procedures, please contact the San Juan EDC office.

Initial Documents for Grant Application

- Application Form
- Business Plan
- Project Budget
- Business Description
- Proof of business (for example, franchise tax account status certificate, state sales tax receipts, or two (2) years of tax returns for business).
- Provide a minimum of three bids from non-related third-party vendors/contractors.
- Tenant applicants must provide a lease agreement and written landlord approval for leasehold improvements.

Steps for Application Process

- Fill out the grant application.
- Submit all documents to San Juan EDC via mail or hand delivery.
- San Juan EDC staff will review the application and determine eligibility.
- If the San Juan EDC Staff recommends approval, the application will be presented to the San Juan EDC Board for final review.
- Applicant notified of the Board's decision to approve or deny the application, along with any specific terms, when applicable.

**San Juan Economic Development
Corporation
Small Business Grant Application**

Business Name:	Federal I.D. #:	Year Started:	Number of years in business:	
Business Address:	City:	State:	Zip Code:	Business Phone:
Contact Name & Title:				
Home Address:	City:	State:	Zip Code:	Home Phone:
Email Address:		Request Amount (max \$_____):		
Total Project Cost:		General Purpose of Request (<i>storefront/signage/promotional</i>):		

General Business Description (<i>i.e. Restaurant, tire shop, salon, etc.</i>):	NAICS Code:
Type of Business:	<input type="checkbox"/> Sole Proprietorship <input type="checkbox"/> Partnership <input type="checkbox"/> S-Corp <input type="checkbox"/> C-Corp <input type="checkbox"/> LLC

Please provide the names and contact information, if applicable, of any other business principles and/or owners with 20% ownership or more

#1 Name:	Contact Information (address/phone#/ email)
#2 Name:	Contact Information (address/phone#/ email)
#3 Name:	Contact Information (address/phone#/ email)
#4 Name:	Contact Information (address/phone#/ email)

Give a brief description of the purpose of these funds:

Project Budget

Budget Item	Amount
1.	\$
2.	\$
3.	\$
4.	\$
5.	\$
6.	\$

TOTAL:

Please provide a brief description of your business and the product/service of the business:
Include in your description the following: Business owner's background information, history of business, information on products/services, hours of operation, number and types of jobs associated with your business, and yearly gross income/sales for the business.

Applicant Certification: I certify that everything I have stated in this application is accurate to the best of my knowledge. I understand that the San Juan Economic Development Corporation (EDC) will retain this application, regardless of whether it is approved. I authorize the San Juan EDC or its agents to investigate my credit, employment, and income (including, but not limited to, any other credit report services). I also authorize the San Juan EDC or this agent to report to the proper credit bureaus account performance.

Furthermore, I understand that any award provided to me by the San Juan EDC is based on the scope of work as submitted in my application and that failure to meet and/or complete my scope of work will result in the San Juan EDC amending, reducing, and/or withholding any financial assistance awarded. Said failure may also result in my obligation to repay or reimburse the San Juan EDC for any financial assistance provided to me or my business.

Nondiscrimination statement: The San Juan EDC prohibits discrimination in all its programs and activities on the basis of race, color, national origin, age, disability, and where applicable, sex, marital status, familial status, parental status, religion, sexual orientation, genetic information, political beliefs, reprisal, or because all or a part of an individual's income is derived from any public assistance program. (Not all prohibited bases apply to all programs). Individuals with disabilities who require alternative means of communication for program information (such as braille, large print, or audiotape) should contact the San Juan EDC office at (956) 223-2282.

Applicant Signature: _____

Today's Date: _____

Co-Applicant Signature: _____
(if applicable)

Today's Date: _____

San Juan Grant Program

Contacts

www.sjedc.com

San Juan Economic Development Corporation

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Executive Director

Martha Patterson
Administrative Assistant III
grants@sjedc.com
(956) 223-2283 office

UTRGV

Small Business Development Center
1407 E. Freddy Gonzalez Dr., Edinburg, TX 78539
(956) 665-7535 office

***** San Juan EDC Office Use Only *****

Amount Approved: \$ _____ Date: _____

Check Number: _____ Date: _____

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