

The Avilla Chamber Foundation builds economic vitality with partnerships, programs, education and community involvement whose purpose complements the work of the Avilla Area Chamber.

## **SMALL BUSINESS IMPROVEMENT GRANT**

### **Grant Overview:**

The Small Business Improvement Grant supports small businesses in Avilla and LaOtto, Indiana, by funding education, training, and essential upgrades to enhance operations. This grant helps businesses grow by covering costs for educational programs, equipment, software, and services that improve efficiency and capacity.

### **Grant Amount:**

Each awarded grant will be up to \$1500, to be used exclusively for educational, training, and operational improvements.

### **Eligible Use of Funds:**

Grant funds may be used for:

- Education and Training: Courses, workshops, certifications, or seminars related to improving business operations, management, customer service, or industry-specific skills.
- Operational Improvements: Equipment, tools, technology, or software that enhance operational efficiency, improve customer experience, or support business growth.
- Consultation Services: Hiring professional consultants for business strategy, marketing, or operational process improvements.

### **Ineligible Uses of Funds:**

- Payroll or employee wages
- Debt payments or loans
- Personal expenses unrelated to the business
- Utilities, rent, or insurance payments

## Eligibility Criteria:

To be eligible for the grant, businesses must meet the following criteria:

1. Business Location: Must be a registered business operating within Avilla, Indiana or LaOtto, Indiana.
2. Business Size: Must be a small business with no more than 5 full-time employees.
3. Business Age: Must be registered with the State of Indiana prior to submitting an application.
4. Purpose of Grant: Applicant must demonstrate how the grant will be used specifically for educational, training, and/or operational improvements.
5. Compliance: Must be in good standing with all local, state, and federal regulatory authorities (e.g., business licenses, tax filings, etc.).

## Application Process:

1. Application Form: Complete the official application form, including the following information:
  - Business name, address, and contact details
  - Description of the business and its mission
  - Detailed explanation of how the grant funds will be used (including the specific educational, training, or operational improvement activities)
  - Expected impact of the grant on business operations and growth
2. Budget Proposal: Submit a brief budget proposal outlining the specific costs for the intended improvements.
3. Supporting Documents: Provide any relevant documentation (e.g., course descriptions, equipment quotes, or consultant contracts) to support the budget proposal.
4. Business Registration: Include proof of business registration and compliance with state and local laws.

## Selection Criteria:

Applications will be evaluated based on:

- **Clarity and Specificity:** How well the applicant outlines the use of funds and demonstrates the direct impact on business operations.
- **Feasibility and Relevance:** The proposed educational, training, or operational improvements must be reasonable, achievable, and relevant to the business's industry.
- **Potential for Growth:** Preference will be given to businesses that demonstrate a strong potential for growth or improvement as a result of the grant.

# *Avilla* CHAMBER FOUNDATION

PO BOX 614, AVILLA, IN 46710 | 260-508-1897 | AVILLACHAMBER@GMAIL.COM

## **Reporting Requirements:**

Grant recipients must:

- Provide a brief report within 12 months of receiving the grant, detailing how the funds were used.
- Include receipts, invoices, or other evidence to confirm that the funds were spent as described in the application.
- Describe the impact of the grant on business operations and any measurable outcomes (e.g., increased efficiency, revenue growth, improved customer satisfaction).

## **Application Deadline:**

The deadline for submission is March 7, 2025. All applications must be submitted by this date to be considered for the grant.

## **How to Apply:**

Applications should be submitted via mail to Avilla Chamber Foundation, PO Box 614, Avilla, IN 46710 or scanned and emailed to Kevin Kelly at [avillachamber@gmail.com](mailto:avillachamber@gmail.com). All supporting documents must be included at the time of submission.

For questions regarding the grant, please contact Kevin Kelly, Executive Director of Avilla Chamber Foundation, at [avillachamber@gmail.com](mailto:avillachamber@gmail.com).

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## SMALL BUSINESS IMPROVEMENT GRANT APPLICATION

Incomplete applications will be considered ineligible, **please type or print clearly.**

Today's Date: (mm/dd/yyyy) \_\_\_\_/\_\_\_\_/\_\_\_\_

### ORGANIZATION INFORMATION

Organization Name: \_\_\_\_\_

Organization Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Contact Person: \_\_\_\_\_

Job Title: \_\_\_\_\_ Email: \_\_\_\_\_

Phone Number: \_\_\_\_\_ Fax Number: \_\_\_\_\_

How long has your business been in operation? \_\_\_\_\_

Number of full-time employees at the organization? \_\_\_\_\_

What is the mission of your organization? \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

List all business registration and compliance with state and local laws and attach to this documentation (Retail Merchant Certificate, Wholesale License, Board of Health, etc.)

\_\_\_\_\_  
\_\_\_\_\_







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Please be sure your application is completed in its entirety and mail it to:

Avilla Chamber Foundation  
P.O. Box 614  
Avilla, In 46710

Or you may scan and email your application to [avillachamber@gmail.com](mailto:avillachamber@gmail.com).

For eligibility, applications and all supporting documents must be received by **March 7, 2025**.

Please read the following and sign:

I understand my application will be reviewed and scored by the Avilla Chamber Foundation Board of Directors, and representatives from the Avilla Chamber of Commerce, Farmers & Merchants Bank, and the Indiana Small Business Development Center.

I have attached letter(s) of support from community members regarding the project, community need, community involvement, and sustainability.

I have attached other relevant information that may enhance my application.

I understand the project must be completed 12 months after receipt of funds.

I understand I will be required to submit an impact statement within 12 months of receipt of funds to the Avilla Chamber Foundation that will be shared with those who reviewed and scored applications.

Signature:

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Date: (mm/dd/yyyy) \_\_\_\_\_



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**SMALL BUSINESS IMPROVEMENT GRANT  
EVALUATION CRITERIA**

<b>Criteria</b>	<b>Points Available</b>	<b>Score</b>
Business Longevity:		
0-3 years	2	
3-5 years	3	
5-10 years	4	
10+ years	5	
Overall Impact to the Business	10	
Sustainability Plan	10	
Community Involvement	10	
Letter(s) of Support	5	
Community Need	5	
Innovative Idea	5	
Total points available	50	