

2021-2022

CHATHAM EDC SMALL BUSINESS FUND



FUND OVERVIEW

The purpose of the Chatham County Small Business Fund is to assist small businesses in Chatham County with their recovery from impacts of COVID-19 restrictions as well as to stimulate investment and business expansion in Chatham County. By creating this fund, Chatham EDC will support the growth of the county's entrepreneurial ecosystem, support existing business as well as early-stage venture growth, and stimulate an increase in job opportunities and the commercial tax base in Chatham County.

Businesses receiving funding through this program will be encouraged to be good corporate citizens and encouraged to employ Chatham County residents.

FUND PRIORITIES

1. Retention
2. Expansion
3. Growth

ELIGIBLE APPLICANTS

- Small businesses with less than 50 employees
- Applicant's business must be located in Chatham County within areas appropriate for their use.
- Applicants and their businesses must not have any past due tax, fee, or fine in Chatham County.

REQUEST LIMITS

Small Requests are considered requests that are less than \$1500.00

Large Requests are considered requests that are between \$1501.00 and \$5,000.00

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ELIGIBLE ACTIVITIES

- Working capital or operational funds to be used for a specific purpose.
- COVID-19 impact recovery needs – personnel/physical construction and/or renovation
- Purchase of equipment, or machinery
- Expansion of business services or products
- Workforce expansion
- Tenant up-fit or leasehold improvements

INELIGIBLE ACTIVITIES

- Political activities.
- Owner(s) salary.
- Pyramid sales.
- Foreign controlled businesses.
- Private membership clubs.
- Speculative ventures.
- Purchase of equipment or real estate for personal use.
- Lending or investment.
- Real property held for sale or investment.
- Paying off or down existing bank debt or investor loans.

COMPLIANCE WITH REGULATIONS

In all cases, awards from this program must be consistent and in accordance with the following:

- All state and local regulations governing the applicant's business.
- Terms and conditions established by the subcommittee for each particular applicant through an award agreement once funding decisions are announced.
- Policies established by the Board of County Commissioners in relation to the program.

EVALUATION & AWARD PROCESS

All applications will be reviewed by a dedicated committee of Chatham EDC Board members representing different businesses and economic development related entities within the county. The committee will meet to review all applications and develop funding recommendations. A quorum will consist of a majority of voting members of the Subcommittee.

Subcommittee & Applicant Expectations

- The subcommittee shall take no more than 6 weeks to review and make recommendations for complete applications that are submitted on a rolling basis until funds are expended.
- The subcommittee shall take action that may include funding the request at the full amount, partially funding the request, or deferring the request to a future cycle while requesting additional information or denying the request.
- All determinations will be submitted in writing, and applicants will be informed in writing of the Subcommittee's decision regarding their application. If the Subcommittee denies a request, it shall provide an explanation as part of the determination letter to the applicant.
- Applicants receiving an award will be asked to sign an award agreement with terms set by the Subcommittee and applicable legal regulations.
- Applicants must agree to utilize funds for their proposed use. A full accounting of how the funds are used must be provided within 30 days of funds being fully expended.
- Applicants are expected to keep clear track of the impact of their award and include that in their final report to the Subcommittee.
- Applicants are expected to fulfill a business owner defined community service activity.
- If the applicant fails to submit a final report within the timeframe set within the award agreement and/or this policy, the Subcommittee reserves the right to deny any future application for funds.
- The Subcommittee shall provide annual reports to the Chatham County Board of County Commissioners. The annual report will include the following information:
 - Total applications submitted.
 - Total amount requested.
 - Total approved.
 - Geographic dispersal of awarded proposals.
 - Summary of success metrics.
- The subcommittee shall provide updates to the Chatham EDC Board consistently regarding the potential and progress of the applications and awards submitted.
- The subcommittee will solicit feedback from applicants and awardees to inform potential policy changes they may consider.
- The subcommittee will consider a combination of many of the following criteria for awardees: Creation and retention of jobs; impact on the agriculture sector; woman, veteran, minority or socially disadvantaged population owned businesses; current business account balances; business debt ratio; business size; innovation & collaboration.

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Application Submission information

Applications will be reviewed in the order that they are received.

Applications may be submitted via mail or online.

If submitting online, use the following link:

<https://airtable.com/shrwbVQrucGWFnuDY>

If submitting via mail, please mail to:

ATTN: Chatham Economic Development Corporation

P.O. Box 1627

Pittsboro, NC. 27312

Important dates for 2021-2022 Application Cycle

- **September 1:** Chatham EDC Small Business Fund (SBF) releases application and opens the 2021-2022 cycle.
- **October 15:** Applications are due.

In the event that there are funds left over, Chatham EDC will announce another set of dates for a second round of funding.

Questions about the Chatham EDC Small Business Fund?

- Call: 919-542-8274; or
- Email: info@chathamcdc.org with the subject line "Chatham Small Business Fund."