

City of Superior – Economic Development Fund

Small Business Grant Program

Approved by City Council October 5, 2021

Application updated March 15, 2023

Mission Statement: Provide grant-funding support for Superior’s new and existing small businesses who are investing in the community by improving, beautifying and stabilizing our storefronts and streetscapes within the city. The City will focus on aesthetic improvements as being a priority for this program.

Program Description: The City of Superior has established a Small Business Grant Program (SBGP) for qualifying local business owners and entrepreneurs within the City of Superior. The City will provide a grant based on a sliding scale of 25-50% of the total eligible project costs. Funding is capped at \$15,000 per grant and the applicant is required to contribute a minimum of 10% equity towards the project. Complete grant applications will be reviewed quarterly as outlined in the grant schedule. A quarter of the program’s yearly allotted funds will be available during each application period. Each grant application is subject to approval from the SBGP Design Committee and final approval from the Common Council. Previous recipients of a Small Business grant must wait three years from the date of grant disbursement before they are eligible to apply again. All businesses and property locations associated with a previous grant recipient must also wait three years before being eligible to apply.

Grant Amount Based on Project Costs

Total Project Costs	City	City Grant
0-\$10,000	50%	0-\$5,000
\$10,001-\$20,000	45%	\$4,500-\$9,000
\$20,001-\$30,000	40%	\$8,000-\$12,000
\$30,001-\$40,000	35%	\$10,500-\$14,000
\$40,001-\$50,000	30%	\$12,000-\$15,000
\$50,001-\$60,000	25%	\$12,500-\$15,000
>\$60,000	N/A	\$15,000

Dates subject to change due to holidays, elections, or unforeseeable circumstances. Applicants will be updated as needed.

2023 Grant Schedule

Quarter	Application Period	Committee Review	City Council Meeting
Quarter 1	January 1- March 1	3 rd Wednesday of March	1 st Tuesday in April
Quarter 2	April 1-June 1	3 rd Wednesday of June	1 st Tuesday in July
Quarter 3	July 1- September 1	3 rd Wednesday of September	1 st Tuesday in October
Quarter 4	October 1- December 1	3 rd Wednesday of December	1 st Tuesday in January 2024

Qualifying Businesses

- Must operate (own, rent, lease) a commercial storefront or “brick & mortar” location
- Non-profits directly related to money-generating food service or retail organizations
- Non-profit arts & entertainment organizations

Eligible uses include, but are not limited to:

- ✓ Façade treatments
- ✓ Building Improvements
- ✓ Signage
- ✓ Selected Commercial Kitchen Equipment (minimum value of \$1,500 per appliance)*
- ✓ Furnishings (booths, tables, chairs, etc.)*
- ✓ Other uses considered on a case-by-case basis

* Equipment, furnishings, décor, etc. purchases must be new to the business location. Used product purchases are acceptable as long as they are new additions to the business.

*Equipment or Improvements with quotes over \$25,000 must include 2 bids

Grant Process:

1. **Prior to starting any work or entering any contracts**, contact the Planning & Development Department to determine if your project is eligible.
2. Return the completed application, detailed project description including a 'sources and uses' budget, proof of financing, and a current, signed W9. If the project includes building improvements, detailed construction plans need to be included and work needs to be completed by a licensed Wisconsin contractor.
3. If any portion of the project is over \$25,000, applicant is required to submit 2 bids.
4. Applications need to be submitted by the closing date of the application period. The applicant will be notified of the date of the SBGP Design Committee meeting and should make every effort to attend.
5. The SBGP Design Committee will provide their recommendations to the Common Council which will have final say on the approval of the grant.
6. The applicant will be notified by a letter or email on the final decision and grant amount.
7. The applicant will be provided a Development Agreement for review and approval.
8. Project work may begin upon final approval of the grant application. **It is the responsibility of the Business/property owner to obtain any/all required building permits prior to beginning work on applicable projects.** Failure to obtain proper building permits voids the agreement.
9. All changes to the project plan must be reviewed by the Planning Director and at their discretion be referred to the SBGP Design Committee for approval, and if necessary, the Common Council. Failure to do so will cancel the grant.

Grant Award & Pay Out:

1. Applicants have 12 months to complete their project.
2. Applicants are to provide invoices and/or proof of expenditures for all approved qualifying expenses.
3. A Certificate of Completion will be issued at the completion of the project, along with the grant award.

Small Business Grant Application Cover Sheet

Date: _____

Business: _____

Applicant(s) name(s): _____

Checklist (Please make sure the following items are attached to application):

- Construction plans/bids for work (if applicable)
- Contractor Information (if applicable)
- Project Timeline
- Sources and Uses Budget Sheet
- Proof of Financing
- W9 for Business

Please submit applications to:

planning@ci.superior.wi.us

or mail/drop off at:

City of Superior Planning Department
1316 N 14th Street, Suite 210
Superior, WI 54880

City of Superior – Economic Development Fund

Small Business Grant Program Application

Date: _____ Grant Number (office use only): _____

Business Information

Business Name: _____

Type (existing, new, relocation, etc.): _____ Year established: _____

Business Address: _____

Project Site Address (if different): _____

Phone: _____ Email: _____

Website: _____

Most recent tax year Gross Revenue: _____

Current Average Monthly Payroll: _____ Number of Employees (FT/PT): _____

Business Description: _____

Applicant/Owner Information

Name(s): _____

Applicant Mailing Address: _____

Phone: _____ Email: _____

Other owners (if any): _____

Project Site Owner: _____

Is the Project Site in a historical building or neighborhood? _____

Project Information

Detailed Project Description—List project(s) you will do with grant funds & planned dates: _____

(Attach additional pages if needed)

Total Project Cost (estimated): _____

Grant Amount Requested: _____

Attach to application:

1. Detailed Construction Plans & Contractor Information (if applicable)
2. Print outs/ads/quotes/bids for anticipated purchases and services
3. Timeline—must start AFTER final approval from the City Council and within 1 year of approval. Use the most accurate dates possible.
4. Sources and Uses Budget Sheet—see example on page 7
5. Proof of Financing—Including bank statements, loan information, or other official documents showing where initial funding will be sourced
6. W9 for Business

I hereby certify that the above information is true and correct to the best of my knowledge.

Date _____

Applicant Name/Title (printed) _____

Signature _____

Applicant Name/Title (printed) _____

Signature _____

Property owner permission if applicant is a tenant in the project building.

I (we), as legal owner(s) of the property listed above, authorize the undertaking of a construction project requiring building permits as described in this application. I (we) as legal owner(s) state that to my(our) knowledge, no other property owned by me(us) has received Small Business Grant Program funding in the last three years.

Date_____

Property Address_____

Owner Name (printed)_____

Signature_____

Owner Name (printed)_____

Signature_____

Sources and Uses

Sources & Uses Template (use this space, or attach your own)

Funding Sources	Uses
Total:	Total:

EXAMPLE

Funding Sources	Uses
XYZ Bank Revolving Credit \$20,000	Tables from Tables R Us \$5,000 (quote attached)
JKL Business Owner Funding \$5,000	Bathroom Remodel YYY Construction \$10,000 (bid attached)
Development Association Loan \$5,000	Landscape by RRR Landscape \$25,300 (2 bids attached as the bid is over \$25,000)
Wisconsin Grant \$15,300	Plants from local nursery \$5,000 (detailed listing with prices and planned purchases attached)
Total: \$45,300	Total: \$45,300

**Do not include SBGP funds in your sources and uses—as a reimbursement grant, you will not be able to use these funds until after you have paid for the project in its entirety.*

**Sources & uses totals should be the same. Anything you list in either column must have a supporting document ie—bank statements, quotes, bids, pricing sheets with vendor information clearly stating what is being purchased.*