



## Grant Summary

Wasatch County has developed and will administer a matching grant program through The Heber Valley Tourism and Economic Development office to eligible businesses to assist with business growth. This grant will offer assistance with a variety of needs for business growth. The purpose of the Small Business Microgrant program is to provide local businesses with financial resources to acquire new equipment, improve facilities, and/or any undertaking that will allow for an *expansion of services, create local jobs, or increase economic growth* within Wasatch County.

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## Grant Eligibility

Grant applicants must meet all eligibility requirements listed below at the time of application submission:

- The principal place of business is located within Wasatch County
- The business must be registered with the State of Utah
- When applicable, the business must have an active business license with Wasatch County or a local municipality within Wasatch County
- Grant funds must be used on or within the business property located within Wasatch County
- Business must be in operation **for at least 12 months**
- Project intent aligns with equipment acquisition, facility improvement, or service expansion
- Projects **cannot** already be completed prior to application submission
- Applicant has not received Wasatch County Small Business Microgrant funds totaling \$5,000 within the previous 12 months
- Applicants must be in compliance with all local regulations including fees, taxes, zoning, and in good standing with the state

Failure to address these items will result in disqualification.

## Grant Parameters

The Small Business Microgrant is a post-performance, 50/50 matching grant; funds will be dispersed upon submission of project report including receipts for costs incurred by the applicant and at the discretion of the Review Committee.

- Grant funds may reimbursement for up to fifty percent (50%) of eligible project costs
  - Example: \$5,000 project → \$2,500 reimbursement
- Minimum matching grant: \$250 (minimum project cost of \$500)
- Maximum matching grant: \$5,000 regardless of total project cost
- Grant funds are based on actual project costs; estimates reserve funding but do not determine final award
- In-kind labor is not eligible as match
- Applicants will receive an award letter showing the approved grant amount
- Wasatch County may use photos and project descriptions for reporting and promotional purposes

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## Reimbursement & Final Approval

Reimbursement occurs upon project completion and inspection. The following items are needed before reimbursement:

- Documentation required: receipts, invoices, inspections, before/after photos
- Projects must be completed within 12 months of award announcement
- Extensions or modifications require written approval from property owner
- Final decisions rest with the Review Committee

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## **Grant Review and Approval Process**

Applications are reviewed by the Small Business Microgrant Review Committee, comprised of the Wasatch County Economic Opportunity Advisory Board.

Committee members must disclose conflicts of interest and recuse themselves when applicable.

The approval of grant applications is based on availability of funds and the qualifications and approval process outlined below. Grant recipients have 12 months to use the grants funds.

## **Scorable Technical Criteria**

Applications are scored on the following criteria:

1. Expansion of services/Attracting New Business – 35%
2. Job creation – 35%
3. Grant amount relative to project size – 10%
4. Feasibility – 20%

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## **Attachments Required**

Completed applications should include, but are not limited to:

- Quotes from vendors, contractors, or suppliers
- Lease agreements and written owner approval (if applicable)
- Before and after project photos
  - “Before” photos submitted with application
  - “After” photos submitted prior to reimbursement

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## **Application Timeline**

- Applications period will be from March 30 to April 30 at 6:00 pm
- Review and Scoring May 1 to May 15
- Award letters sent out on May 22
- Sign and return award letter before beginning project

### **Eligible Projects**

- Equipment or machinery enabling new or improved goods or services
- Equipment or machinery increasing production or efficiency
- Facility improvements accommodating new equipment or increased service capacity
- Software improving productivity or efficiency
- Matching funds for larger state or federal grants
- Improved Signage
- Substantial Façade improvements

### **For Equipment Acquisition Projects**

- Equipment must be installed, stored, and retained on business property within Wasatch County
- Equipment must be primarily used in Wasatch County
- Applicant must maintain ownership of equipment for no less than two (2) years after acquisition
- Applicant must perform or provide regular maintenance of equipment to ensure continued operability
  - Wasatch County maintains the right to inquire with applicant for up to two (2) years following project completion
  - Failure to maintain ownership and/or operability of equipment may result in legal action to return, in full amount, original grant funds to Wasatch County

### **For Facility Improvement Projects**

- The structure on the property must be zoned or permitted appropriately for application use
- Applicant must be the property owner or tenant with a valid lease and owner approval of project implementation
- The property must be in good standing with the applicable local municipality(ies)
- Property, sales, and other tax obligations must be current
- The property must be in good standing with the Utah State Tax Commission

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### Ineligible Projects

- Cosmetic improvements
- Routine maintenance or repairs
- Employee payroll
- Tax liabilities
- Fines, penalties, or legal fees
- Utilities (power, water, sewer, phone, internet)
- Rent or mortgage payments
- Projects deemed inconsistent with program purpose by the Review Committee

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For additional information or questions please contact Dallin at [dallin@gohebervalley.com](mailto:dallin@gohebervalley.com).