



PROSPER WEST

2023 Small Business Matching Grant Guidelines

SUMMARY

Summary

Prosper West San Antonio (PWSA) will provide matching grants of up to \$5,000, technical assistance, and training to up to 10 small businesses or nonprofit social enterprises for a period of 5 months. **Applicant must first spend the matching funds before PWSA will provide grant funds. No grant award shall exceed \$5,000.**

PWSA's mission is to foster economic development, promote the development and redevelopment of real estate within its target area, create viable urban communities, and preserve the character, culture, and history of the Westside.

Funding for Prosper West San Antonio's (PW) Grant is provided by the City of San Antonio.

Purpose

PWSA Matching Grants are for those needing assistance to grow their business and are dedicated to providing access to capital, technical assistance, and training to help with the expansion of small businesses and nonprofit social enterprises within the [designated Westside service area](#).

Grant Period

5 months following the contract agreement date.

Application Process

Please complete and apply as directed below. Applications are accepted on a rolling basis. Applications must be completed in full to be considered. **Once a complete application is received the applicant will have a decision within 90 days.** All applications are reviewed by PWSA Leadership, then approved/denied by the PW Board.

Prosper West will score applications according to the criteria listed in this document. If selected, applicants may be asked to submit additional attachments.

USE OF GRANT

The grant may be spent on these types of projects:

- Equipment and/or Equipment Upgrades
- Technology and/or Technology Upgrades

- Creation of Outdoor Dining Space
- Façade Improvement (Only Building Owner-Occupied Eligible)
- Interior Renovation (Only Building Owner-Occupied Eligible)

Grant funds may not be used for signs except in the case of a façade improvement project.

ELIGIBILITY

Grants are only given to business owners in PWSA’s service area. To see the service area, click the following link: [designated Westside service area](#).

A business owner is a person or a legal entity, who owns a business in the PWSA service area, for the purposes of generating a profit from the successful operations of the business.

Not Eligible to receive grant funds:

- A business owner who has received a PWSA grant award and executed a grant agreement with PWSA dated within 12 months of the current funding period.
- A business whose gross revenues are more than \$250,000.
- Credit Access Business (i.e. payday loans, title loans, etc.), illegal activity, networking sales, businesses who sell liquor as the dominant income generator (do not generate over 50% of their income from food sales), and media or publishing businesses.

REQUIRED DOCUMENTATION CHECKLIST

Required Documents to be submitted to complete your application:

- Completed Application (Below)
- Formation documents (DBA, Articles of Incorporation, etc.)
- 2021 and 2022 Tax Returns (2022 Profit & Loss prepared by an accountant or generated from an accounting software such as Quickbooks will be accepted)
- 2023 Year-to-Date Profit & Loss prepared by an accountant or generated from an accounting software such as Quickbooks
- Project related photos & estimates
- Utility Bill (With Current Business Address)
- Proof of Unencumbered Matching Funds (Bank statements showing matching funds available.)
- Texas Driver’s License, State Issued ID, or Valid Form of Identification

GRANT APPROVAL

1. PWSA staff will review the grant application, ensure all supporting documents are submitted, and prepare a grant presentation and recommendation based on the information provided.
2. The presentation and recommendations will then be sent to the PWSA Loan and Grant Committee and Board of Directors for final approval or denial.

The grant approval process is estimated to take up to 90 days (3 months).

As grant funds may fluctuate from year to year, completed grant applications will be processed in the order received by the PWSA staff. Grant funds will be awarded in any given year until all funds are exhausted. Incomplete applications will not be processed and will be returned to the applicant.

Applicants who were not chosen for funding will receive feedback on their application within 30 days of denial.

GRANT AGREEMENT

All business owners who have an approved grant application will be required to sign a Prosper West Grant Agreement within 15 days of email notification of grant award. If grant agreement is not executed by the deadline noted in the notification letter, the grant award will be rescinded.

The grant agreement will detail the following:

- Amount of grant
- Purpose of grant
- Project budget
- Required funds to be expended by business
- Dispersal requirements and procedures
- Any applicable reporting requirements
- Project completion date, which will not exceed 150 days (from beginning date of grant term)
- Forfeiture of grant statement

GRANT DISBURSEMENT

PWSA Grant Funds will be dispersed to the business owner upon receipt of:

- Canceled checks and paid invoices relevant to the approved grant project in an amount of up to \$5,000 or more dollars (All canceled check and paid invoices must be dated on or after approval date)
- Any other reporting requirements designated in the signed grant agreement

Questions about this grant should be submitted to contact@prosperwestsa.org.

GRANT REPORTING & REQUIREMENTS

All activities will occur within the 5-month (190 day) Program Period.

All applicants who receive funding will be required to:

- Submit a progress and final report, due dates TBD in accordance with project timeline.
- Consult with at least 3 small business service providers within San Antonio's Small Business Ecosystem.
- Attend 3 Prosper West Networking Events/Small Business Meetings.
- Meet with San Antonio's Ready to Work Program Coordinator. If eligible, participate in San Antonio's Ready to Work Program.

PWSA will:

- Provide technical assistance for small business grantees.
- Connect grantee with at least 3 small business service providers within San Antonio's Small Business Ecosystem and provide information on training opportunities.

- Conduct 2 site sit visits to grantees during the program period.
- Connect grantee with San Antonio’s Ready to Work Program Coordinator for an overview of qualifications.



PROSPER WEST

2023 Small Business Matching Grant Application

GRANT SUMMARY

Grant Amount Requested: \$5,000

GRANT Terms: 5 Month Grant-Period (150 days)

BUSINESS OWNER INFORMATION

First Name:

Last Name:

Title:

Business E-mail Address:

Business Phone:

Best Contact Phone:

Name of all owners (if applicable):

Is business owner a U.S. Citizen?

Yes

No

If the business owner listed above is not the primary contact, please list the contact person information below:

First Name:

Last Name:

Contact Person Phone Number:

Contact Person E-mail:

BUSINESS OVERVIEW

Name of Business:

Business Legal Name:

Business Structure (Choose 1):

- Sole Proprietorship
- Partnership
- Limited Liability Corporation
- 501(c)(3) Nonprofit
- Other (Please Describe):

What products and services does your small business offer?

Provide a description of the product or services offered.

What is the history of your business?

Tell us the story of how your business started and how it contributes to the cultural fabric of the Westside.

How does your business fill a gap in the Westside small business ecosystem?

Tell us about how your business contributes to providing a unique service/product in the Westside.

Employer Identification Number (EIN) or Social Security Number (Please use the number associated with how you file your business taxes):

NAICS Code:

Note - NAICS is a Self-Assigned System. Essentially what that means is you pick the code that best suits your business and use it when asked for your code. No one assigns you a NAICS Code! Your current NAICS code can be found on your tax return, or you can search here: <https://www.naics.com/search/>

What Industry is associated with the NAICS code provided above?

Is your business a franchise?

- Yes
- No

Year Opened:

How many years have you been in business?

Business Address:

City:

State:

Zip:

If mailing address is different than business address, please list mailing address below:

How many locations do you have?

BUSINESS INCOME & PROFIT

	2021	2022	2023
Gross Revenue			
Net Revenue (Profit)			

PROJECT PROPOSAL

What type of matching grant are you requesting?

- Equipment and/or Equipment Upgrades

- Technology and/or Technology Upgrades
- Creation of Outdoor Dining Space
- Façade Improvement (Only Building Owner-Occupied Eligible)
- Interior Renovation (Only Building Owner-Occupied Eligible)

Note: Grant funds may not be used for signs except in the case of a façade improvement project.

<p>Please provide a detailed description of the proposed project you are seeking to finance. <i>Describe the details of your proposed project.</i> Note: Project must be approved and permitted by proper governmental authorities.</p>

<p>Whether you plan to hire more employees, expand into a new market, offer new products or grow an existing location, your business needs cash to do so. What are the top 3 business goals this funding will help you accomplish and how will this help you meeting your business goals? <i>List your top 3 business goals related to the funding you are seeking.</i></p>		
	Business Goals	How the funding will help you meet your business goal.
Business Goal 1		
Business Goal 2		
Business Goal 3		

Do you own or rent your business property?

- Rent
- Own

If you rent your property, have you received approval from the owner to pursue this project?

- Yes
- No
- Not Applicable

If you rent your property, does your lease hold you responsible for the maintenance/repairs of the property?

- Yes
- No
- Not Applicable

Is this property or any of the listed owners under any unresolved or unsatisfied judgments or tax liens?

- Yes
- No

If you answered “Yes” to the question above, please provide information on the judgment/lien including the amount and taxing authority. If this question does not apply to you, please enter N/A:

If your project is approved for a grant, do you agree to provide proof of approval and permits by property government authorities, if applicable?

- Yes
- No

Note: This is not required at the time of the application, but funds will not be released if the project requires approval and/or permits prior to any funds being released.

EMPLOYEES & JOBS CREATED

Current # Full-Time Employees (Only include employees that receive a W-2 at the end of the year (Count yourself as an employee):	
Current # Part-Time Employees (Only include employees that receive a W-2 at the end of the year):	
Will any new jobs be created if you receive funding for this project? (Only include employees that receive a W-2 at the end of the year):	<input type="checkbox"/> Yes <input type="checkbox"/> No
If yes, how many full-time jobs?	
If yes, how many part-time jobs?	
Current # Contracted Employees (Only include employees that receive a 1099 at the end of the year):	
Will any new contracted jobs be created by the completion of the project? (Only include employees that receive a 1099 at the end of the year):	<input type="checkbox"/> Yes <input type="checkbox"/> No
If yes, how many contracted jobs?	

Please provide a description of the number of jobs to be created or retained from the project:

Please provide a description of the number of jobs to be created or retained from the project. <i>Describe the details of each job created.</i>

PROJECT BUDGET

Line Item	Prosper West Funds	Committed/Matching Funds
Funding Totals		
PROJECT TOTAL:		

Project Budget Summary: <i>Describe how your line items will be used for your proposed project.</i>

PROJECT TIMELINE

Please list below the timeline of the proposed project.	
<i>Project completion date, which will not exceed 150 days (from beginning date of grant term).</i>	
Month (In 2023)	Description
Month 1 -	
Month 2 -	
Month 3 -	
Month 4 -	
Month 5 -	

<p>Project Timeline Summary:</p> <p><i>Describe any details to help us better understand your timeline.</i></p>

ONLINE PRESENCE

Business Website:

Facebook URL:

Instagram:

Other Social Media/Online Presence:

DEMOGRAPHIC INFORMATION (OPTIONAL)

What is your Gender?

- Male
- Female
- Non-Binary
- Prefer not to say

How do you identify? (Check all that apply)

- Asian American/Pacific Islander (including Japanese American, Korean American, Filipino American, Southwest Asian American, Vietnamese American, and Chinese American)
- Black, African or African American
- Hispanic, Latino

- Native American or Alaska Native
- White or Caucasian
- Other
- Prefer not to answer

What is your Veteran Status?

- Does not Apply
- Non-Veteran
- Veteran
- Service-Disabled Veteran
- Spouse of Veteran
- Not Disclosed

OTHER

Have you received a grant from Prosper West in the past?

- Yes
- No

Have you received a loan from Prosper West in the past?

- Yes
- No

Sign up for Westside Shares:

- Yes
- No

Sign up for News Your Small Business Can Use:

- Yes
- No

APPLICATION SUBMISSION

By submitting this application, I/Authorized Agent for applicant, certify that the information on the applicant and its principals contained in this application and on any attachments is representative of the applicant's current condition. I further certify that the property identified in this application is not subject to any tax, mechanics or other liens not identified in this application and that this business and

all listed owners are in good standing with all local, state and federal taxing entities. Prosper West San Antonio (formerly Westside Development Corporation) or its agents may verify information contained in the application. The application and any other information furnished will remain the property of Prosper West San Antonio (formerly Westside Development Corporation). I understand that any funds awarded are provided in part by the City of San Antonio through a contract with Prosper West San Antonio (Formerly Westside Development Corporation).

Signature:

Printed Name:

Date:

Title: