



*The Franklin Chamber Foundation builds economic vitality with partnerships, programs, education and community involvement whose purpose compliments the work of the Franklin Chamber of Commerce.*

## Small Business Capacity-Building Grant Application

Incomplete applications will be considered ineligible

Due August 2, 2024

(please type or print)

Date of Grant Application (mm/dd/yyyy):		
<b>ORGANIZATION INFORMATION</b>		
Organization Name:		
Organization Address:		
City:	State:	Zip:
Contact Person:		
Website:	Email:	
Phone Number:	Fax Number:	
How long has your business been in operation?		
Number of <b>FULL-TIME</b> employees at the organization?		

**PROJECT INFORMATION**

Project Name:

Anticipated Start Date (mm/dd/yyyy):

Anticipated End Date: (mm/dd/yyyy):

**Project is (please select only one):**

New

Existing

**Summary of the proposed project (Limited to 500 words)**

Be sure to include information regarding overall impact to your business, community involvement, community need and innovation (if applicable)

**FINANCIAL INFORMATION**

Amount requested from the Franklin Chamber Foundation (up to \$2,500):	\$
Estimated <b>total</b> cost of the project:	\$

Outline the complete budget for this particular project showing income and expenses:

**Other Funding Sources:** Please list other funding sources.

**Sustainability:** What are the plans for future funding of this project (if applicable)? Summarize a specific plan for project sustainability (Limited to 500 words).

Please be sure your application is completed in its entirety. You may drop off or mail your application to:

Franklin Chamber of Commerce  
120 E Jefferson Street  
Franklin, Indiana 46131

Or you may scan and email your application to [franklincoc@franklincoc.org](mailto:franklincoc@franklincoc.org)

**For eligibility, applications and all supporting documents must be received by August 2, 2024.**

Please read the following and sign:

- I understand my application will be reviewed and scored by the Franklin Chamber Foundation Board of Directors, and representatives from the Franklin Chamber of Commerce, Discover Downtown Franklin and a member(s) of the Franklin Economic Development Commission.
- I understand that the funds for the grant came from the Franklin Economic Development Commission and therefore awarded to Franklin Indiana brick and mortar for-profit organizations.
- I have attached letter(s) of support from community members regarding community need and/or the organizations involvement in the community.
- 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 Franklin Chamber Foundation that will be shared with the Franklin Economic Development Commission.

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Signature

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Date

## Evaluation Criteria for Capacity-Building Grants

For use by the review committee

Criteria	Points Available	Score
<b>Business Longevity</b>		
0-1 year	<b>0</b>	
1-3 years	<b>2</b>	
3-5 years	<b>3</b>	
5-10 years	<b>4</b>	
10+ years	<b>5</b>	
<b>Overall Impact to the Business</b>	<b>1-10</b>	
<b>Sustainability Plan</b>	<b>1-10</b>	
<b>Community Involvement</b>	<b>1-10</b>	
<b>Letter(s) of Support</b>	<b>1-5</b>	
<b>Community Need</b>	<b>1-5</b>	
<b>Innovative Idea</b>	<b>1-5</b>	
<b>TOTAL POINTS AVAILABLE</b>	<b>50</b>	

- Has the business applied previously?
- If the business has applied previously, is this a new project?
- If the business has applied previously, has a letter of impact been received?