



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 15, 2025

(please type or print)

Date of Grant Application (mm/dd/yyyy):		
ORGANIZATION INFORMATION		
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 FULL-TIME 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 \$5,000):	\$
Estimated total cost of the project:	\$
Outline the complete budget for this 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

For eligibility, applications and all supporting documents must be received by August 15, 2025.

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 my organization's 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 10 months of receipt of funds to the Franklin Chamber Foundation that will be shared with the Franklin Economic Development Commission.

Signature

Date

Evaluation Criteria for Capacity-Building Grants

For use by the review committee

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

- ☐ 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 submitted?