

Business Improvement Grant Rules

Mission

The mission of the Berrien County Chamber of Commerce Business Improvement Grant is to assist Chamber member businesses with a project to improve their business. The Business Improvement Grant is funded by the Chamber of Commerce and only members in good standing with the Chamber are eligible to apply for grants. All Business Improvement Grant applications will be reviewed by the Chamber Board of Directors, which meets the second Wednesday of each month.

Nature of Venture

The Business Improvement Grant is for Chamber members in good standing with the organization. The Business Improvement Grant is intended for for-profit businesses located in Berrien County. Grants may be awarded for interior and exterior physical improvements (painting, landscape, signage, lighting, etc.). Grants will not be awarded to assist with the daily operations of a business (staffing, rent, utilities, inventory, etc.).

Rules for Participation

1. The Business Improvement Grant is a matching grant. Applicants must invest a minimum of fifty percent (50%) of the total improvement costs, not to exceed \$1,000. (Example: if you are purchasing a new sign and the total cost is \$1,000, the Chamber will pay up to \$500.)
2. Each applicant must be a member of the Berrien County Chamber of Commerce. Consideration will be given regarding the longevity of membership to the organization.
3. Employees and Chamber Board Members may not apply for the grant.
4. Applicants must submit a description of the improvement (drawings may be requested) and budget for the improvement project before the project is considered as a grant recipient.
5. Applicants must provide documentation that proposed improvements meet all building, zoning, and if applicable, historical guidelines set forth by local and state governments.
6. Applicants may be required to submit a credit report and/or business plan for review by the Chamber Board of Directors.
7. Applicant will be reimbursed upon completion of the project. Final expense recipients must be submitted to the Chamber before grant funds will be issued.
8. The Chamber of Commerce Board of Directors reserves the right to release the names of applicants and grant recipients.
9. Lobbying of the Chamber Board of Directors is strictly prohibited.
10. The Chamber of Commerce and its Board of Directors reserve the right to refuse a grant award at their discretion.
11. Business Improvement Grants will be awarded as funds are available at the sole discretion of the Berrien County Chamber of Commerce Board of Directors.
12. Business/Applicants may only receive a Business Improvement Grant once every three (3) years.

Business Improvement Grant Application

Business Name: _____

Primary Contact: _____

Address: _____ City & Zip: _____

Phone: _____ Email: _____

Detailed Outline of Improvement (Please attach photos, drawings, etc. if applicable):

Contractor: _____ Suppliers: _____

Total Cost: _____ Amount Requested: _____

Start Date: _____ Completion Date: _____

I understand that in order for my Business Improvement Grant to be approved, I must provide matching funds. I agree to work with the recommendations of the Berrien County Chamber of Commerce Board of Directors. I also understand that monies are granted on a reimbursement basis, following the completion of the work and that improvements not approved or not submitted in advance to the Berrien County Chamber of Commerce Board of Directors will not be funded.

Signed: _____ Print Name: _____

Name of Business: _____ Date: _____

For Office Use Only

Date Received by Chamber: _____ Review Date: _____

Recommendations: _____

Approved / Denied

Reason(s): _____

Amount Approved: _____

Executive Director

Board Chairperson