

PIERCE COUNTY SMALL BUSINESS INNOVATION MATCHING GRANT PROGRAM

APPLICATION DEADLINE FOR FIRST ROUND OF FUNDING:
SEPTEMBER 9, 2022 AT 5:00 P.M.

GUIDELINES & FAQS

www.PierceCountyWA.gov/InnovationGrant
PCInnovationGrant@piercecountywa.gov

The Pierce County Small Business Innovation Matching Grant program helps small businesses located in unincorporated* Pierce County move forward in the wake of the Covid-19 pandemic. The grant will aid in covering costs related to innovative projects that will help businesses grow and ultimately become more resilient. **Eligible businesses should demonstrate a need for funding that will allow the business to implement new ideas, improve operations and processes, or upgrade facilities and equipment.** The County Council has allocated \$4M of American Rescue Plan Act (ARPA) funding to support this grant program.

Subject to available funds, **the grant reimburses 50% of eligible costs up to \$20,000 per applicant.**

Business Eligibility

- For-profit or non-profit business physically located in UNINCORPORATED* Pierce County.
- Have 20 or fewer full-time equivalent employees (including business owner).
- Have been in business at least two (2) years
- Have an independent business and not a corporate chain or corporate franchise.
- Have an active Washington State business license.
- Childcare businesses must be State licensed.
- Childcare businesses **MUST** have a commercial lease or be a commercial property owner (in-home childcare settings are not eligible).

Project Eligibility

- Pre-approval is required.
- New projects must be completed within 90 days following pre-approval. A one-time extension may be granted based on extenuating circumstances.
- Eligible projects include purchases of machinery, equipment, computer hardware, software, and point of sale systems necessary to expand or upgrade an existing facility, initiate a new line of business, or streamline a business process.
- Completed projects dating back to February 1, 2022 may be approved on a case-by-case basis.
- Purchases must be made between January 3, 2022 and September 1, 2023.

*The term "unincorporated" refers to any areas that do not fall within the limits of a city in Pierce County.

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Eligible applications may be reviewed based on the following considerations:

- Expected number of jobs created
- Expected increase in sales or revenue
- Expected increase in efficiency
- Expectation of how the innovative project being funded will help the business grow and become more resilient

FAQS

If approved, how long do I have to complete the project?

Once approved you will have 90 days to complete the project. A one-time extension may be granted due to extenuating circumstances such as supply-chain difficulties or third-party delays in performing contracted work.

How do I submit receipts for reimbursement?

Once your project is approved, you will receive a link to submit your receipts for reimbursement.

If I'm not sure my project will qualify, what should I do?

Submit an application that will go under review. You may wish to hold off on making any purchases until your project is approved.

What size project can be submitted and how much will I be reimbursed?

Any size project for any amount may be submitted for consideration, however, no more than 50% of the total eligible costs up to \$20,000 can be reimbursed.

For example, if the total eligible costs equal \$10,000, no more than \$5,000 will be reimbursed. If the total eligible costs equal \$40,000 or greater, no more than \$20,000 will be reimbursed.

If my business received a grant in 2020 or 2021, am I eligible to apply?

Yes, if your business meets the above application eligibility requirements.

Do I have to demonstrate an impact due to Covid-19?

No, this is not a requirement. However, you do need to describe how the project to be funded would help your business become more resilient in the event of another disaster.

Types of projects eligible for grant funds:

Purchases of machinery, equipment, computer hardware, software, and point of sale systems necessary to expand or upgrade an existing facility, initiate a new line of business, or streamline a business process.

Grant funds may not be used for inventory, staffing, working/operating capital, or in-home childcare settings.

Applicant must agree to provide information regarding project outcomes.



APPLICATION CHECKLIST



Project description



Explanation of how the project will allow the business to implement new ideas, improve operations and processes, or upgrade facilities and equipment.



Any supporting documents that help describe your project.

Following Approval Checklist:



Receipts demonstrating equipment purchased or work completed. Receipts must be dated between 1/3/22 and 9/1/23.



For more information and to apply:

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