

**City of Ripon Community Development Authority (CDA)
Small Business Development Grant
Application Form**

Applicant Information:

Business Name: _____
Business Address: _____
City, State, ZIP: _____
Contact Person: _____
Title: _____
Phone Number: _____
Email Address: _____

Business Information:

Type of Business (Retail/Hospitality): _____
Number of Full-Time Equivalent Employees: _____
Business Structure (e.g., Sole Proprietorship, Partnership, LLC, Corporation): _____
Business Start Date (Actual or Projected): _____
Zoning District (B-1 or B-2): _____

Grant Request:

Total Grant Amount Requested (up to \$5,000): _____
Purpose of Grant Funds (check all that apply):
 Purchasing Equipment and Inventory
 Leasehold Improvements
 Marketing and Advertising
 Licensing and Permit Fees
 Initial Operational Expenses
 Other (please specify): _____

Business Plan Submission:

Please attach the following required documents:
Detailed Business Plan including:
Executive Summary
Market Analysis
Organizational Structure
Product/Service Line
Marketing Strategy
Funding Request
Financial Projections (3-year projection)
Implementation Timeline

Detailed Budget Proposal outlining the use of grant funds
Relevant Permits, Licenses, Lease Agreements
Personal Financial Statements

Community Development Courses:

Please list any business and entrepreneur development courses attended (offered by Ripon Main Street, Envision Greater Fond du Lac, etc.):

Terms and Conditions:

By signing below, I acknowledge and agree to the following terms and conditions if awarded the Small Business Development Grant:

- The business must remain operational for at least two years from the date of the grant award to be eligible for the full award.
- If the business ceases operations within this period, the grant funds must be repaid with 7% interest.
- The City of Ripon CDA may take a security interest in the business's equipment, building, and inventory funded by the grant as collateral.
- The business must maintain established hours of operation (open to the public) that exceed 24 hours per week.
- Grant funds will be distributed through reimbursement of eligible expenses, requiring adequate documentation detailing all expenditures, including receipts and proof of payment.
- The business will submit a report to the City of Ripon CDA detailing the use of funds and business progress within three months of final fund disbursement.
- The City of Ripon and/or CDA reserves the right to conduct site visits to ensure compliance with the terms of the grant.

Applicant Signature:

Signature: _____

Printed Name: _____

Date: _____

For CDA Office Use Only:

Date Application Received: _____

Review Committee Decision:

Approved

Approved with Conditions

Denied

Date of Notification: _____

Comments/Conditions:

For more information or assistance with this application, please contact:

City of Ripon Community Development Authority (CDA)

Attn: Adam Sonntag, City Administrator

100 Jackson Street

Ripon, WI 54971

(920) 748-4914

asonntag@cityofripon.com