

## STEP 1

### APPLICATION



Applicants submitted applications and supporting documents by October 30, 2023 deadline

Supporting documents include:

- City of St. Louis Business License (or indefinite exemption)
- Address supporting document (most commonly a utility bill or a lease agreement)
- Federal "sam.gov" Unique Entity ID
- Federal Tax ID number (EIN number)
- State-issued photo ID
- City of St. Louis CBI form (Collector of Revenue & License Collector)
- Missouri Secretary of State "Certificate of Good Standing"
- (Non-Profit only): Organizational Bylaws and List of Board Members

## STEP 2

### ELIGIBILITY



Initial eligibility review, checking:

- Geographic Eligibility
- Validity of requested supporting documents

## STEP 3

### VIABILITY



Qualifying applications referred to Grow America (formerly NDC) to:

- Conduct site visit
- Perform financial viability analysis
- Enroll applicants in optional 12-week financial course, providing technical assistance

## STEP 4

### ASSESSMENT



Grow America, having conducted the financial analysis, provides results of its assessment to SLDC

- To ensure all applications are evaluated objectively, SLDC has created a scorecard which will be used to score each qualifying applications

## STEP 5

### Small Business Stabilization and Expansion Grant Program

#### REVIEW BY SELECTION COMMITTEE



SLDC convenes Selection Committee to review **Stabilization and Expansion** applications

- Committee provides funding recommendation based on eligibility, viability, and results of financial assessment scorecard

## STEP 5

### Community Enhancement & Community Needs Grants

#### REVIEW BY SELECTION COMMITTEE



SLDC convenes Selection Committee to review **Community Enhancement & Community Needs** applications

- Project Assessment
- 1:1 Project Overview
- Funding Assessment based on eligibility, viability, and results of project feasibility scorecard

## STEP 6

### FUNDING VALIDATION AND APPROVAL



- SLDC convenes funding recommendation Committee and prepares a combined funding recommendation for potentially awarded applicants
- Businesses requesting \$250,000 or more must be reviewed by SLDC convened Substantial Awards Committee for funding recommendations
- Funding validation is brought to the SLDC board of directors for approval

## STEP 7

### FUNDING



- Combined award amount is communicated to awarded entities
- Grant agreement developed and distributed to awarded entities
- Grant agreement signed
- Funds disbursed per grant agreement