



GRANT APPLICATION PACKET

Empowering Small Business Growth and Sustainability

In collaboration with the Delaware Small Business Chamber

Fueling Growth with Targeted Business Grants

Financial support for new and emerging Delaware businesses ready to launch, expand, create jobs, strengthen communities, and build long-term sustainability.

Application Year: _____

Applicant Business: _____

The DSBC Foundation is excited to offer the DSBC Foundation Grant Fund, created to empower small businesses and entrepreneurs across Delaware. The program provides targeted financial resources to help qualified businesses launch, expand, improve capacity, create jobs, occupy vacant commercial properties, and build a sustainable future.

In collaboration with the Delaware Small Business Chamber, the Foundation is committed to fostering a thriving statewide business environment. Whether you are preparing to launch a new venture or strengthening an existing business that has operated for fewer than five years, this grant program is designed to help turn a thoughtful plan into measurable progress.

This packet contains the program guidelines, application, budget worksheet, business plan summary, review criteria, recipient agreement, expense tracking worksheet, and six-month impact report.

- 1. Grant Program Overview
- 2. Eligibility and Permitted Uses
- 3. Application Checklist
- 4. Applicant and Business Information
- 5. Grant Request and Proposed Use
- 6. Business Viability and Growth Plan
- 7. Partnerships, Community Impact, and Job Creation
- 8. Budget Worksheet
- 9. Business Plan Summary
- 10. Applicant Certification
- 11. Review Committee Score Sheet
- 12. Grant Recipient Agreement
- 13. Expense and Receipt Tracking Worksheet
- 14. Six-Month Impact Report
- 15. Contact Information

AVAILABLE GRANT LEVELS	
Base Grant	\$1,000
Enhanced Grant	\$1,200 - recipient joins the Delaware Small Business Chamber; the Foundation covers part of the membership cost.
Vacant Commercial Space Grant	\$1,500 - qualifying applicant relocates into an empty commercial space.
Maximum Enhanced Grant	\$1,700 - qualifying applicant relocates into an empty commercial space and joins the Delaware Small Business Chamber.

Important: Final award amounts are determined by the DSBC Foundation. Submission of an application does not guarantee funding.

- ☐ Delaware start-up business
- ☐ Existing Delaware business operating fewer than five years
- ☐ Business demonstrates viability and growth potential
- ☐ Funds will support expansion, sustainability, or launch activities
- ☐ Applicant agrees to provide receipts and supporting documentation if requested

Permitted uses of grant funds include:

- ☐ Business licenses and permits
- ☐ Equipment purchase
- ☐ Building business capacity
- ☐ Training and certifications
- ☐ Supplies and inventory
- ☐ Signage and branding
- ☐ Advertising and marketing expenses
- ☐ Website creation or improvement
- ☐ Other approved business growth expense

Business viability requirement: Applicants must explain how the award will support meaningful business growth and sustainability. Funds may not be used merely to prolong an imminent closure or an unsustainable business operation.

Use this checklist before submitting your application.

- ☐ Completed and signed application form
- ☐ Business plan attached, if available
- ☐ Business registration or formation documentation, if available
- ☐ Current business license(s), if applicable
- ☐ Budget worksheet completed
- ☐ Vendor estimates, quotes, or supporting price documentation
- ☐ Recent financial statements or start-up financial projections, if available
- ☐ Lease, letter of intent, or proof of vacant commercial space, if applying for the \$1,500 or \$1,700 level
- ☐ List of prior grants or business funding received
- ☐ Any other documents supporting viability, sustainability, job creation, or community impact

APPLICANT INFORMATION	
1. Business Name	
2. Owner's Name	
3. Business Address	
4. Phone Number	
5. Email Address	
6. Business Website	

7. Type of Business

- ☐ Sole Proprietorship
- ☐ Partnership
- ☐ Corporation
- ☐ LLC
- ☐ Other: _____

8. Business Operating Status

- ☐ Business started in: _____
- ☐ Business has not yet started
- ☐ We hope to start within the next 6 months
- ☐ We hope to start after 6 months

9. Do you have a business plan?

- ☐ Yes - attached with this application
- ☐ No - we do not currently have one

10. Intended use of grant funds (check all that apply)

- ☐ Business licenses and permits
- ☐ Equipment purchase
- ☐ Building business capacity
- ☐ Training and certifications
- ☐ Supplies and inventory
- ☐ Signage and branding
- ☐ Advertising and marketing expenses
- ☐ Website creation or improvement
- ☐ Other: _____

Please briefly describe the specific purchases, services, or activities the grant would fund:

11. Explain how the grant will enhance the viability and long-term sustainability of your business:

12. Have you faced financial difficulties that may affect your business viability? Check one and explain as appropriate: ☐ Yes ☐ No

13. Grant amount requested (check the amount(s) for which you qualify)

- ☐ \$1,000 - Base Grant
- ☐ \$1,200 - Join the Delaware Small Business Chamber with Foundation contribution
- ☐ \$1,500 - Relocate into an empty commercial space
- ☐ \$1,700 - Relocate into an empty commercial space and join the Delaware Small Business Chamber

For applicants seeking \$1,500 or \$1,700: identify the vacant commercial space, location, anticipated move-in date, and status of lease negotiations:

EMPLOYMENT IMPACT	
14. Current Employees	
15. New Jobs Expected Within 12 Months	

Explain whether the grant funds will be used to create or retain jobs within your community. Include job types, anticipated timing, and whether positions will be full-time, part-time, or contracted:

16. Describe the specific goals you intend to achieve with the funding. Explain how the grant will affect growth, sustainability, operations, customers, revenue, or market reach:

17. Are you currently partnered with organizations such as Business 2.0, Launcher, women's business centers, local schools, colleges, economic development groups, or other organizations? Check one, list the organizations, and explain how this grant may support those collaborations:

☐ Yes ☐ No

18. How will you measure success after receiving the grant? List the specific metrics, milestones, or outcomes you will track:

19. Have you previously received grants or other funding to support the business? Check one and provide the source, amount, date, and use of funds: ☐ Yes ☐ No

List each proposed expense. Attach estimates or quotes whenever possible.

Expense Category	Description / Vendor	Estimated Cost	Grant Funds	Other Funds
TOTAL				

Total Grant Amount Requested: \$_____

Other Funding or Applicant Contribution: \$_____

Explain any difference between the total project cost and the grant amount requested:

A. Concept: What does the business sell or provide, and what customer problem does it solve?

B. Target customers and market: Who are your primary customers, and where are they located?

C. Competition & advantage: Who are your competitors, and what makes your business different?

D. Customer acquisition: How will customers learn about and purchase from your business?

E. Operations and capacity: What facilities, equipment, systems, employees, or suppliers are needed?

F. Twelve-month milestones: List the most important goals and target completion dates.

By signing below, I certify that:

- ☐ The information provided in this application and all attachments is true and accurate to the best of my knowledge.
- ☐ I am authorized to submit this application on behalf of the applicant business.
- ☐ Grant funds will be used only for approved business purposes.
- ☐ I understand that the DSBC Foundation may request receipts, invoices, cancelled checks, bank records, photographs, or other proof of expenditure.
- ☐ I understand that an award may be reduced, withheld, or required to be repaid if funds are misused or information is materially inaccurate.
- ☐ I understand that submission does not guarantee an award.
- ☐ I agree to complete reasonable follow-up reporting and provide information about business outcomes.

SIGNATURE	
Applicant Signature	
Printed Name	
Title	
Date	

For DSBC Foundation use only.

Evaluation Category	Maximum Points	Score	Committee Notes
Business viability and sustainability	25		
Demonstrated need and appropriate use of funds	20		
Growth potential and measurable outcomes	20		
Job creation, retention, or community impact	15		
Preparedness and quality of business plan	10		
Partnerships, innovation, or vacant-space impact	5		
Completeness and overall presentation	5		
TOTAL	100		

To be completed only by approved grant recipients.

- ☐ Use the grant only for expenses approved by the DSBC Foundation.
- ☐ Maintain complete financial records and receipts for all grant-funded purchases.
- ☐ Return any unused or improperly used funds if requested by the Foundation.
- ☐ Notify the Foundation before making a material change to the approved use of funds.
- ☐ Submit the six-month impact report and supporting documentation by the required deadline.
- ☐ Permit the Foundation to recognize the award publicly, including the business name, general purpose of the award, and non-confidential business outcomes.
- ☐ Participate in reasonable promotional, educational, or recognition activities connected with the grant program.

AWARD AGREEMENT

Business Name	
Approved Grant Amount	
Approved Use of Funds	
Recipient Signature	
Printed Name and Title	
Date	
Foundation Representative	
Date	

DSBC FOUNDATION GRANT FUND

Date	Vendor	Item / Service	Payment Method	Amount	Receipt Attached
					☐
					☐
					☐
					☐
					☐
					☐
					☐
					☐
					☐
					☐
					☐
					☐
TOTAL					

RECIPIENT INFORMATION	
Business Name	
Grant Amount Received	
Award Date	
Report Due Date	

1. Describe how the grant funds were used. Include major purchases or activities and attach receipts or supporting documents.

2. What progress has the business made since receiving the grant?

MEASURABLE OUTCOMES

Employees at Award Date	
Current Employees	
New Jobs Created	
Jobs Retained	
Revenue Change, if available	

3. Which goals or milestones were achieved? Which remain in progress?

4. Describe any challenges encountered and how the business responded.

5. Share a brief success story, customer impact, community benefit, or other outcome the Foundation may highlight.

REPORT CERTIFICATION

Recipient Signature	
Printed Name and Title	
Date	



Bob Older

DSBC Foundation

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Phone: 302-482-2120

Thank you for your interest in the DSBC Foundation Grant Fund.

Together, we can build a stronger and more prosperous small business community throughout Delaware.