



DEPARTMENT OF ECONOMIC DEVELOPMENT

ENTERPRISE ZONE PROGRAM

SMALL BUSINESS TECHNOLOGY & TRAINING GRANT

Application for Technology Upgrade & Employee Training Support

PRE-APPROVAL REQUIRED

Applications must be submitted and approved BEFORE purchasing technology or committing to training contracts. Expenses incurred before approval are not eligible for reimbursement.

Application Window: All applications due April 1. Once approved, projects must be completed within 12 months of the approval date.

PROGRAM OVERVIEW

The Small Business Technology & Training Grant helps small and medium businesses within the Staunton Enterprise Zone modernize operations through technology investments and employee skill development. Up to 25% of the grant amount may be used for employee technology training.

Table with 2 columns: Category and Description. Rows include Maximum Grant (\$5,000), Minimum Investment (\$2,500), Match Requirement (25% applicant match), Training Allocation (Up to 25% of grant), and Eligible Businesses (Fewer than 50 full-time employees).

One-Time Program: This grant may be received only once per business. A business that has previously received the Small Business Technology & Training Grant is not eligible to apply again.

SECTION 1 — APPLICANT INFORMATION

Form table for applicant information with fields: Business Name, Business Street Address, City / State / Zip, Mailing Address (if different), Federal Employer ID (FEIN), Primary Contact Name, Primary Contact Title, Phone, Email, Business Website.

## SECTION 2 — BUSINESS PROFILE

<b>Business Entity Type</b>	
<b>Year Business Established</b>	
<b>Year Located in Staunton Enterprise Zone</b>	
<b>NAICS Code / Industry</b>	
<b>Total Current Full-Time Employees</b>	
<b>Total Current Part-Time Employees</b>	

## SECTION 3 — TECHNOLOGY INVESTMENT

Check all technology categories included in this application:

- |  |  |
|--|--|
| <input type="checkbox"/> Computers / tablets / servers         | <input type="checkbox"/> Point-of-sale (POS) systems         |
| <input type="checkbox"/> Software / SaaS subscriptions         | <input type="checkbox"/> Cybersecurity tools / services      |
| <input type="checkbox"/> Website development / e-commerce      | <input type="checkbox"/> Digital marketing platforms         |
| <input type="checkbox"/> Inventory management systems          | <input type="checkbox"/> Communication & collaboration tools |
| <input type="checkbox"/> Manufacturing / production technology | <input type="checkbox"/> Accessibility technology            |
| <input type="checkbox"/> Employee technology training          | <input type="checkbox"/> Other (describe below)              |

Describe the technology investment and how it will improve business operations:

<b>Primary Vendor / Provider Name(s)</b>	
<b>Total Technology Investment Cost (\$)</b>	
<b>Amount Allocated to Hardware (\$)</b>	
<b>Amount Allocated to Software / Subscriptions (\$)</b>	
<b>Amount Allocated to Employee Training (\$) (max 25% of grant)</b>	
<b>Total Grant Amount Requested (\$)</b>	
<b>Applicant Match Amount (\$) (if 10+ employees, enter 25% of requested amount)</b>	

**SECTION 4 — EMPLOYEE TRAINING (complete if training is included)**

<b>Training Provider / Vendor</b>	
<b>Training Topic / Curriculum Description</b>	
<b>Number of Employees to be Trained</b>	
<b>Estimated Training Dates</b>	
<b>Training Cost (\$)</b>	

**SECTION 5 — REQUIRED DOCUMENTATION CHECKLIST**

Check each item enclosed. Incomplete applications will not be processed.

- Vendor quote(s) or invoices for technology purchases
- Copy of current Business License
- Signed 2-Year Zone Operation Commitment Letter (see attached form)
- Training provider proposal/written agreement (if applicable)
- Certificate of Good Standing (Virginia SCC)

**CERTIFICATION & SIGNATURE**

I certify that the information provided in this application is true, accurate, and complete to the best of my knowledge. I understand that any misrepresentation may result in disqualification from the Small Business Technology & Training Grant and/or repayment of any funds received. I agree to comply with all program terms and conditions and to provide additional documentation upon request.

<b>Applicant Signature</b>	
<b>Printed Name</b>	
<b>Title / Position</b>	
<b>Date</b>	

**FOR CITY USE ONLY — DO NOT WRITE BELOW THIS LINE**

<b>Date Received</b>	
<b>Received By</b>	
<b>Application Reference #</b>	
<b>Eligibility Verified (Yes / No)</b>	
<b>Decision (Approved / Denied)</b>	
<b>Decision Date</b>	
<b>Grant / Rebate Amount Approved (\$)</b>	
<b>Notes / Conditions</b>	