



## DURANT INDUSTRIAL AUTHORITY

PO Box 578 • Durant, OK 74701  
(580) 924-7254 | (580) 916-1512  
Email: [econdev@durant.org](mailto:econdev@durant.org)  
[www.ok-durant.org](http://www.ok-durant.org)



### Durant Small Business Grant Program Guidelines

#### Overview

The Durant Industrial Authority of the City of Durant, Oklahoma (the “DIA”) recognizes that the success of small businesses is essential to a diverse and successful economy. The Durant Small Business Grant Program was created to assist in the growth and retention of viable small businesses in the City of Durant, Oklahoma. The objective of this pilot program is to support small business owners (for-profit business with fifteen (15) or fewer employees) in the expansion and maintenance of their small business located in the designated area.

This grant is a one-time, monetary award given to a small business and shall not exceed \$5,000. The minimum grant award is \$500. The grants will be committed and funded on a first-come, first-served basis contingent upon availability of funds. There is a limit of one grant per tax identification number. Grants are awarded to applicants who have provided a complete application package and have met all eligibility requirements.

#### Grant Eligibility

A business may qualify for consideration provided it meets all of the following:

- Must be a for-profit small business. For the purpose of this grant, a small business is defined as a business entity with fifteen (15) or fewer employees. Employees include the owner, part-time, and full-time employees. Not-for-profit businesses, organizations and entities are not eligible for this program.
- The business must be located in a Low to Moderate Income Area/ New Markets Tax Credit census tract at the time of application. To determine if your business is located in an eligible area, review our “Determining If a Business Is located in an Eligible Area” instructions.
- Business must be located in a permanent structure, and applicant must be the owner or leaseholder of the property as a whole. Funds will not be granted to mobile businesses (such as food trucks), consignment vendors, or other businesses who rent/ lease space inside an existing business.
- The business and business owner(s) must be current on all local taxes or fees (real estate, personal property, business license, etc.).
- The business owner must submit an acceptable business plan. A sample business plan and list of components required to be included in the plan are included with the application packet.
- The business owner must complete **one** of the following:
  - Completion of 30 hours of small business training (combination of small business courses and one-on-one counseling, provided by the Oklahoma Small Business Development Center, REI Women’s Business Center or Choctaw Small Business Development.)



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- Successfully complete the Durant Small Business Bootcamp, as conducted by the Oklahoma Small Business Development Center. (Certificate of Completion is required).

*Members of the Durant Industrial Authority and/ or of the Durant City Council, and their immediate family members (Mother, Father, Spouse, Siblings and Children) are not eligible for participation in the Durant Small Business Grant Program.*

### Eligible Use of Funds

Funds must be used to improve an existing small business. Examples of eligible uses include:

- Marketing and Advertising Expenses
- Signage
- Equipment (New or Used)
- Computer Hardware or Software
- Development of Online or Mobile Presence
- Consultant Services
- Training and Certifications
- Capital Improvements such as building renovations
- Other Expenses as Approved by the DIA

Please note that expenses must not be incurred until after the application has been approved and all applicable parties have signed the grant agreement.

### Ineligible Use of Funds

Examples of ineligible uses include but are not limited to the following:

- Purchase of Inventory
- Personal Expenses
- Purchase of Construction Equipment
- Salaries and/or Payroll (to include benefits such as insurance, retirement, etc.)

### Terms

The applicant must comply with all Federal, State and/or Local requirements for operating the business. Some requirements are:

- Business License Tax
- Codes Compliance Regulations
- Local, State and Federal taxes
- Health and Safety Regulations

The applicant must also:

- Provide a business plan, information on the target market, list of any other financial sources and an itemized list of the proposed use of funds to include the cost of each expense.
- Sign a grant agreement and return within 30 days of the agreement date.
- Maintain a business location in the defined geographic area of Durant, OK for at least one (1) year after receiving DIA Small Business Grant funds. Failure to do



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so may result in a requirement to repay grant funds.

- Submit a Grant Expenditure Report form and receipts for eligible expenses no later than the 20<sup>th</sup> of each month. Grant expenses must not be incurred until after the application has been approved and all applicable parties have signed the grant agreement. Failure to do so may result in a requirement to repay grant funds.

### Grant Application Process

Completed applications and any required supporting documentation must be submitted to the DIA by mail, hand delivery or email. Applicant must submit a valid government issued identification (i.e. Passport, Drivers' License etc.) and a completed Request for Taxpayer Identification Number and Certification (IRS Form W-9) with the application.

Following review, the applicant will be sent a notification of decision by mail or email. If approved, the applicant will be provided the amount of the grant funding they are eligible to receive and advised of the next steps in the process (grant agreement, reporting requirements, etc.).

Grant payments will not be issued until the application has been approved by the DIA, and the signed grant agreement has been processed. The fully executed grant agreement must be returned within 30 days of the agreement date.

*The DIA reserves the right to deny approval of any application for reasons including, but not limited to, using funds to meet an equity investment requirement of other available business assistance programs, competitiveness of applications received, modifications to grant criteria, etc.*

### Program Administration

Interested individuals should contact the Durant Industrial Authority at (580) 924-7254 or [econdev@durant.org](mailto:econdev@durant.org) regarding the application process or questions.

DIA staff will review all grant applications for eligibility and will make recommendations for funding to the DIA and the Durant City Council. To ensure that projected expenses are reasonable, each grant will be evaluated on the amount of funding requested and the identified use of the funds. Every effort will be made to maximize resources to support as many small businesses as possible.

If the application is not approved, the applicant may reapply for a Durant Small Business Grant after six (6) months. All issues identified by the staff must be addressed prior to resubmission. No more than two (2) resubmissions are permitted within a two (2) year period. There is no application fee. Lifetime limit of one grant per business and/or individual.

## Durant Small Business Grant Program LMI Determination Procedures

In order to qualify for the Micro Enterprise Grant, the business must be located in a low to moderate income area at the time of application. To determine if your business is located in a low to moderate income/ NMTC area follow the instructions provided below.

1. Go to the US Department of the Treasury CDFI Fund website at <https://www.cdfifund.gov/cims3>

U.S. DEPARTMENT OF THE TREASURY  
COMMUNITY DEVELOPMENT  
FINANCIAL INSTITUTIONS FUND

CONTACT | TOOLS & RESOURCES | SUBSCRIBE | SIGN IN

Enter keywords

ABOUT | PROGRAMS & TRAINING | RESEARCH & DATA | AWARDS | IMPACT BLOG | NEWS & EVENTS

Home » Welcome to the CDFI Fund CIMS Mapping Tool

### WELCOME TO THE CDFI FUND CIMS MAPPING TOOL

This mapping tool was created to provide prospective applicants with the ability to search by address, census tract, and other geographic areas of interest to determine program eligibility for the BEA, CDFI, CMF, NACA, and NMTC programs. To get started, choose one of the programs below. Use the search bar to type an address and view eligibility information on the map.

BEA CDFI CMF NACA NMTC

2. Click on “NMTC”

U.S. DEPARTMENT OF THE TREASURY  
COMMUNITY DEVELOPMENT  
FINANCIAL INSTITUTIONS FUND

CONTACT | TOOLS & RESOURCES | SUBSCRIBE | SIGN IN

Enter keywords

ABOUT | PROGRAMS & TRAINING | RESEARCH & DATA | AWARDS | IMPACT BLOG | NEWS & EVENTS

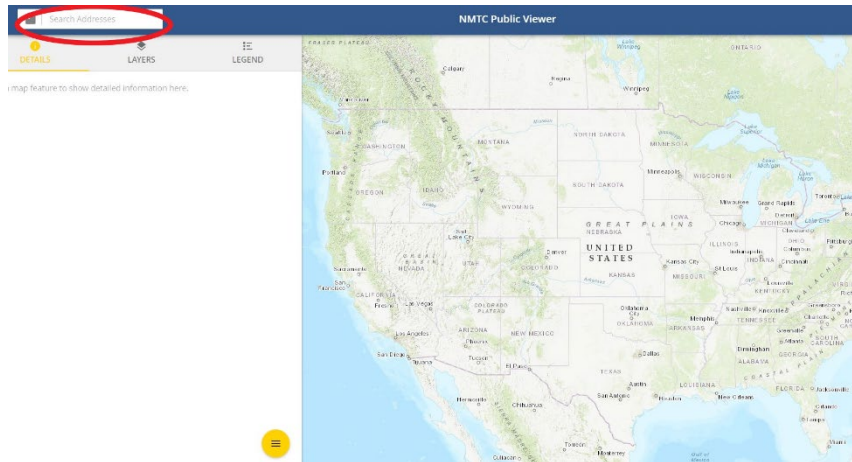
Home » Welcome to the CDFI Fund CIMS Mapping Tool

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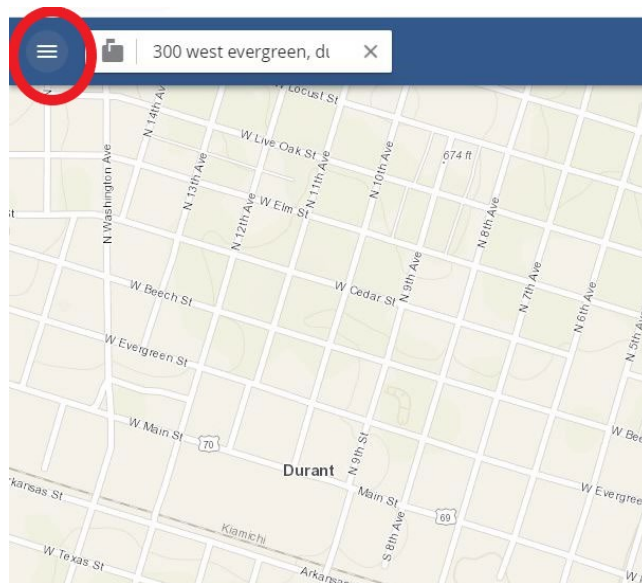
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BEA CDFI CMF NACA NMTC

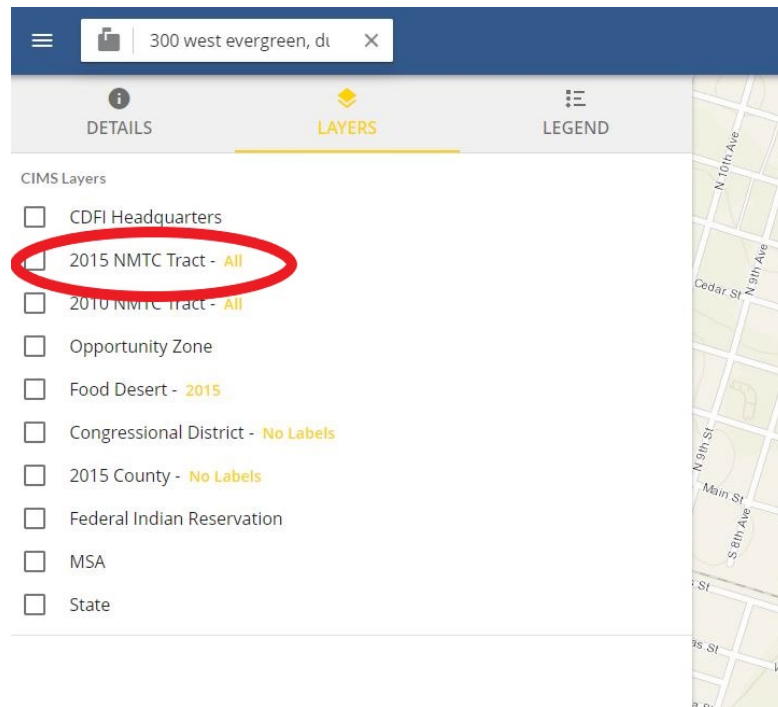
3. Enter the complete physical address of the applicant business (street address, city, state, and zip code).



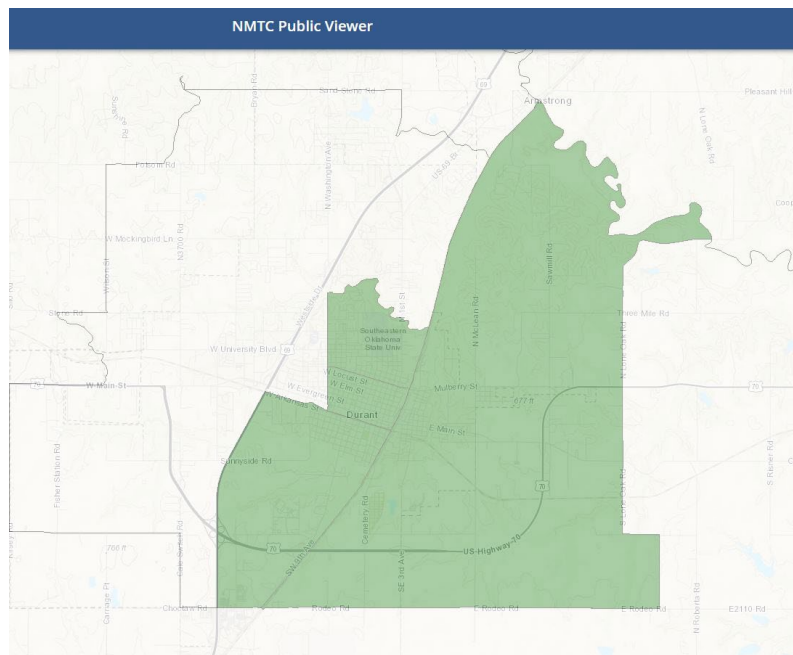
4. Click on the menu to reveal a list of available layers.



5. Select "2015 NMTC Tract".



6. If your business is located within the GREEN shaded area on the map, you are located within an eligible area for the Durant Small Business Grant Program.



# Durant Industrial Authority Small Business Grant Program Application Package

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(Name of Applicant)

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(Date Submitted)

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(Signature of Applicant)

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(Grant Amount Requested)

Application Submission:  
The application must be signed by the business owner.

Mail to:  
Durant Industrial Authority  
ATTN: Lisa Taylor  
PO Box 578  
Durant, OK 74701

Or, Deliver to:  
Durant Industrial Authority  
10 Waldron Road  
Durant, OK 74701

Please call (580) 924-7254 with questions.

Completed applications can also be submitted electronically as a PDF to [econdev@durant.org](mailto:econdev@durant.org).

# Small Business Grant Program Application

## I. INFORMATION ABOUT THE BUSINESS

Have you previously received a Durant Small Business Grant? Yes  No

Legal Name of Business: \_\_\_\_\_

Trade Name/DBA \_\_\_\_\_

Legal Entity Structure (Sole Proprietor, LLC, Corporation etc.): \_\_\_\_\_

Is the Business a non-profit? Yes  No

Business Address: \_\_\_\_\_

City: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Mailing Address (if different from physical address): \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

E-Mail: \_\_\_\_\_

Business Phone: \_\_\_\_\_ Mobile Number: \_\_\_\_\_

Year Business Established: \_\_\_\_\_

Current number of employees: Full-time \_\_\_\_\_ Part-time \_\_\_\_\_

Federal ID # \_\_\_\_\_ NAICS Code \_\_\_\_\_

Business Website: \_\_\_\_\_

Preferred Method of Contact (business, mobile or email): \_\_\_\_\_

Please provide a description of the business and services/products offered:

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Use this space to add any other relevant information about you and/or your business:

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## II. BUSINESS OWNER INFORMATION

Please list below business owner (s) information (Please attach additional sheet if more space is needed).

Owner's Name: \_\_\_\_\_ Title: \_\_\_\_\_

Percentage of Ownership: \_\_\_\_\_

Home Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_ Zip Code: \_\_\_\_\_

Telephone: \_\_\_\_\_ E-Mail: \_\_\_\_\_

Owner's Name: \_\_\_\_\_ Title: \_\_\_\_\_

Percentage of Ownership: \_\_\_\_\_

Home Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_ Zip Code: \_\_\_\_\_

Telephone: \_\_\_\_\_ E-Mail: \_\_\_\_\_

## III. GRANT INFORMATION

Amount of Grant Funding Request: \$ \_\_\_\_\_

List Other Funding Sources (if any) and Identify Amounts (Attach additional sheet if more space is needed).

_____	\$ _____
_____	\$ _____
_____	\$ _____
_____	\$ _____
_____	\$ _____

Total Project Estimate: \$ \_\_\_\_\_

Please describe how this grant will help your business:

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Please describe how the business will continue operating once the grant funds have been spent:

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Please describe assets (equipment, tools, technology infrastructure and upgrade, professional services) to be acquired with grant funding (if applicable) and why they are needed for the business:

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**IV. USE OF FUNDS**

Please list how the funds will be utilized. All expenditures must be reasonable, allowable and necessary for the activities of the business requesting the funding. Due to limited funding, applicants are advised to prioritize grant requests to one or more related items that will significantly impact the business (Please attach additional sheet if more space is needed).

_____	\$ _____
_____	\$ _____
_____	\$ _____
_____	\$ _____
	Total \$ _____

## V. SIGNATURES

All property/business owners, partners, etc. must sign this application form. If there are any questions, please call Economic Development staff at (580) 924-7254.

I certify that I have read and understand the Durant Small Business Grant program guidelines and that the information contained herein is true, complete and correct to the best of my knowledge. I certify that I have authority to apply for this grant on behalf of the business described herein. I understand that this information may be made available for public review and is subject to the Oklahoma Freedom of Information Act. In the event of grant approval, I grant permission to the Durant Industrial Authority and its designees to release publicity articles regarding the financing of the project. A personal credit check of the principal owner and/or key individuals, as well as a background check, may be made. By signing below, I agree that the grant will be used for business purposes only and not for household, personal or consumer usage. I understand that any willful misrepresentation on this application and any other grant related documents could result in a requirement to repay grant funds and/or a violation of Local, State and/or Federal code.

Name (Print) \_\_\_\_\_

Name (Print) \_\_\_\_\_

Signature \_\_\_\_\_

Signature \_\_\_\_\_

Date \_\_\_\_\_

Date \_\_\_\_\_

E-mail \_\_\_\_\_

E-mail \_\_\_\_\_

Name (Print) \_\_\_\_\_

Name (Print) \_\_\_\_\_

Signature \_\_\_\_\_

Signature \_\_\_\_\_

Date \_\_\_\_\_

Date \_\_\_\_\_

E-mail \_\_\_\_\_

E-mail \_\_\_\_\_

## VI. REQUIRED ATTACHMENTS FOR ALL APPLICATIONS

- Company's Business Plan
- Copy of Certificate of Occupancy from the City of Durant
- Completed Current W-9
- Copy of Certificate of Good Standing from the Oklahoma Secretary of State
- Certification of Completion from Business Training or Bootcamp, as listed in Guidelines
- Unexpired Government Issued Identification (Passport, Drivers' License etc.)
- Any Other Information That Will Assist Our Review Committee in Evaluating Your Grant Request.

# BUSINESS EDUCATION

Module	Hours	Completion Date	Organization (OKSBDC, REI, or CN Business Dev)	Advisor Signature	Notes
Business Plan*					
Financial Plan*					
Human Resources*					
Marketing*					
Business Continuity*					
Ecommerce*					

\* Indicates a required module