

Getting a Job Creation Grant...

1. Is the business registered with the Montana Secretary of State?
2. Does your company get 50% of its revenues coming from out of state?
3. Is the business creating at least 6 new permanent full-time jobs or more over the next 18-24 months?
4. Will these jobs pay more than \$40k annually?
5. Can the company appoint a grant liaison to manage this project and quarterly reporting?
6. Is the business investing significant resources in building, equipment, leases, new wages etc. in order to show “matching funds” required for these grants?
7. Job grants are a “reimbursement” for business expenses and hiring - can you wait a few months before being paid for the jobs you create?
8. Technically, the local government agency is the grant applicant for job grants. Are you OK working through both state and local government agencies to receive these funds?
9. Is your business a Prospera Business Network member?

If you think your business is a good fit for this grant program, keep reading...

Getting a BSTF Job Creation Grant: Check List

Prospera will help you prepare and submit the grant, via the MT Department of Commerce online grant system. For best results, commit to submitting a grant with at least 60 days' NOTICE to Prospera. Have a designated company representative that is authorized to gather, prepare and secure signatures for all grant related items on behalf of the company.

Items Required for Grant: (Example, 15 new jobs = \$75,000 grant request)

1. Company completes a **written grant application** with a great economic development and job creation story about the company and its out-of-state markets.
Grant Budget: A specific list of company expenses is itemized to demonstrate the company **match** and **reimbursement** that is REQUIRED for the grant request. Example: A \$75,000 grant request will need to show at least \$75K of "matching funds", AND \$75K of reimbursement expenses.
 - Match can be for expenses going back 6-months from application date.
 - Reimbursements can only be future expenses from application date.

Additional Required Attachments

2. A written business plan, or slide deck about the company's plans
3. Resumes of the top company management
4. **Current** financial statements (PL/balance sheet/cash flow)
5. **PLUS, three-years** of financial projections (PL/BS/cash flow)
6. A detailed hiring plan for new employees (18-24 months)
7. *A benefits calculation if needed to meet wage requirements?*
8. A letter from the company committing to the grant and hiring plan – with a grant "start date", and committing to the exact match and reimbursement expenses that is outlined in the grant application.
9. Three letters of support from the community.

Prospera will secure

10. A local government resolution authorizing the grant application (city or county).
11. A signed grant application form by the **company** and the **local government official**.

For More Information and Grant Support

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