City of Superior – Economic Development Fund

Small Business Grant Program

Program Description: The City of Superior has established a Small Business Grant Program (SBGP) for qualifying local business owners and entrepreneurs within the City of Superior. The City will provide a grant up to 15% of the total eligible project costs. Funding is capped at $50,000 per grant and scaled to fill the gap between total project costs and the sum of the business owner's required 10% equity contribution and the remaining 75% funded through a small business loan or other means. A business location may receive grant funding for one project per calendar year. The grant is offered on a first come first served basis until the funding for that year is depleted. The grant will be funded from the City's Economic Development Fund with 50% of the yearly allotment to said fund being dedicated to the SBGP. Each grant application is subject to approval from the SBGP Design Committee and final approval from the Common Council.

Qualifying Businesses

- Must have a commercial storefront or "brick & mortar" location
- Non-profits directly related to money generating food service or retail organizations
- Non-profit arts & entertainment organizations

Eligible uses include, but are not limited to:

- Property acquisition
- Façade treatments
- Building Improvements
- Energy Efficiency Improvements

- Selected Commercial Kitchen Equipment (minimum value of $1,500 or more per appliance)
- Furnishings (booths, tables, chairs, etc.)
- Signage
- Other uses considered on a case-by-case basis

Grant Process:

1. Contact the Planning & Development Department to determine if your project is eligible and to obtain a grant application prior to entering into a contract or beginning work.
2. Return the completed application, detailed project description including a sources and uses budget and proof of financing. If the project includes building improvements, detailed construction plans need to be included and work needs to be completed by a licensed Wisconsin contractor.
3. The Planning Department will schedule a meeting with the SBGP Design Committee for application review.
4. The SBGP Design Committee will provide their recommendations to the Common Council which will have final say on the approval of the grant.
5. The applicant will be notified by a letter or email on the final decision. If approved, applicant will need to sign and return a Letter of Agreement to receive the grant award.
6. Project work may begin upon approval of the grant application. It is the responsibility of the Business/property owner to obtain any/all required building permits prior to beginning work on applicable projects.
7. All changes to the project plan must come back to the Planning Director and at their discretion be referred back to the SBGP Design Committee for approval and if necessary the Common Council. Failure to do so will cancel the grant.

Grant Award:

1. 50% of the grant will be awarded at the beginning of the project. Applicant will need to provide a W9 to City prior to grant disbursement.
2. Applicant is to provide invoices and/or proof of expenditures for all approved qualifying expenses for which the grant was awarded.
3. A Certificate of Completion will be issued at the completion of the project, along with the remaining grant award.