



# Small Business Incentives Eligibility & Restrictions

## General Requirements:

- › The business must be located in the City of Topeka or Shawnee County.
- › The applicant must be at least 50% owner of the business.
- › The business must be a for-profit business.
- › For existing businesses, the business must have at least one full-time employee and no more than 100 full-time and/or part-time employees.
  - › Pre-venture businesses must aim to have at least one full-time equivalent employee at opening and no more than 100.
- › The use of funds is for a sound business purpose that will generate economic impact.
- › Within the last three years, the business cannot have received the Small Business Incentive(s) currently being applied for.
- › If the owner - or an owner - of the business owns multiple businesses in Shawnee County, none of the other business(es) can have received an Small Business Incentive within the last three years.
- › A business cannot receive both a Small Business Incentive and a traditional business incentive from GO Topeka in the same year.
- › None of the owners can currently be incarcerated, on parole or probation.

(Continue to next page for types of businesses that are not eligible)

## Types of Businesses that are Not Eligible:

- › Businesses owned by employees of the Greater Topeka Partnership
- › Non-profits and businesses dependent on charitable contributions
- › Churches, religious institutions, or businesses promoting a religion
- › Businesses that are pyramid or multi-level marketing businesses(e.g., multi-level cosmetic companies)
- › Passive income businesses (e.g., property management, Airbnb host, affiliate marketing)
- › Marketing cooperatives
- › Franchises in which the owner compensation is structured strictly as an employee rather than the owner receiving a share of the profits commensurate with ownership.
- › Speculative businesses (e.g., real estate investment, cryptocurrency investment, coin dealers)
- › Businesses that are prurient in nature (e.g., gentleman's club)
- › Business involved in illegal activities

*Final determination of eligibility lies with the  
Small Business Incentives Applications Review  
Committee.*

## Ineligible Uses of funds:

- › Reimbursement for payments to another company with a common owner.(Funds cannot be used for reimbursement to a company in which any of its owners is also an owner of the applicant company.)
- › Owner salary or compensation
- › Employee salary or compensation
- › Expenditures for home-based businesses where the expenditures are home improvements for the benefit of the homeowner or are not 100%- business related
- › Personal expenses
- › Expenditures outside of the approved time frame
- › Expenditures that are not preapproved
- › Equipment that has been or will be returned
- › Equipment that will be transferred to another location of the business that is outside of Shawnee County
- › Illegal activities or items connected to illegal activities

*See specific incentive details for more  
examples of eligible and ineligible use of  
funds.*

