



Small Business Incentives Program FAQ

*Recent Addition

What is the application process?

- › The application process starts with submitting an online application which will include answering questions about the business, business owner(s) and incentive(s) applied for. In addition, applicants will be prompted to upload supporting documents including a description of proposed use of funds and how they will benefit the business. Our staff will confirm receipt of the documents and applicants will be able to review a checklist of items received. Applications will be reviewed by the Small Business Incentives Review Committee (or Innovation Review Committee for SBIR Grant Writing Assistance) on a quarterly basis and applicants will be notified of the status of their application. Approved applications will be required to adhere to approved guidelines before incentive checks are disbursed.

Are start-ups eligible?

- › Yes, start-ups are eligible to apply for incentives.

Are home-based businesses eligible?

- › Yes, home-based businesses are eligible if they demonstrate that the expenses are entirely for business purposes, are not home-improvements or for the benefit of the homeowner.

Are franchises eligible?

- › Some franchises are eligible. Franchises in which owner compensation is structured as employee compensation and is not commensurate with ownership are not eligible.

Will incentives be awarded on a first-come first-served basis?

- › No, incentives are not awarded on a first-come first-served basis. Applications submitted within each application window will be competitively evaluated.

What review criteria will be used?

- › The review criteria include eligibility considerations, appropriate fit for the program in general and relative to the specific incentives applied for, likelihood of successful project outcome and of economic impact.

Who reviews the applications?

An independent committee reviews the applications.

How often can my business apply for an incentive?

- › A business cannot receive a given incentive more than once in a three-year period. If any owner of the business has previously received an incentive, we may ask about the outcomes of use of the incentive.



If I own more than one business, can I apply for incentives for more than one business?

- › No. If someone owns more than one business, or has an ownership share in more than one business, only one of those businesses can qualify for a small business incentive within a three-year time frame.

Can I get my incentive checks before I place my orders or make purchases?

- › Most of the incentives are reimbursable incentives which means that preapproved expenses must be paid for before receiving an incentive check. In addition, verification that the work was performed, or equipment is in place at the business will be required before reimbursement requests can be completed.

By when does documentation need to be returned for reimbursement?

- › When a proposal is accepted, the applicant will be notified of time frame for submitting any documentation needed for reimbursement.

What do I need to know about submitting receipts?

- › Receipts must show:
 - Itemization of what was purchased or paid for
 - What vendor was paid
 - The date of purchase and of payment
 - That payment was made in full
 - Payment method
 - That payment was made by the approved business entity
- › Expenses incurred, and payments made, must be by the approved business entity.
- › Receipts containing personal items mixed with business expenses will be disqualified.
- › Receipts that are illegible or have parts missing will be disqualified.
- › The minimum line-item expense for reimbursement is \$100.
- › Receipts that fall outside of terms of prior approval for the incentive will be disqualified.

What is commercialization?

- › Commercialization is a set of processes by which a business scales up for large scale entry into markets. It can include intellectual property protection, production, marketing, sales, customer support and other technical details to support large volume sales. For example, a small pizza shop that works with consultants to figure out how to mass produce its product, freeze it, package it, develop a brand, market it, sell it, distribute it and sell it nationally or internationally through various channels while taking advantage of economies of scale to increase profitability with minimal loss of quality - and then pulls together the funding and implements that plan - is working through processes of commercialization. The term is also often used in the context of bringing new innovative technologies to market and attracting investors in the process.



Can I submit expenses for items or services ordered or paid for prior to my application?

- › No. All expenditures must be pre-approved by the review committee prior to order or purchase.

What is Proof of Concept?

- › Proof of Concept is generally evidence derived from an experiment or pilot study to show that a product can feasibly be converted from idea into reality, that there is a commercial market for it and/or that it can support a sustainable business model.

Where can I get more information about KITMAP, KITSAP and STEP grants?

- › <https://www.kansascommerce.gov/international-2/>

Where can I get more information about SBIR and STTR grants?

- › <https://www.sbir.gov/>

Can you help me find an SBIR/STTR grant writing specialist or grant training program?

- › Yes. Contact smallbusinessincentives@topekapartnership.com for assistance.

Will the SBIR Grant Writing Assistance Incentive pay for grant writing for programs other than SBIR?

- › No. This program is specifically for SBIR/STTR Grants. However, if there is another grant for which you are considering applying, please let us know about the program.

Can I get an Architect & Design Incentive without applying for a Construction & Renovation Incentive?

- › No. Architect & Design is linked to Construction & Renovation, though a business can apply for Construction & Renovation Incentive without applying for Architect & Design.

Are mobile food businesses eligible for Construction & Renovation Incentives?

- › No. Trailers and food trucks count as personal property, not real property, and so are ineligible for Construction & Renovation Incentives. Since Architect & Design Incentives are tied to Construction & Renovation, this means that they are also ineligible for these incentives.

***Once I have received preapproval on an application, can I make substitutions to the items that were approved?**

- › Substitutions require approval. If you are wanting to request a substitution, please contact smallbusinessincentives@topekapartnership.com prior to making purchase. Substitutions are not approved without good reason.



***If my application isn't approved because the program ran out of funds during the current application window, can I make my purchases and reapply during the next application window?**

- › No. You may reapply during the next application window, but not if you have already made the purchases.

***If I made an expenditure expecting to apply for an incentive under previous program rules, can I still apply for reimbursement?**

- › No. Funding under previous program rules was exhausted and those rules are no longer applicable. You are still, however welcome to apply under new program rules for new eligible expenditures.

