

BUSINESS RETENTION AND EXPANSION INCENTIVE APPLICATION

The Business Retention and Expansion Incentive is a competitive grant to assist existing businesses to expand their operations and/or market share, to hire new employees, and to give back to the community at the same time.

Completed your application by answering the questions below and email them to Jeff McCormick at Jeff.McCormick@flagstaffaz.gov between September 1, 2025 and October 31, 2025. Assistance is available to help with the application process, i.e., ensuring eligibility, benchmarking wages, writing assistance or any other pertinent questions. Contact Jeff McCormick at Jeff.McCormick@flagstaffaz.gov with any inquiries.

1. Provide a written narrative of your project which includes:
 - A. A description of your business and how it benefits the local community.
 - B. Your current business challenge(s).
 - C. Your proposed solution(s) to address the challenge(s) demonstrating a direct correlation between a grant award and the proposed solution.
 - D. The number of jobs you will retain or create: _____
2. Budget and general schedule; what do you plan to do with the award and when?
3. Attach your current business plan.
4. The Greater Flagstaff Metropolitan Area median wage is \$26.43/hour ([US Bureau of Labor Statistics](#)) What is the wage of the jobs you are creating or retaining?
5. Describe the water and energy usage of your business, and the estimated volume of waste material produced or recycled by your operations.
6. Describe any direct community benefits (not just applicant's business) such as infrastructure, workforce development opportunities for residents or students, volunteer work, or some other benefit that the business is able to offer to the community.
7. This Business Retention and Expansion Incentive Program requires that you provide a cash match for any funding you are requesting. What is the amount of your cash match?

Applications must not exceed two pages in length excluding your business plan.