



CHOOSE
FLAGSTAFF

BUSINESS RETENTION AND EXPANSION INCENTIVE APPLICATION

The Business Retention and Expansion Incentive is a competitive grant to assist existing businesses and eligible not for profit organizations to expand their operations and/or market share, hire new employees, and give back to the community.

Answers to the following questions will serve as your application for this incentive.

1. Attach your current business plan.
2. Provide a written narrative of your project which includes:
 - a. A description of your business or organization.
 - b. How it benefits the local community.
 - c. Your current business challenge that could be addressed with this grant.
 - d. Your proposed solution(s) to address the challenge(s) demonstrating a direct correlation between a grant award and the proposed solution.
 - e. The number of jobs you will retain or create.
3. Budget and general schedule; what do you plan to do with the award and when?
4. The Greater Flagstaff Metropolitan Area median wage is \$29.44/hour (US Bureau of Labor Statistics) What is the wage of the jobs you are creating or retaining?
5. Describe your business's overall resource use and environmental impact. This may include energy and water consumption, waste generated, or other resource consumption through your operations.
6. Describe any direct community benefits (beyond standard operations) such as infrastructure, workforce development opportunities for residents or students, volunteer engagement, 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. Does your requested amount equal your cash match?

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

Email your completed application to Creag Znetko at cznetko@flagstaffaz.gov between September 1st, and October 31st, 2026.