

## 2025 EEIP Small Grant Guidelines

**Business Status: Registered Businesses with sales in the last 12 months and who did NOT receive an EEIP grant in 2024**

The purpose of NEOEDD's Small Grant program is to encourage entrepreneurs to learn more about business planning and development and provide funding that will help reach goals. This grant is one of several resources and services offered through our Economic Equity Investment Program (EEIP). NEOEDD's EEIP provides a network of support for Union and Wallowa County businesses at all stages, from startup to growth, including existing businesses facing a significant challenge. Visit our EEIP information page to learn more about what the program has to offer, <https://neoedd.org/economic-equity-investment-program-funding-information/>. See below for more information about NEOEDD's EEIP Small Grant and apply today!

### Qualifications for Applicants:

1. Must qualify for EEIP through Reinventing Rural's intake process. Reinventing Rural EEIP's Create Your Account page: <https://forms.reinventingrural.com/t/aR6zPWGjrnus>
2. Participate in NEOEDD-offered business planning class or obtain business planning technical assistance or class from NEOEDD staff or Small Business Development Center staff. If a language other than English is your preferred language, you may also obtain business planning or technical assistance) through a culturally-specific service provider; please contact NEOEDD staff to discuss your needs.
  - **NEOEDD's CO.STARTERS CORE - FREE, 10-week Business Class**
    - La Grande, OR - Feb 24, 2025 - [Registration Link](#)
    - Enterprise, OR - Feb 25, 2025 - [Registration Link](#)
3. A business must be registered in Oregon if using a name other than the full name of the business owner as the business name. If registration is required, but the business is not registered, NEOEDD can help the business owner register their business prior to awarding any funds.
4. Businesses must have had sales in the last 12 months.
5. Businesses must be headquartered in Union or Wallowa County, Oregon.
6. Businesses must be able to spend grant award and provide receipts for **all purchased items by May 31, 2025**.

### NEOEDD Application Process:

- Application timeframe will be **February 17, 2025– March 16, 2025**
- Complete the online application form <https://neoedd.org/2025-eeip-small-grant/>.

- Submit the required documents listed below. You may upload documents at the end of the online application or deliver documents to Erin Donovan at our office in Enterprise (101 NE First Street, Suite 100). Examples and templates are listed for each document. You do not have to use the templates provided unless otherwise stated. If you have questions or technical issues with the online application please email Chantal Ivenso, [chantalivenso@neoedd.org](mailto:chantalivenso@neoedd.org) or call 541-426-3598.
  - Provide an **income statement** for the past quarter or the past year if it is a seasonal business.
    - [Income Statement Example](#)
    - [Income Statement Template \(PDF\)](#)
    - [Income Statement Template \(Excel\)](#)
  - Provide a **business plan OR business canvas/lean business plan**.
    - [Business Plan Template \(Word\)](#)
    - [Example Business Canvas](#)
    - [Business Canvas Template \(PDF\)](#)
  - Provide a monthly **cash flow projection** from the time of application through the remainder of 2025.
    - [Cash Flow Template \(Word\)](#)
    - [Cash Flow Template \(Excel\)](#)
  - List of **items to be purchased** and their cost. You must use the template below.
    - [Itemized Grant Request Example](#)
    - [Itemized Grant Request Template \(PDF\)](#)
    - [Itemized Grant Request Template \(Excel\)](#)
- NEOEDD staff members are available to answer questions about the application process.
- Depending on staff availability, NEOEDD may review and assist with completion of applications prior to **March 14, 2025**.

#### Eligible Uses of Funds:

- Business assets (such as tools and equipment)
- Working Capital (inventory, supplies, rent, utilities, consultants, specialized training, etc.)
- Marketing (website, advertising, social media, branding, graphic design, etc.)

#### Ineligible Uses of Funds:

- Travel
- Owner Salary
- Any expenses of multi-level marketing business
- Repayment of Debt



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541-426-3598

**Maximum Grant Amount: \$4,000**

**Total Funds Available for Grants (subject to change): \$24,000**

**Reporting:**

Grant Recipients will be required to sign a grant agreement. The agreement will include a requirement to respond to questions and provide documentation about the use of the grant funds or other information as requested by NEOEDD.

**Processing Applications:**

1. NEOEDD staff will notify applicants by email if an application is incomplete or does not meet qualification criteria. If incomplete, applicants will be given seven days to finalize their application or they will be disqualified.
2. Qualified applicants who request funds for ineligible uses will be notified and given seven days to identify eligible uses of funding or they will be disqualified.
3. Selection of grant recipients will be by lottery. All eligible applicants will be entered into a pool and a random selection of grant recipients will take place on **March 31, 2025**.