



County Economic Opportunity Board

March 20, 2025

Council Chambers

3:30 p.m.

1. Welcome & Roll Call

2. Meeting Minutes

A. February 20, 2025 Meeting Minutes

MOTION AND VOTE

Attachments

1. [CEO Board Meeting Minutes February 20, 2025.pdf](#)

3. Better City Economic Development Report

4. Grants

A. Small Business Grant Checklist and Application

MOTION AND VOTE- application, checklist, and dates.

Attachments

1. [2025 Small Business Grant Application-DRAFT.pdf](#)
2. [2025 Small Business Grant Checklist- DRAFT.pdf](#)

5. Adjournment



County Economic Opportunity Board

February 20, 2025

3:30 p.m.

<47 South Main, Council Chambers (3rd floor)>

DRAFT MINUTES

1. Welcome & Roll Call

Chairman Craig Smith called the meeting to order at 3:32 pm. Roll call was taken showing John Perez, Stephanie Bagwell, Brittany Lopez, and Tyson Hamilton (online). Also present was Ryan Englund, Better City; Jill McIntyre, Tooele County Tourism Director through the Chamber of Commerce; Stephanie Eastburn, Tooele County Development. Heidi Hammond, Grantsville City joined later.

2. Meeting Minutes

A. January 23, 2025 Meeting Minutes

Motion and vote

Agenda Attachments

1. January 23, 2025 CEO Board Meeting Minutes_DRAFT.pdf

Motion to approve the minutes from January 23, 2025 by Brittany Lopez. 2nd by Stephanie Bagwell. All in favor.

3. Better City Economic Development Report

A. 2025 Edition of the Business Resources Guide, Ryan Englund

Agenda Attachments

1. Business Resources - Tooele County v3.0.pdf

Ryan asked the group for suggestions about how to distribute the resources pamphlet created by Better City. Brittany stated that the color scheme on the pamphlet needs to be changed and suggested creating an Economic Development web page that has links to each municipality's website. She stated I have been looking at grants to help with the website creation. There was discussion on the logistics of creating and maintaining a combined website. Stephanie Bagwell suggested putting a link to the resource guide on each entity's website in the meantime. Craig suggested adding links for the business licenses in the pamphlet as well. Ryan stated he will take ownership for keeping the pamphlet updated and that it can be stored on their server with a link to it so that no one else has to worry about keeping it updated. Brittany stated when she gets the link from Ryan she will send it out to everyone.

B. Better City's 2024 Economic Report and Dashboard Discussion

Continuing the discussion on the dashboard and handout provided by Better City.

Agenda Attachments

1. Tooele County 2024 Economic Report.pdf

Ryan Englund summarized the Better City Economic Development report and the dashboard. The population trend where there is a gap in the middle of the age groups was discussed. Ryan stated that bringing jobs to the county will help bring the kids back and keep people from having to commute. Brittany asked if the other municipalities would be interested in a

presentation from Ryan on this information. Brittany expressed the importance of providing education to the council members, so they understand what they're helping to fund. She stated that she would arrange a meeting at the county building and ask Ryan to present and asked for each board member to send contact information for whoever they'd like to invite to attend. We should share this information with whoever helps to drive economic development within the county, so they understand that we're working on a fact-based document.

4. Grants

A. Small Business Grant Application Review

Discussion and suggestions for the grant application.

Agenda Attachments

1. Application - Small Business Grant_2024_R2.pdf

Brittany handed out a sample grant application for the Small Business Grants for discussion. One of the biggest changes is how much the business will contribute ranking higher than how many jobs they create. Ryan stated that the Rural County Grant really pushes creating jobs. Brittany stated that we would still be hitting that threshold, it just isn't the heaviest weighted. There was discussion about how much weight should be given to sales tax and whether the total amount should be listed. Brittany asked if the budget had been set. Stephanie Eastburn stated that \$42,000 has been allocated from this year's grant and that about \$9,700 was rolled over from last year's grant money. Brittany stated it still has to be a reimbursement; that requirement is put on us by the state. Jill suggested adding to the application that they need to be very specific on what they are asking for funding for. Stephanie Eastburn stated the board needs to approve the application, set the amount, and set the dates. Craig stated that last year we upped the amount to \$10,000 in hopes of getting more quality applications. Tyson stated that in a meeting he attended there were some resources for the small businesses to get funding to purchase these things because it's often difficult to come up with the money up front.

Brittany stated I also think we should consider asking what other grants they've applied for. Craig added and what they've received or expect to receive. Brittany asked the board to email their suggestions, and she will update the application and send it out. Craig suggested putting the application as an action item on the next agenda. Heidi stated I think keeping the amount "up to \$10,000" is good. Craig suggested asking on the application if the applicant isn't awarded the full amount requested if they will still be able to use it. Heidi suggested the sales dollar increase should be higher points than the number of jobs. Ryan stated when we do the final report on this grant, the main thing they ask is how many jobs did it create? John suggested raising it more to help a little bigger company that could contribute more, and that could hire more employees but need more than \$10,000. Brittany stated that's a great idea because they may be able to create 10 jobs just from that. Jill asked what the timeframe is for them to create the jobs. Stephanie Eastburn stated that the reporting goes for 18 months. Ryan stated that we report: the number of jobs, who we gave funding to, and how much money was given out.

Brittany stated we'll send out the application, everyone can give their input, and we'll vote on it at the next meeting.

5. Discussion Items

A. Lunch and Learn Event Discussion, Brittany Lopez

Discussion of potentially hosting a *Lunch and Learn* event in collaboration with LSI and the Chamber.

Brittany stated that the county contracts with a company called LSI for grant research and writing. We had our annual kick off meeting with them, and their Vice President mentioned that they have a lot of free economic development programs that can help small businesses grow. I'm having a demo of the programs next week. I thought it would be fun if we hosted a *Lunch and Learn* with the Chamber and CEO Board and have LSI come in and teach the businesses. Ryan stated that the more we have these types of things, people will start getting to know each other which is very beneficial.

6. Adjournment

Motion to adjourn by Stephanie Bothell. 2nd by Craig Smith. Time of adjournment 4:21 pm.

DRAFT



Small Business Development and Expansion Grant Application

Application Information

Business Name: _____

Business Address: _____

Business Phone Number: _____

Business Website (if applicable): _____

Primary Contact Name: _____

Primary Contact Phone: _____

Primary Contact Email: _____

Business Information

Describe your business and its primary activities:

How will this grant help start or expand your business?

Describe how your business positively impacts the local community:

Financial & Growth Metrics:

Current Sales (monthly): \$ _____

Projected Sales (12 months from now): \$ _____

Current Number of Employees: _____

Projected Number of Employees (12 months from now): _____

Current Number of Customers: _____

Projected Number of Customers (12 months from now): _____

Amount of your own funds to be contributed: \$ _____

Project Budget & Spending Plan

- Total Project Cost: \$ _____
- Grant Amount Requested: \$ _____
- Own Funds Contribution: \$ _____
- Will you be able to use the grant if you don't receive the full amount asked for? _____
- Have you applied for any other grants for your business, and do you expect to receive funding? If so, please explain:

- Detailed breakdown of how funds will be used (be specific):

Business Oversight & Accountability

1. Who will manage the use of funds and oversee the project?

2. What controls will be in place to ensure funds are used appropriately?

Certification

By signing below, I certify that the information provided is accurate.

Signature: _____ Date: _____



Small Business Development and Expansion Grant Application and Checklist

Purpose:

The **Tooele County Small Business Grant** is designed to support local businesses in starting or expanding their operations. Businesses may apply for funding, up to \$10,000, to be used strictly for business development, including but not limited to:

- Business Startup Costs
- Equipment, Inventory, or Supplies
- Marketing and Advertising
- Expansion of Physical Space
- Hiring Employees

Please note that employee wages are not an eligible expense.

Eligibility Criteria:

- Business must be located in Tooele County.
- Business must have between **1-15 employees**.
- Funds must be used to **start or expand** a business that contributes to the local economy.
- Applicants must provide measurable goals for business growth and community impact.
- Businesses must submit six-month follow-up reports, for eighteen months, after funding is received, detailing how funds were used and their impact.

Supporting Documents

Please attach the following:

- A current business license
- Any relevant supporting documents (business plan, financial statements, marketing plan, etc.)

Application Submission

Deadline to submit application: **April 25, 2025**

Submit completed applications and required documents to:

Stephanie Eastburn – Email: stephanie.eastburn@tooeleco.gov

For questions, contact: **435-843-3160**

Evaluation & Award Process

1. Applications are reviewed by the **Community Economic Development Board**.
2. Recommendations made to the **County Council**.
3. The council approves grants in a **Business Meeting**.
4. Recipients notified of status and funding amount.
5. **Funds are reimbursed based on submitted receipts of eligible expenses.**
6. **Three six-month follow-up reports are required** to ensure grant usage aligns with proposed goals.

Proposal Evaluation Criteria

Criterion	Points
Projected number of new jobs created	40
Increase in sales and revenue	15
Community impact and economic contribution	25
Business owner's own funds contribution	20
Total Possible Points	100

Certification

By signing below, I certify that I have read and understand the above information, and that the funds, if awarded, will be used solely for the business expansion or startup purposes outlined in this application.

Signature: _____

Date: _____