



Grant Proposal Application

(Please type)

- This application with all attachments must be received by **4:00 pm** on or before **April 30, 2024**.
- **Incomplete applications will be considered ineligible.**

Date Submitting Grant Application (04/26/2024):			
ORGANIZATION INFORMATION			
Organization Name:	Franklin Chamber Foundation		
Federal ID Number:	92-0590165		
Organization is:	<input checked="" type="checkbox"/> Non-Profit		
Address: 120 East Jefferson Street			
City: Franklin		State: Indiana	Zip: 46131
Contact Person:	Rosie Chambers		
Title: Executive Director		Email: rchambers@franklincoc.org	
Phone Number: 317.736.6334		Fax Number: 317.736.9553	
Organization Mission (Limited to 300 words)			
<p>The Franklin Chamber Foundation builds economic vitality with partnerships, programs, education and community involvement whose purpose complements the work of the Franklin Chamber of Commerce.</p>			

PROJECT INFORMATION

Project Name: Small Business Capacity-Building Grant Program

Start & End Date (mm/dd/yyyy): 06/01/2024 to 12/31/2024

Project is (please select only one):

New

Existing X

Project Theme (please select only one):

☐ Agriculture

☐ Arts & Culture

☐ Civic & Community Development

☐ Historic Preservation

☐ Tourism

X Business Support

☐ Workforce Development

☐ Increased Organizational Capacity

Estimated number of people in the City of Franklin to be impacted by this specific project over the next 12 months:

This will directly impact 12 Franklin businesses who each have upwards of 10 full time employees and an unknown number of part-time employees. The reach of the program will exceed the organization who receives the grant and impact approximately 25,000 residents.

Summary of the proposed project (Limited to 700 words)

The Franklin Chamber Foundation, Inc. is a registered 501(c)3 organization and a branch of the Franklin Chamber of Commerce, dedicated to promoting economic vitality in the greater Franklin area. The Foundation is not tied to membership and supports all organizations in the Franklin community. We firmly believe that investing in businesses will benefit not only the organization who receives the funds but the entire business community.

The Franklin Chamber Foundation is seeking \$30,000 which will enable the organization to fund twelve \$2,500 capacity-building grants. Our goal is to establish a small business, capacity-building, grant program that will provide funding to local organizations who seek to strengthen their business. We aim to provide critical support to local organizations that are working to strengthen their capacity and enhance their impact in our community. We have established a rigorous application process to ensure funds are allocated in a fair and transparent manner. The Franklin Chamber Foundation will work closely with recipients to monitor their progress and provide ongoing support as well as require an impact statement when their project is implemented.

The Capacity-Building Grant Program is available to Franklin businesses who wish to expand their physical space, online presence or marketing initiatives. Examples of capacity building are: user-friendly online shopping platforms, enhanced point of sales system, updated website, increased physical space and innovative marketing initiatives. The program is open to businesses in Franklin with 10 or fewer full-time employees. Applications will be reviewed and scored by the Franklin Chamber Foundation Board of Directors and the Executive Director of Discover Downtown Franklin. Applications will be scored on longevity, impact, sustainability, community involvement, community support, innovation and completeness of the application.

In addition, the Franklin Chamber Foundation seeks \$5,000 to establish an emergency fund to assist those businesses who have a devastating or catastrophic event. These funds will be disbursed as needed with the oversight of the EDC.

How do you plan to specifically measure the success of this project?

Businesses who receive the capacity-building grants or emergency funds will be required to submit an impact statement that will be shared with the Economic Development Commission.

FINANCIAL INFORMATION

Amount requested from the Franklin EDC:	\$30,000-\$35,000
Estimated total cost of the project:	\$30,000-\$35,000
Percentage of the project to be funded by the Franklin EDC:	100%

A complete budget for this particular project showing income and expenses:

100% of the funds received through the Economic Development Commission will be dispersed as outlined in the proposal. We do not anticipate any expenses; staff time will be donated through the Franklin Chamber of Commerce.

Other Funding Sources

Funding Source	Total Request from Source	Amount Contributed from Source/Status

Total Other Funding Sources: N/A

Future Funding: What are the plans for future funding of this project (If Applicable)? Summarize a specific plan for project sustainability (Limited to 700 words).

We hope news of the grant program and the work of the Franklin Chamber Foundation will spark philanthropically minded businesses and individuals to donate to the fund. We also plan to request additional grant funds from other community minded sources in 2025.

Could you complete this project if the Franklin Economic Development Commission could not award 100% of the request?

☐ Yes

☒ No

If not, please explain: The Franklin Chamber Foundation does not yet have the resources to fund this program and would not provide these grants if unsupported by EDC.

Organization's Fiscal Year (ex. month / year): From 01/2024 to 12/2024

Does your organization have an annual outside audit? ☐ Yes ☒ No


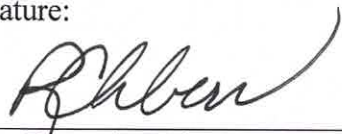

If no, please explain: The Franklin Chamber Foundation is not required to have an annual audit.

How do you plan to recognize the Franklin Economic Development Commission if you are awarded funding?

The EDC would be recognized in press releases, on social media channels and be invited to check presentation(s).

Grant Application Certification

Grant Applicant hereby certifies that it was established to promote economic development. The Grant Applicant hereby certifies that it does not discriminate on the basis of race, national origin, religion, gender, gender preference, age, or disability ("non-discrimination factors") in its policies, practices, services, or standards for participation in its projects; except to the extent any such project lawfully provides services to a limited segment of the population based on such non-discrimination factors. It is expressly understood and agreed that the Franklin Economic Development Commission is not a joint participant in, nor provider of, any of the Grant Applicant's projects or services. The Franklin Economic Development Commission's role in the Grant Applicant's services is limited solely to making grants and assuring that grants are administered in accordance with the terms of the approved application. The Grant Applicant represents and warrants that it will use all granted funds in accordance with applicable laws. Grant Applicant agrees to indemnify, and hold the City of Franklin and Franklin Economic Development Commission blameless in any liability imposed based on any conduct or omission occurring in connection with a project or service of Grant Applicant for which the City of Franklin has provided a grant.

Print Name: Rosie Chambers	Print Name: Jeff Dutton 
Signature: 	Signature: 
Title: Executive Director	Title: Franklin Chamber Foundation Board President
Date: 4/26/2024	Date: 4/26/2024

Important Note: Please be sure your proposal contains all the information outlined in the application guidelines, including but not limited to the following attachments:

- ☐ List of current staff members (both paid and volunteer)
- ☐ List of current board members (names, addresses, titles/offices)
- ☐ IRS determination letter (if not already on file at the Franklin Economic Development Commission)
- ☐ Other relevant supporting materials, including appropriate letters of support from partner institutions
- ☐ The organization's overall budget showing income and expenses
- ☐ Most recent annual report or financial statements
- ☐ Letters of agreement from collaborating organizations (if applicable)

The Franklin Chamber Foundation's Capacity Building Grant requires recipients to provide a statement of impact. I have selected a few snippets from the 2023 cycle to share with the Commission. The grants received by these small businesses were very much appreciated and provided the support needed to start a long-desired project.

Possibilities Home Re-Imagined With the \$2,500 grant, we have transformed a central space within our shop into a dynamic classroom and workshop area. This project has significantly enhanced our service offerings, allowing us to host various educational programs that cater to different age groups and interests, including specialized courses for homeschooled students coming soon.

So far, the grant covered the entirety of our initial setup costs, equipping the space with essential amenities like sound-dampening materials, a smart TV setup, and additional seating and tables. The income from class fees and room rentals is projected to sustain the ongoing costs and future improvements without needing further funding.

The new space has already begun to attract more visitors to our shop and downtown Franklin, fostering community involvement and supporting local economic activity. We are excited about the continuing impact of this initiative and appreciate the Foundation's support in bringing it to life.

Generation Art and Frame Since receiving the grant, we have been continually able to promote and advertise our classes. We have successfully been able to host at least one (and most of the time two) classes a week since June of 2022. We are so excited to continue using these funds and see the results they have for our local artist community and our business. We are extremely grateful to have received the Capacity Grant and hope more businesses can benefit from this program in the future.

Middle Davids Candles We are grateful for the Chamber Foundation's grant program - it really has made an impact in our business! Thank you again for supporting our business and always being a fantastic resource for so many things!

Miss Polly's Music Class The funding has most definitely made an impact on the growth of Miss Polly's Music Class. There was a 40% increase in enrollment this Fall 2023 Session, a 30% enrollment increase this Winter 2024 Session, and a 47% enrollment increase this Spring 2024 Session. Miss Polly's Music Class is extremely proud to be reaching and teaching the littlest musicians of the greater Franklin area!

T-Shirt Express With our warehouses halting production of paper catalogs, T-Shirt Express needed to upgrade its system for displaying and detailing available items to customers, companies, and local organizations. We enhanced our customer interactions and total shopping experience by using the grant to purchase an Apple iPad Pro. We use this as our "digital catalog" and for planning apparel orders with our clients. We also purchased an Apple Pencil and Magic Keyboard to extend accessibility for both our staff and customers. These tools have helped us and our customers to create a quicker, efficient, and pleasant ordering experience. We covered our expenses in full with this grant and could not be happier. We truly appreciate the opportunity to take part in this and We are sure that this investment will pay off for years to come.



2024 Franklin Chamber Foundation Board of Directors

Board President, Jeff Dutton

Johnson Memorial Health
1125 West Jefferson Street
Franklin, Indiana 46131

Board Vice President, Amy Richardson

Main & Madison Market Café
100 North Main Street
Franklin, Indiana 46131

Board Treasurer, Krista Linke

City of Franklin
70 East Monroe Street
Franklin, Indiana 46131

Board Secretary, Rosie Chambers

Franklin Chamber of Commerce
120 East Jefferson Street
Franklin, Indiana 46131

At-Large, Todd Shuck

Shuck's Financial Services
2050 N Graham Road
Franklin, IN 46131

FRANKLIN CHAMBER OF COMMERCE
2023 BUDGET

MONTHLY BREAKDOWN

Functional Area	Category	Budget Item	Actual Thru 9/30/2022	Projected Thru 9/30/21	Budget 2021	Budget 2022	Budget 2023	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
REVENUES																			
Events	Biz Bash	Sponsor Revenue	11,975	9,750	12,500	13,000	13,000							6,000	6,000	1,000			
Events	Biz Bash	Booth Rental	11,125	9,750	8,775	13,000	11,000							5,000	5,000	1,000			
Events	Biz Bash	Other - Raffle & Lunches	1,010	2,250	0	3,000	2,000									2,000			
Events	Biz Bash	Total Biz Bash	24,110	21,750	21,275	29,000	26,000												
Events	Golf Outing	Other	2,422	1,312	0	1,750	2,500						2,500						
Events	Golf Outing	Player Fees	8,500	9,469	11,500	12,625	10,000					10,000							
Events	Golf Outing	Sponsor Revenue	26,650	18,750	22,200	25,000	30,000	5,000	5,000			15,000	5,000						
Events	Golf Outing	Total Golf Outing	37,572	29,531	33,700	39,375	42,500												
Events	Luncheons	Annual Banquet Sponsors	4,120	3,675	4,900	4,900	6,000	3,000	3,000										
Events	Luncheons	Annual Banquet Tickets	10,330	8,250	4,900	4,900	10,000	5,000	5,000										
Events	Luncheons	Young Professionals Sponsor	0	375	500	500	-												
Events	Luncheons	Monthly Luncheons - Sponsors	710	750	1,500	1,000	1,000			250			250				250		250
Events	Luncheons	Monthly Luncheons - Tickets	6,765	8,250	11,000	8,000	8,000	850	850	850	850	850	850		850		850	850	1,200
Events	Luncheons	Total Monthly Luncheons	21,925	21,300	17,900	19,300	25,000												
Events	Total Events Revenue		83,607	72,581	72,875	87,675	93,500												
Executive	General	Board Fees (Lunches)	1,000	1,400	1,600	1,500	1,500	750	750										
Executive	General	Interest	62	113	2,400	150	100	8	9	8	9	8	9	8	9	8	9	8	7
Executive	General	Miscellaneous Income - PPP		0	0	0	-												
Executive	General	EDC Fee Grant	613				-												
Executive	General	Office Rental Income					7,800	650	650	650	650	650	650	650	650	650	650	650	650
Executive	General	Conference Rental Income					1,200	100	100	100	100	100	100	100	100	100	100	100	100
Executive	Total Executive Revenue		1,674	1,513	4,000	1,650	10,600												
Mem/Mktg/Dev	Advertising	Website Advertising	3,000	3,000	3,000	3,000	3,000	250	250	250	250	250	250	250	250	250	250	250	250
Mem/Mktg/Dev	Advertising	eNews Updates	0	675	900	0	-												
Mem/Mktg/Dev	Advertising	Labels/Mailing Lists	100	0	0	0	-												
Mem/Mktg/Dev	Advertising	Member 2 Member Message	800	600	800	800	800		100	100		200			100	100		100	100
Mem/Mktg/Dev	Advertising	Newsletter	0	0	0	0	-												
Mem/Mktg/Dev	Advertising	Total Advertising	3,900	4,275	4,700	3,800	3,800												
Mem/Mktg/Dev	Dues	Additional Contacts Fee	750	450	600	750	750	63	63	63	63	63	63	63	63	63	63	63	63
Mem/Mktg/Dev	Dues	Application Fee	750	450	600	750	750	63	63	63	63	63	63	63	63	63	63	63	63
Mem/Mktg/Dev	Dues	Dues - Current Year	103,670	79,305	98,538	105,740	120,000	90,000	15,000	10,000	2,000	1,000	1,000	1,000					
Mem/Mktg/Dev	Dues	Dues - Future Year	600	12,973	17,297	17,297	2,000											1,000	1,000
Mem/Mktg/Dev	Dues	Total Dues	105,770	93,178	117,035	124,537	123,500												
Mem/Mktg/Dev	Sponsorships	Corporate Diamond	4,450	5,850	12,245	7,800	8,500		8,500										
Mem/Mktg/Dev	Sponsorships	Corporate Platinum	8,305	5,900	5,000	5,900	4,450	2,000	2,000	450									
Mem/Mktg/Dev	Sponsorships	Active Participant	4,625	3,750	3,285	5,000	5,000	2,500	2,500										
Mem/Mktg/Dev	Sponsorships	Marketing Bundle	3,120			3,120	3,120		1,040		1,040		1,040						
Mem/Mktg/Dev	Sponsorships	Membership Picnic	500	500	500	500	500							500					
Mem/Mktg/Dev	Sponsorships	Shop Small	1,500	0	1,000	1,000	1,500										500	1,000	
Mem/Mktg/Dev	Sponsorships	Total Sponsorships	22,500	16,000	22,030	20,200	23,070												
Mem/Mktg/Dev	Total Membership, Marketing, Development		132,170	113,453	143,765	148,537	150,370												
TOTAL REVENUES			217,451	187,546	220,640	237,862	254,470	110,233	44,024	12,783	5,024	28,183	11,774	13,633	13,084	5,233	2,734	4,083	3,682

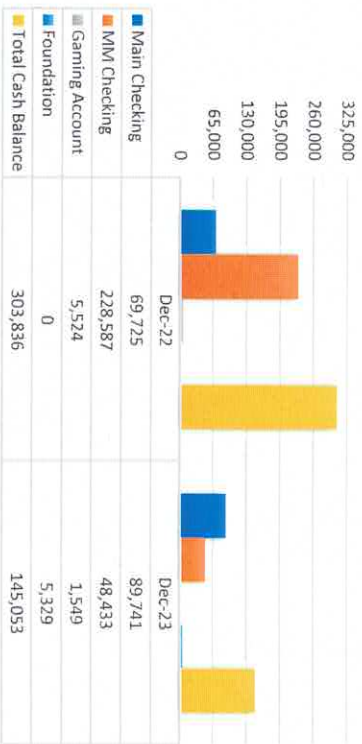
FRANKLIN CHAMBER OF COMMERCE
2023 BUDGET

MONTHLY BREAKDOWN

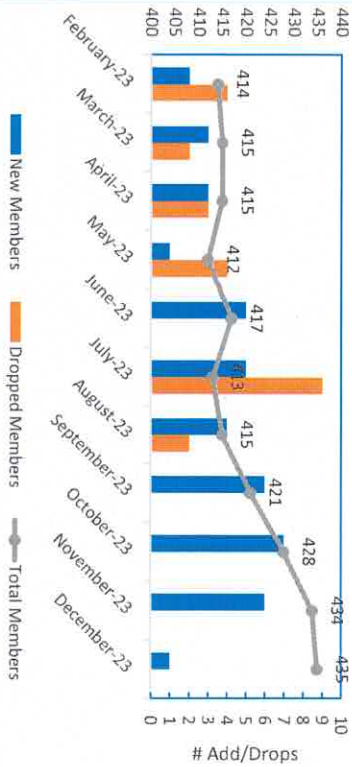
Functional Area	Category	Budget Item	Actual Thru 9/30/2022	Projected Thru 9/30/21	Budget 2021	Budget 2022	Budget 2023	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
EXPENSES																			
Events	Biz Bash	Facility Fees & Catering	6,732	5,662	2,400	6,794	11,808									11,808			
Events	Biz Bash	Supplies	723	1,600	1,350	2,134	1,000									500			
Events	Biz Bash	Other (Lunches)		1,712	2,450	2,282	1,200									1,200			
Events	Biz Bash	Total Biz Bash Expense	7,455	8,974	6,200	11,210	14,008												
Events	Golf Outing	Facility Fees & Catering	11,088	9,000	14,000	12,000	11,450						11,450						
Events	Golf Outing	Other	545	750	1,300	1,000	550						550						
Events	Golf Outing	Total Golf Outing	11,633	9,750	15,300	13,000	12,000												
Events	Luncheons	Annual Banquet	10,991	5,250	7,000	10,990	10,990		10,990										
Events	Luncheons	Young Professionals Exp	0	0	0	500	-												
Events	Luncheons	Monthly Luncheons	6,427	6,750	10,000	9,000	8,000	900		900	900	900	900		900		850	800	950
Events	Luncheons	Total Monthly Luncheons	17,418	12,000	17,000	20,490	18,990												
Events	General	Agriculture Week	50	38	50	50	50			50									
Events	General	Total General	50	38	50	50	50												
Events	Total Events Expense		36,557	30,761	38,550	44,750	45,048												
Executive	Facilities	Electricity	906	1,215	1,620	2,000	2,000	125	125	150	200	200	200	250	150	150	150	150	150
Executive	Facilities	Gas	596	600	800	1,500	1,500	240	270	180	120	70	50	50	50	50	55	125	240
Executive	Facilities	General Building Repairs and Maintenan	3,602	375	984	500	500		100		100		100		100		100		
Executive	Facilities	Facilities Committee (façade/interior/2n	1,690	3,750	5,000	5,000	1,000			500			500						
Executive	Facilities	Office Cleaning	1,483	1,350	1,800	2,520	2,520	210	210	210	210	210	210	210	210	210	210	210	210
Executive	Facilities	Sewer	110	126	168	300	300	25	25	25	25	25	25	25	25	25	25	25	25
Executive	Facilities	Trash	0	0	1,320	0	465	39	39	39	39	39	39	39	39	39	39	39	39
Executive	Facilities	Shredding					294		49		49		49		49		49		49
Executive	Facilities	Water	234	225	300	400	400	35	35	35	35	30	35	35	30	35	30	35	30
Executive	Facilities	Loan Payment	0	0	0	0	7,200	600	600	600	600	600	600	600	600	600	600	600	600
Executive	Facilities	Total Facilities Expense	8,620	7,641	11,992	12,220	16,179												
Executive	General	Ambassadors	610	563	1,000	750	750	250											500
Executive	General	Bank Service Charges	0	0	0	0	-												
Executive	General	Board Items	1,115	563	1,320	750	1,000	500						500					
Executive	General	Board Lunches	1,387	750	1,080	1,000	1,500	125	125	125	125	125	125	125	125	125	125	125	125
Executive	General	Credit Card Fees	1,589	2,813	3,750	2,000	2,000	150	350	150	150	150	150	150	150	150	150	150	150
Executive	General	Database (yearly)	0	1,500	1,400	2,000	2,000									2,000			
Executive	General	Donations to others	890	825	500	1,100	1,000						500			500			
Executive	General	Dues & Subscriptions	940	1,125	1,970	1,500	1,500	375		375		375						375	
Executive	General	Executive Committee	34	187	500	250	250					125						125	
Executive	General	Hospitality	760	563	1,200	750	1,000	100		100	100		100	100	100	100	100	100	100
Executive	General	Ribbon Cutting Expenses	94	35	1,200	750	120	10	10	10	10	10	10	10	10	10	10	10	10
Executive	General	Legal & Professional Fees	0	750	1,000	900	900			250			150			250			250
Executive	General	Mileage Expense	749	563	900	750	500						250						250
Executive	General	EDC Fee Marketing (Community Calendar)			7,500	1,700													
Executive	General	Postage	0	675	900	800	800										1,700		
Executive	General	Prof Development	3,277	2,250	1,000	3,000	2,000					1,000			1,000			800	
Executive	General	Total General	11,444	13,160	17,720	23,800	17,020												
Executive	Insurance	Umbrella/D&O	2,328	1,958	2,610	2,610	2,610							2,100					510
Executive	Insurance	Workers Comp	0	248	330	330	330												330
Executive	Insurance	Insurance - Cyber	1,152	825	750	825	1,200												1,200
Executive	Insurance	Total Insurance	3,480	3,030	3,690	3,765	4,140												
Executive	Office	Computer - Subscription (JP the Geek)	510	750	1,000	1,000	1,020			510								510	
Executive	Office	Computer - Other	0	450	600	600	600		300							300			
Executive	Office	Internet / Phones	2,613	2,700	3,600	3,600	3,600	300	300	300	300	300	300	300	300	300	300	300	300
Executive	Office	Office Supplies	1,989	833	1,110	1,110	1,500	200	200	200	100	200		200	100	200		200	100
Executive	Office	Total Office	5,112	4,732	6,310	6,310	6,720												
Executive	Payroll	Net Pay (Direct Deposits)	66,308	59,315	107,198	107,198	145,355	11,946	11,946	11,946	11,946	11,946	11,946	11,946	11,946	11,946	11,946	11,946	13,949
Executive	Payroll	ER FICA (tax liabilities)	22,747	5,931	7,908	7,908	11,436	953	953	953	953	953	953	953	953	953	953	953	953
Executive	Payroll	ER Simple IRA Match	2,042	2,122	2,728	2,814	4,140	345	345	345	345	345	345	345	345	345	345	345	345
Executive	Payroll	Payroll Processing fees	0	40	40	40	40		40										
Executive	Payroll	ER Unemployment Tax	0	566	755	0	1,000												1,000
Executive	Payroll	Total Gross Payroll	91,097	67,974	118,629	117,960	161,971												
Executive	Total Executive Expense		119,753	96,538	158,341	164,055	206,030												
Mem/Mktg/Dev	General	Advertising/Marketing Expenses	466	375	500	1,500	1,500		500			500			500				
Mem/Mktg/Dev	General	Capacity Building (Strategic Plan)	0	2,250	3,000	0	-												
Mem/Mktg/Dev	General	Consultant	10,800	12,600	16,800	16,200	16,200	1,350	1,350	1,350	1,350	1,350	1,350	1,350	1,350	1,350	1,350	1,350	1,350
Mem/Mktg/Dev	General	Membership Committee	1,724	563	750	0	-												
Mem/Mktg/Dev	General	Promotional Items	1,139	750	1,000	1,000	1,000		125	125		125	125		125	125		125	125
Mem/Mktg/Dev	General	Web Site	1,902	1,913	2,550	3,035	1,500	125	125	125	125	125	125	125	125	125	125	125	125
Mem/Mktg/Dev	General	Total General	16,031	18,450	24,600	21,735	18,700												
Mem/Mktg/Dev	Newsletter	Newsletter	1,529	1,500	2,000	2,000	2,000		500			500			500			500	
Mem/Mktg/Dev	Total Membership, Marketing, Development		17,560	19,950	26,600	23,735	2,000												
TOTAL EXPENSES			173,870	147,249	223,491	232,540	253,078	18,903	29,112	19,853	17,782	18,703	32,137	17,813	21,382	31,896	21,712	19,523	24,465
NET INCOME / (LOSS)			\$43,582	\$40,298	(\$2,851)	\$5,322	\$1,392	91,330	14,912	(7,070)	(12,758)	9,480	(20,363)	(4,180)	(8,298)	(25,663)	(18,978)	(15,440)	(20,783)

FRANKLIN CHAMBER OF COMMERCE KEY METRICS
DECEMBER 2023

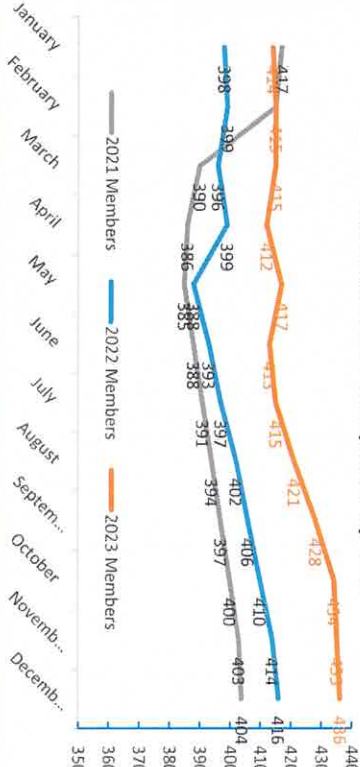
Cash Balances



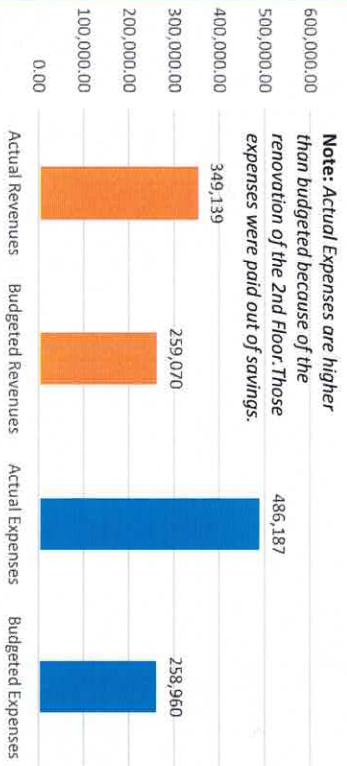
Members - Last 12 Months



Total Members Compared by Year



2023 Budget (January - October)
Actual vs. Budgeted Revenues & Expenses



Member Dues Collected



2023 Retention Rate

94.4%