



99 Kings Highway, Dover, DE 19901
(302) 739 4271
business@delaware.gov

EDGE Grant Application

The Delaware Division of Small Business offers the opportunity for eligible Delaware small businesses to apply for EDGE Grants.

Completed applications for EDGE Grants must be submitted as a PDF to **edgegrants@delaware.gov** before 4:30, on March 1, 2024. Proposals received after this deadline will not be considered.

The review committee will use the rubrics included in this application to evaluate projects seeking funding.

Should you have questions as you fill out the application, please contact the Division of Small Business at **edgegrants@delaware.gov** or 302-739-4271 (Be sure to specify the county your business is in when you make contact).

A note when submitting your application:

- If you have sent an email or an application to edgegrants@delaware.gov in the past, you will not receive an electronic confirmation due to an ongoing Microsoft Outlook issue. If you do not receive a confirmation and would like one, please contact your regional business manager to assist you.
- If you did not work with a regional business manager and would like an email confirmation, please email edgegrants@delaware.gov and let us know you would like one.

We look forward to reviewing your application.



EDGE Grant Competition Application Checklist

All EDGE Grant Competition applications must include a project proposal with each of the items below. Use this checklist to ensure you have included **ALL** items. Applications that do not include **ALL** of these items will not be reviewed. **You can download the [entrepreneur template here](#), or the [STEM template here](#).**

Proposal format requirements:

- Font: Times New Roman, 12 point
- Double spaced
- 20 Pages (Maximum) *Please note, the EDGE Grant application does not count against your 20 page limit.*

- ☐ **a. Company background**
- ☐ **b. Owner/Management bios**
- ☐ **c. Description of business need for project**
- ☐ **d. Project impact statement**
- ☐ **e. Competitive advantage to be gained through project**
- ☐ **f. Financial statements for most recent period completed**
 - ☐ **Income Statement**
 - ☐ **Balance Sheet**
- ☐ **g. Financial projections for the next five years, to include an analysis of product cost and pricing**
- ☐ **h. Complete section 3, page 5 of application. Refer to budget guidelines for more information**
- ☐ **i. Copy of Delaware business license(Must be Current and Valid)**
- ☐ **Signed and notarized application**

EDGE Grant Application

[Clear Form](#)

Applicant Information:

Business Details:

<input type="checkbox"/> Sole Proprietorship	<input type="checkbox"/> General Partnership	<input type="checkbox"/> Limited Partnership	<input type="checkbox"/> S-Corp				
<input type="checkbox"/> C-Corp	<input type="checkbox"/> LLC	<input type="checkbox"/> Non-profit	<input type="checkbox"/> Other				
Date Business Established		State of Incorporation		NAICS Code		Industry	
Annual Revenue (format in \$)		Net Assets (format in \$)		(Net Assets must be less than \$500,000)			

Project Contact _____ Which [Regional Business Manager](#) assisted you with your application?

MWVBE: ☐ Minority-Owned ☐ Women-Owned ☐ Veteran-Owned

Business located in an Opportunity Zone: ☐ YES ☐ NO
Preference given to business in an Opportunity Zone.

Business located in a Downtown Development District: ☐ YES ☐ NO
Preference given to business in a Downtown Development District.

Management/Ownership:

☐ Private ☐ Public (Ticker Symbol: _____) Subsidiary (Parent Company: _____)
Other (Explanation: _____)

Owner(s) Name and Title	Tax ID	% Ownership (Must equal 100%)	Address

Have you received any state funding previously? (*Delaware Relief Grant, HELP Loan, etc.*)

Date	Type	Agency	Purpose

Delaware Division of Small Business Internal Marketing Survey

Thank you so much for your time. The Communications department truly appreciates your response as this feedback is invaluable to our marketing strategy. This information is for internal use only.

How did you hear about the EDGE Competition?

Word of Mouth Referral: Who?

Advertisement: Which Publication? (Please try to specify date or month)

Website: Where? Please provide link (Please try to specify date or month)

Organization: What Organization?

Social Media: What Platform? (Please provide who posted the content)

Newsletter: Which Newsletter? (Please provide company/organization and date)

Other: Please provide as much information as possible (who, what, where, and when)

EDGE Grant Application



Program Information:

1. Please indicate which group the applicant wishes to be considered for (check one):

- ☐ Entrepreneur (max award = \$50,000) ☐ STEM (max award = \$100,000)

2. Project Cost Summary:

Grant Funds Requested	
Company's Match Financing	
Total Project Cost	

3. Basic Project Budget: [\(You can view Budget Guidelines Here\)](#)

Proposed Uses for Grant Funding (i.e.: equipment, supplies, marketing, etc.)

Match: Company Contribution (i.e.: cash, equipment, and/or non-state/local government grants that are tied to the project.)

Grant Total:

Company Match Total (Should equal 1/3 of Grant):

4. Does the applicant maintain more than one business location? If yes, please provide the address of any additional business locations, as well as the number of employees at each location.

5. Please attach a project proposal to this application. The proposal should include a section for each of the following items below and not exceed 20 pages. (*The EDGE Grant Application does not count against your 20 page limit.*)

- | | |
|---|---|
| a. Company background | f. Financial Statements for most recent period completed |
| | 1. Income Statement |
| b. Owner/Management bios | 2. Balance Sheet |
| c. Detail of business need for project | g. Financial projections, to include analysis of product cost and pricing |
| d. Project impact statement | h. Detailed project budget (Using template provided) |
| e. Competitive advantage to be gained through project | i. Copy of Delaware business license (Cannot be expired) |

Has the applicant or any person listed as an owner on page 1 of this application:

Yes	No	Answering "Yes" to any of the questions below does not automatically disqualify an application.
<input type="checkbox"/>	<input type="checkbox"/>	Been the subject of, or party to, any formal or informal inspection, inquiry, investigation, administrative proceeding, criminal prosecution, or civil litigation by any federal or state agency administering, or private person seeking relief under, state or federal statutes, regulations, or rules governing collective bargaining, hours of labor, working conditions, industrial hygiene and safety, minimum wage standards, discrimination in wages, child labor, unemployment insurance, workers' compensation or other labor law matters?
<input type="checkbox"/>	<input type="checkbox"/>	Been the subject of, or a party to, any formal or informal inspection, inquiry, investigation, administrative proceedings, or criminal prosecution?
<input type="checkbox"/>	<input type="checkbox"/>	Been the subject of, or a party to, any formal or informal inspection, inquiry, investigation, administrative proceeding, criminal prosecution or civil litigation by any state or federal law enforcement, regulatory or administrative agency for the criminal or civil violation of any federal or state statute, regulation, rule or the terms of any license or permit issued by a federal or state agency, including the failure to hold such a license or permit?
<input type="checkbox"/>	<input type="checkbox"/>	Been the defendant in any civil litigation in which any type of fraud, misrepresentation, unfair or deceptive trade practices were alleged?
<input type="checkbox"/>	<input type="checkbox"/>	Been denied any license or permit or had any license or permit revoked or suspended by any federal, state or local agency or governmental body?
<input type="checkbox"/>	<input type="checkbox"/>	Been convicted of a crime?
<input type="checkbox"/>	<input type="checkbox"/>	Filed a voluntary petition for bankruptcy or had an involuntary petition for bankruptcy filed against the Applicant, in any bankruptcy court, or been subject to any other state or federal insolvency or receivership proceedings?
<input type="checkbox"/>	<input type="checkbox"/>	Been an owner or manager of a manufacturing facility that was designated as a chronic violator by the Delaware Department of Natural Resources & Environmental Control?
<input type="checkbox"/>	<input type="checkbox"/>	Do you have a family member who is currently employed in either the Delaware General Assembly and/or Executive Branch? Family member is defined as sibling, parent, aunt, uncle, cousin or second cousin. If so by: _____



Certifications and Notarization to Applicants

Certification:

Eligibility for financial assistance from the Delaware Economic Development Authority is determined by the information presented in this application and in the required exhibits and attachments. Any change in the status of the proposed project from the facts presented herein could disqualify the project.

To the extent permitted by Delaware's Freedom of Information Act, all information contained in this application or obtained by the Authority in investigating or considering this application will be kept confidential, except for disclosure to the staff and attorneys of the Authority and the Delaware Division of Small Business ("DSB").

I, the undersigned, being duly sworn upon my oath say:

1. The Applicant as listed, including all majority owners of the entity, are the recipients of the funds. 2. The Applicant hereby agrees, if this application is approved, to comply with all federal, state, and local laws affecting the grant to be issued and the operation of the proposed project. The Applicant further agrees to comply with all of the terms of the Agreement that governs the financial assistance. As part of this agreement, the Applicant agrees to use its best efforts in good faith to meet all employment projections set forth herein and to give the first opportunity of employment to qualified Delaware residents for all unskilled and semi-skilled workers employed by the applicant. The Applicant agrees to report to the Authority, no later than June 30 of the year following the start of its operation of the project, the total number of its unskilled and semiskilled employees and the number of its unskilled and semi-skilled employees who were residents of Delaware at the time of their employment. 3. The Applicant hereby agrees that any officers, employees, agents or attorneys of the Authority or the Delaware Division of Small Business ("DSB") may have access to and copy any and all information in any form pertaining to Applicant, including, but not limited to, tax returns and information from tax returns as used in 30 Del.C. §368, in the custody of any State of Delaware, or other State, department, agency, instrumentality, division, office, board, bureau, council, commission, committee, panel or "public body," as that term is defined in the Delaware Freedom of Information Act, 29 Del. C. § 10002(a), including, but not limited to, the Departments of Finance, State, Labor, and Natural Resources and Environmental Control of the State of Delaware, the United States Environmental Protection Agency, the United States Department of Labor, the National Labor Relations Board or any other agency of the federal government having custody of information deemed pertinent by DSB or the Authority staff or attorneys in evaluating Applicant's application for assistance. 4. This application, with all attachments & exhibits, is the product of diligent and reasonable investigation that I have either overseen or been personally involved. 5. I have carefully read this application, including all attachments and exhibits, and the information contained in this application, including all attachments and exhibits, is true, accurate and complete to the best of my information and belief. 6. I am a director or officer acting within the scope of my employment and authorized to act on behalf of the Applicant. 7. I understand that if I have intentionally made a false statement in this application, or someone else has made a false statement herein that I know or believe to be false, I am subject to criminal prosecution. Further, the Authority, at its option, may terminate its financial assistance. 8. That the information reported herein is true, accurate and complete. I understand that these reports are made in support of claims for government funds. 9. I understand the Authority may also require additional information as determined by Authority staff.

Applicant Information:

Legal Business Name

Signature of Representative of the Applicant

Title

Signed

Notary Form:

State of

County of

Signed and sworn (or affirmed) before me on

by (Representative of Applicant, not Notary)

Name of Notary Public

Commission Expiration Dates

Entrepreneur Class Rubric

BUSINESS NEED

0 - 10	11 - 15	16 - 20	21 - 25	26 - 30
<ul style="list-style-type: none"> - Proposal shows little to no justification of why the grant will address a business need. - No project budget is included with proposal. 	<ul style="list-style-type: none"> - Proposal makes some effort to describe how the grant will meet a need of the business. - Proposal fails to adequately explain how grant will directly improve the business in order to address stated need, or fails to adequately explain the importance of the stated business need. -Budget and business need are not clearly aligned and insufficient effort is made to explain the link, or items in budget are not clearly explained. 	<ul style="list-style-type: none"> - Proposal provides an adequate explanation of how the grant will address an important need of the business. - Business need is clearly stated, but is overly broad and/or not specific to a direct business improvement plan. - Proposal fails to consider alternative solutions to the business need that would not require grant funds. - Budget and business need are not sufficiently aligned or explained. 	<ul style="list-style-type: none"> - Proposal provides a compelling explanation of how the grant would address an important need of the business, and includes some data to support this claim. This may include an estimation of market size, market growth, company projected sales growth, and competitive analysis. - Proposal considers some alternative ways to accomplish business need but fails to provide adequate justification for why the stated project is the most effective way of doing so. - Business need is completely tied back to proposed project budget. All items in budget are explained and shown to be consistent with fulfillment of targeted business need. 	<ul style="list-style-type: none"> - Proposal provides a compelling explanation of how the grant would address a unique business need or business opportunity that cannot be easily accomplished using current resources. Data, including an estimation of market size, market growth, company projected sales growth, and competitive analysis is provided to justify these claims. - Proposal considers multiple alternative ways of accomplishing the business need and clearly justifies why the grant proposal is the most effective and efficient way of doing so. - Business need is completely tied back to proposed project budget- all items in budget are explained and shown to be consistent with fulfillment of targeted business need.

RETURN ON INVESTMENT

0 - 10	11 - 15	16 - 20	21 - 25	26 - 30
<p>- Company did not submit adequate information to make a determination of the ROI of the grant.</p>	<p>- Company shows little or no data to support a positive ROI for state over a 5 year time period, or cannot show positive ROI over this time frame.</p>	<p>- Company shows some data to support a positive ROI for state over a 5 year time period, though projections are unsupported.</p> <p>- Business attempts to demonstrate that it can survive even if projections are not met.</p>	<p>- Company shows compelling data to support a positive ROI for state over a 5 year time period, though projections are questionable and/or overly aggressive.</p> <p>- Potential for growth or sustainability of business is significant.</p> <p>- Business explores how it may perform under different levels of sensitivity in key projections (sales are low, costs are higher).</p>	<p>- Company shows compelling data to support a positive ROI for state over a 5 year time period using conservative assumptions.</p> <p>- Potential for growth of business is significant.</p> <p>- Risk of failure of business is mitigated with explanation of how business would perform even if top line projections are not met. Demonstrated through thorough sensitivity analysis.</p>

COMPETITIVE ADVANTAGE GAINED

0 - 5	6 - 10	11 - 15	16 - 20
<ul style="list-style-type: none"> - Proposal contains little or no data analysis of firm's marketplace and competition. - Proposal fails to adequately analyze the competitive advantage gained from the grant award. 	<ul style="list-style-type: none"> - Proposal contains little or no analysis of the firm's marketplace. - Proposal does not consider why the solution presented is the most effective and efficient way of gaining the competitive advantage sought. - Proposal contains no market insight. 	<ul style="list-style-type: none"> - Proposal contains some analysis of the firm's marketplace and attempts to break down major competitors and future of market (potential for new entrants, technological disruption, etc). - Proposal considers why the solution presented is the most effective and efficient way of gaining the competitive advantage sought. - Proposal contains some customer or potential customer insights to support its claim to be able to win and sustain a competitive advantage in their defined market. 	<ul style="list-style-type: none"> - Proposal contains a thorough analysis of the firm's marketplace and breaks down major competitors, as well as any dominant national firms, and how each would pose challenges. Also analyzes future of market (potential for new entrants, technological disruption, etc). - Proposal considers why the solution presented is the most effective and efficient way of gaining the competitive advantage sought. - Proposal contains thorough customer or potential customer insights to support its claim to be able to win and sustain a competitive advantage in their defined market.

COMMUNITY IMPACT

0 - 2	3 - 4	5 - 6	7 - 8	9 - 10
- Proposal does not include a significant explanation of the impact the business will have on its local community.	- Proposal gives some explanation of how the success of the business will have a positive impact on the surrounding community.	- Proposal gives some explanation of how the success of the business will have a positive impact on the surrounding community.	- Proposal gives a compelling explanation of how the success of the business will have a significant positive impact on the surrounding community, whether through job opportunities, economic growth, or other means.	- Proposal gives a compelling explanation of how the success of the business will have a significant positive impact on the surrounding community. This extends beyond job growth and economic activity to include philanthropic and/or local contributions to improve the surrounding community.

WMVBE STATUS BONUS

0	5
- Business cannot demonstrate MWVBE status.	- Business demonstrates MWVBE status.

GEOGRAPHICAL BONUS

0	5
-Business will not be located in a priority geographical area.	-Business will be located in a priority geographical area (Opportunity Zone and/or Downtown Development District), or plans to locate there in the near future.

STEM Class Rubric

RETURN ON INVESTMENT

0 - 10	11 - 20	21 - 27	28 - 35	35 - 40
<p>- Company did not submit adequate information to make a determination of the ROI of the grant.</p>	<p>- Proposal shows that the company would be utilizing the grant as part of a crucial funding source in the development of a new product or service, but does not explain convincingly why this is a major innovation in the field.</p> <p>- Proposal attempts to show some ROI to the state for the grant investment, though more detail is needed and/or the defined ROI is not appropriate.</p> <p>- Proposal fails to show a coherent path for fundraising beyond EDGE grant to meet significant capital needs associated with a development life-cycle.</p> <p>- Proposal fails to explore alternatives for the company to succeed if stated research or innovation does not succeed.</p>	<p>- Proposal shows that the company would be utilizing the grant as part of a crucial funding source in order to develop a new innovation or disruptive technology in a given field. This innovation and its impact on the given field is explained, though not in a clear or convincing manner.</p> <p>- Proposal shows that a successful development of technology or successful research discovery may lead to a potential ROI for the state's grant investment, either through direct or indirect means. This is not supported with convincing data however, or the horizon is more than 10 years.</p> <p>- Proposal attempts to show how an EDGE grant would enable the company to attract additional fundraising over the coming years, though an end goal is undefined or unrealistic given supporting explanation.</p> <p>- Proposal fails to explore alternatives for the company to succeed if stated research or innovation does not succeed.</p>	<p>- Proposal shows that the company would be utilizing the grant as part of a crucial funding source in order to develop a new innovation or disruptive technology in a given field. This innovation and its impact on the given field is explained adequately with data, though some questions remain.</p> <p>- Proposal shows that a successful development of technology or successful research discovery would lead to a significant ROI for the state's grant investment, either through direct or indirect means.</p> <p>- Proposal attempts to show how an EDGE grant would enable the company to attract additional fundraising over the coming years, though an end goal is undefined or the level of funding needed for commercialization appears unrealistic.</p> <p>- Proposal explores alternatives for the company to succeed, though not in any great detail or in a convincing fashion.</p>	<p>- Proposal shows that the company would be utilizing the grant as part of a crucial funding source in order to develop a new innovation or disruptive technology in a given field. This innovation and its impact on the given field is explained thoroughly with data.</p> <p>- Proposal shows that a successful development of technology or successful research discovery would lead to a significant ROI for the state's grant investment, either through direct or indirect means.</p> <p>- Proposal maps out in a clear and coherent manner how an EDGE grant would enable the company to attract additional fundraising over the coming years to a level that supports commercialization of the product within ten years..</p> <p>- Proposal explores alternatives for the company to succeed even if the initial goal of research or initial aim of discovery fails to be achieved.</p> <p>- Research or innovation pursued aligns with strategic goals of other Delaware stakeholders such as public institutions of higher education, economic development efforts of the community, and other community organizations.</p>

BUSINESS NEED

0 - 10	11 - 15	16 - 20	21 - 25	26 - 30
<ul style="list-style-type: none"> - Proposal shows little to no justification of why the grant will address a business need. - No project budget is included with proposal. 	<ul style="list-style-type: none"> - Proposal makes some effort to describe how the grant will meet a need of the business. - Proposal fails to adequately explain how grant will directly improve the business in order to address stated need, or fails to explain the importance of the stated business need. - Budget and business need are not clearly aligned and insufficient effort is made to explain the link, or items in budget are not clearly explained. 	<ul style="list-style-type: none"> - Proposal provides an adequate explanation of how the grant will address an important need of the business. - Business need is clearly stated, and data is given to support why the need is important. - Proposal fails to consider alternative solutions to the business need that would not require grant funds. - Budget and business need are not sufficiently aligned or explained. 	<ul style="list-style-type: none"> - Proposal provides a compelling explanation of how the grant would address an important need of the business, but does not include significant or compelling data to support this claim. - Proposal considers some alternative ways to accomplish business need but fails to provide adequate justification for why the stated project is the most effective way of doing so. - Business need is completely tied back to proposed project budget. All items in budget are explained and shown to be consistent with fulfillment of targeted business need. 	<ul style="list-style-type: none"> - Proposal provides a compelling explanation of how the grant would address a unique business need or business opportunity that cannot be easily accomplished using current resources. Data, including an estimation of market size, market growth, company projected sales growth, and competitive analysis is provided to justify these claims. - Proposal considers multiple alternative ways of accomplishing the business need and clearly justifies why the grant proposal is the most effective and efficient way of doing so. - Business need is completely tied back to proposed project budget. All items in budget are explained and shown to be consistent with fulfillment of targeted business need.

COMPETITIVE ADVANTAGE GAINED

0 - 2	3 - 5	6 - 8	9 - 10
<ul style="list-style-type: none"> - Proposal contains little or no data analysis of firm's marketplace and competition. -Proposal fails to adequately analyze the competitive advantage gained from the grant award. 	<ul style="list-style-type: none"> - Proposal contains little or no analysis of the firm's marketplace. - Proposal does not consider why the solution presented is the most effective and efficient way of gaining the competitive advantage sought. - Proposal contains no market insight. 	<ul style="list-style-type: none"> - Proposal contains some analysis of the marketplace that the new innovation may disrupt or enter into. Current capabilities of leading products in this market are explained, though not to a level that allows evaluator to feel they fully understand the landscape. - Proposal explains why, if research or innovation is successful, a new competitive advantage over incumbent firms would be created, and how it can be sustained, but does not consider threat of new entrants and/or copycats. - Proposal contains some customer or potential customer insights to allow some validation of business opportunity. 	<ul style="list-style-type: none"> - Proposal contains a thorough analysis of the marketplace that the new innovation may disrupt or enter into. Current capabilities of leading products in this market are explained, and reasons are given why they are inadequate relative to the proposed innovation or research. - Proposal explains why, if research or innovation is successful, a new competitive advantage over incumbent firms would be created, and how it can be sustained. - Proposal contains thorough customer or potential customer insights to support its claim to have a profitable business opportunity.

COMMUNITY IMPACT

0 - 2	3 - 5	6 - 8	9 - 10
- Proposal does not include a significant explanation of the impact the business will have on its local community.	- Proposal gives some explanation of how the success of the business will have a positive impact on the surrounding community.	<p>- Proposal gives some explanation of how the success of the business will have a significant positive impact on the community. This may include the civic community, but may also include the STEM community through partnerships with institutions of higher education and/or interdisciplinary research.</p> <p>- The explanation lacks convincing reasoning. Explanation seems too hypothetical, or unlikely to be something the business sustains over time.</p>	- Proposal gives a compelling explanation of how the success of the business will have a significant positive impact on the community. This may include the civic community, but may also include the STEM community through partnerships with institutions of higher education and/or interdisciplinary research.

WMVBE STATUS BONUS

0	5
- Business cannot demonstrate MWVBE status.	- Business demonstrates MWVBE status.

GEOGRAPHICAL BONUS

0	5
-Business will not be located in a priority geographical area.	-Business will be located in a priority geographical area (Opportunity Zone and/or Downtown Development District), or plans to locate there in the near future.