



## **2026 Business Operations Microgrant Guidelines and Application**

*The Historic Valley Junction Foundation wants to help YOU improve your business!*

### **THE PROGRAM**

We seek projects that align with HVJF's stated goal of making it easier for businesses with a retail, food/drink, or experience component to grow and succeed financially and enhance the economic vitality of the Valley Junction Main Street district. A total of \$2500 in matching funds is available for the 2026 grant round. The HVJF Business Improvement Committee will determine the award levels from among the applications submitted. This grant is intended for business operations and interior improvements. Eligible projects must be within the Historic Valley Junction Main Street District boundary – see map on page 2.

**We are flexible with what these funds can be used for. Some examples of eligible projects:**

- Fixtures and furnishings
- Equipment
- Special business events
- Point of sales system

### **Compliance with City code**

All HVJF grant projects must comply with City code.

### **Ineligible:**

- Purchase of business inventory
- Payroll, rent, utilities
- Use of Microgrant funds as cash match for another HVJF grant program
- In-kind labor and/or materials
- **Any project expenses incurred prior to the Microgrant award**

### **MATCH**

This is a matching grant. A minimum dollar for dollar (1:1) match for the awarded funds is required.

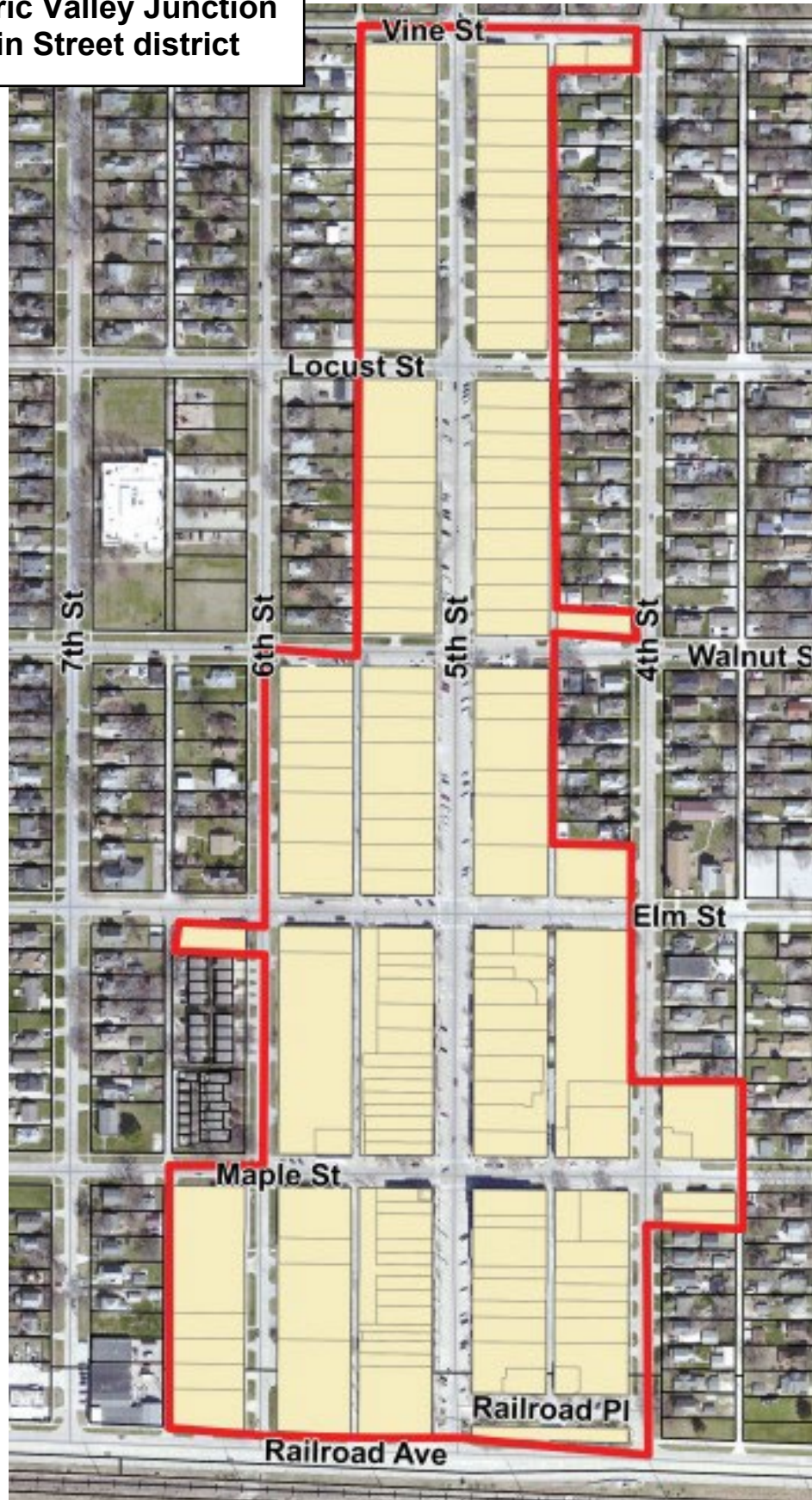
### **APPLICATION PROCESS**

Email the completed application below to [director@valleyjunction.com](mailto:director@valleyjunction.com) or deliver to the HVJF office at 137 Fifth St. by August 17. Late or incomplete applications will not be considered. The project/s selected by the HVJF Business Improvement Committee will be announced on August 21.

### **GRANT DISBURSEMENT**

This is a reimbursable grant. Awardees will complete the approved project and submit receipts and proof of payment to HVJF for reimbursement at the awarded amount. Upon award and completion, HVJF will feature your project on social media. Unless an extension is requested, projects must be completed by December 31.

**Historic Valley Junction  
Main Street district**





## 2026 Business Operations Microgrant Application

Complete this form and submit via email to [director@valleyjunction.com](mailto:director@valleyjunction.com)  
or deliver to HVJF, 137 Fifth St., West Des Moines, IA 50265  
**Due Monday, August 17, 2026 at 5 PM**

Applicant Name: \_\_\_\_\_

Business Name: \_\_\_\_\_

Business Address: \_\_\_\_\_

Phone: \_\_\_\_\_

Email: \_\_\_\_\_

Project description – the more specific, the better (200 words maximum):

How will this project improve your business (100 words maximum)?

How will this project improve the Historic Valley Junction district in conjunction with HVJF's stated goal of making it easier for businesses with a retail, food, or drink experience component to grow and succeed financially (100 words maximum)?

Microgrant amount requested: \_\_\_\_\_

Estimated total project cost: \_\_\_\_\_

Estimated completion date: \_\_\_\_\_

Will you still do this project if it is not fully funded? Yes \_\_\_ No \_\_\_

**Please contact [Steve Frevert](#) at HVJF if you have any questions or would like to discuss your proposal. You are encouraged to include any supplemental information, photos, quotes, sketches, etc. as attachments to this application.**