



## City of San Antonio

### SBIR/STTR GRANT APPLICATION

#### **ACKNOWLEDGMENTS**

##### CERTIFICATIONS AND ACKNOWLEDGMENTS

- By submitting this application, I certify that all the information provided is true, accurate, and complete to the best of my knowledge.
- I understand that any false statements or omissions made in this application may result in disqualification from consideration for the grant or, if awarded, may lead to the revocation of the grant and possible legal action.
- I acknowledge the City reserves the right to request additional information, documentation, or clarification regarding this application at any time during the review process and further authorize the City or its representatives to verify the accuracy of the information provided in this application.
- I acknowledge that the grant funding is subject to the City of San Antonio policies, guidelines, and any applicable laws and regulations. If awarded grant funding, Applicant agrees to adhere to all terms and conditions set forth by the city.
- I certify that I have read the City of San Antonio's SBIR/STTR Matching Grant Guidelines and understand that the grant funding is intended for the specific purposes outlined in the application, the City of San Antonio Economic Development Chapter 380 Policy and the City of San Antonio SBIR/STTR Matching Grant Guidelines and that any diversion of funds for unauthorized purposes may result in the repayment of the grant and potential penalties.



- I understand any cost of expense incurred by Applicant with the preparation of this Application or during any phase of the grant process shall be borne solely by the Applicant.
- I certify that the Applicant and its activities are in compliance with all relevant laws, regulations, and permits required by the City and other applicable authorities and agencies.
- **Confidential or Proprietary Information**. I understand all applications, proposals, and any other information submitted to City related to this application are public records and become the property of the City upon receipt and will not be returned. Public records are governed by Texas Government Code Chapter 552 and are subject to the Public Information Act, unless excluded from disclosure by the Texas Attorney General. The Applicant should not disclose to the City of San Antonio any information that would negatively affect its ownership of intellectual property or information that would be beneficial to its competitors. Any information deemed to be confidential by Applicant should be clearly noted; however, City cannot guarantee that it will not be compelled to disclose all or part of any public record under the Texas Public Information Act, since information deemed to be confidential by Applicant may not be considered confidential under Texas law, or pursuant to a Court order.
- I understand that in order to receive any resulting grant agreement funding, I must successfully complete vendor registration with the City of San Antonio e-Procurement System (SAePS), which can be found at: <https://www.sa.gov/Directory/Departments/Finance/About/Divisions/Procurement/Become-a-Vendor>
- I understand that in compliance with the Awardee Agreement, I must commit to participating in program impact surveys for up to three years following the date of a fully executed grant award.



- I understand that in compliance with the Awardee Agreement, I must commit to remaining headquartered within the City of San Antonio for the duration of the matching Phase I or Phase II Project.
- I understand that City Council retains sole authority to approve or deny any agreement and is under no obligation to approve any application or agreement. In the event this application is recommended for grant award, funding is contingent on an executed Awardee Agreement between City of San Antonio and the legal business owner.
- I understand that the City reserves the right to modify, supplement, or revoke any aspect of this application process at any time, with or without notice.
- I certify that I am the majority business owner of a qualifying business as defined in the City of San Antonio's SBIR/STTR Matching Grant Guidelines and agree to the foregoing information, and hereby certify my authority to execute this Application on behalf of Applicant.

**Applicant Business Name:** \_\_\_\_\_

**Signature:** \_\_\_\_\_

Date Published: 3/25/2026

Edition: 1



**Name of Signer:** \_\_\_\_\_

**Title of Signer:** \_\_\_\_\_

**Date Signed:** \_\_\_\_\_

**COMPANY BACKGROUND**

**Legal Entity Name Doing Business in City of San Antonio:**

\_\_\_\_\_

**Parent Company (if applicable):** \_\_\_\_\_

**Federal Employer or Taxpayer Identification Number:**

\_\_\_\_\_

**Texas Taxpayer Number / SOS Filing Number:** \_\_\_\_\_

Date Published: 3/25/2026

Edition: 1



**Website:** \_\_\_\_\_

**Company Officer First Name:** \_\_\_\_\_

**Company Officer Last Name:** \_\_\_\_\_

**Company Officer Title/Position:** \_\_\_\_\_

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

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

**Headquarters Address:** \_\_\_\_\_

**City:** \_\_\_\_\_

**State:** \_\_\_\_\_

Date Published: 3/25/2026

Edition: 1



Zip: \_\_\_\_\_

Country: \_\_\_\_\_

County Precinct: \_\_\_\_\_

City Council District: \_\_\_\_\_

NAICS Code: \_\_\_\_\_

**Is the company a for-profit, privately -owned business:**

YES

NO

**Business Structure (LLC, partnership, corporation):**

\_\_\_\_\_

**Brief Summary of Company and Product(s):**

**How did you hear about the SBIR/STTR Matching Grant program?**

City Website

Social Media

Referral

Other: \_\_\_\_\_



**Does a City employee/official own any interest in this project?**

YES      NO

If yes, explain: \_\_\_\_\_

**Is the company delinquent on ad valorem taxes?**

YES      NO

If yes, explain: \_\_\_\_\_

**Current City of San Antonio Workforce:**

Full Time: - \_\_\_\_\_

Part -Time: \_\_\_\_\_

Seasonal: \_\_\_\_\_

**Current Bexar County Workforce (if different):**

Full -Time: \_\_\_\_\_

Part T-ime: \_\_\_\_\_

Seasonal: \_\_\_\_\_

**Global Workforce (if different):**

Full Time: \_\_\_\_\_ -

Part Time: \_\_\_\_\_ -

Seasonal: \_\_\_\_\_

**Fully Remote Workforce (100%):**

Date Published: 3/25/2026

Edition: 1



Full Time: \_\_\_\_\_ -

Part Time: \_\_\_\_\_ -

Seasonal: \_\_\_\_\_

**Hybrid Workforce (Number of employees who conduct at least 60% of services for the applicant at the Project Site):**

Full -Time: \_\_\_\_\_

Part -Time: \_\_\_\_\_

Seasonal: \_\_\_\_\_

**Description of Hybrid/Remote Requirements:**

**Direct New Jobs Created as a result of City grant award:**

Full Time: \_\_\_\_\_

Part Time: \_\_\_\_\_

Seasonal: \_\_\_\_\_

**Please describe if jobs will be located at Project Site and any hybrid or remote work expectations with each New Job:**

**Base Hourly Wage (excluding benefits): \_\_\_\_\_**

**Does the company offer a benefits package?**

YES      NO

**Does the company offer worker's compensation coverage?**

YES      NO



**SBIR/STTR FEDERAL GRANT AWARD INFORMATION**

**Project Title:** \_\_\_\_\_

**Federal Agency:** \_\_\_\_\_

**Overall Federal Impact Score (if applicable):** \_\_\_\_\_

**Technology Description:**

**Problem the Technology Solves:**

**List all SBIR/STTR Grants awarded:**

<b>Award Type</b>	<b>Agency</b>	<b>Year</b>	<b>Amount</b>

*Please attach additional information if more space is needed.*

**PHASE I — For Phase I Applicants Only**



**Phase I Federal Grant/Award Number:** \_\_\_\_\_

**Phase I Award Amount:** \_\_\_\_\_

**Phase I Award Start Date:** \_\_\_\_\_

**Phase I Award End Date:** \_\_\_\_\_

**Phase I City Grant Amount Request: Per program guidelines, can you confirm that Phase I research be conducted in San Antonio?**

YES

NO

**How will City grant funds assist Phase I research and/or the business' Commercialization Plan:**

**PHASE II — For Phase II Applicants Only**

**Phase II Federal Grant/Award Number:** \_\_\_\_\_

**Phase II Award Amount:** \_\_\_\_\_

**Phase II Award Start Date:** \_\_\_\_\_

**Phase II Award End Date:** \_\_\_\_\_

**Phase II City Grant Amount Request:** \_\_\_\_\_



**Per the program guidelines, can you confirm that at least 51% of R&D occur in San Antonio?**

**How will City grant funds assist Phase II research and/or the business’**

**Commercialization Plan:**

**COMMERCIALIZATION PLAN**

*City Grant Funds must be used in accordance with an approved Commercialization Plan with detailed Milestones to be disbursed based on the following schedule:*

<b>Payment</b>	<b>Requirement</b>	<b>What this Plan Aligns To</b>
Payment 1 (40%)	Released at award	Funds Milestone 1 activities
Payment 2 (30%)	After Milestone 1 + proof 75% of Payment 1 spent	Funds Milestone 2 activities
Payment 3 (30%)	After Milestone 2 + proof 75% of Payment 2 spent	Funds Milestone 3 activities



***Please enter a draft Commercialization Plan for consideration with accompanying Milestones, related expenses and target dates:***

**SAMPLE – Commercialization Plan**

**Total Project Budget: \$100,000**

**Milestone 1 – Early Commercialization Capacity Building**

<b>Category</b>	<b>Details</b>
<b>Milestone Description</b>	<ul style="list-style-type: none"><li>• Hire and onboard Research Analyst to support early commercialization tasks (customer discovery, prototype testing).</li><li>• Contract Engineering Consultant to refine prototype for manufacturability.</li><li>• Register for and prepare materials for industry trade show to support early market exposure.</li><li>• Patent attorney and application fees</li><li>• Website updates to enhance marketing efforts</li></ul>
<b>Target Dates</b>	<ul style="list-style-type: none"><li>• October – December 2026</li></ul>
<b>Expenses (40% of Total Project)</b>	<ul style="list-style-type: none"><li>• Research Analyst payroll (Oct –Dec): \$15,000</li></ul>



	<ul style="list-style-type: none"> <li>• Engineering consultant: \$10,000</li> <li>• Trade show registration: \$1,000</li> <li>• Trade show travel: \$2,000</li> <li>• Website improvements: \$2,000</li> <li>• Patent Attorney: \$10,000</li> </ul>
<b>Total City Grant Funds Expensed</b>	<b>\$40,000</b>

*Milestone 2 – Prototype Validation & Market Readiness*

<b>Category</b>	<b>Details</b>
<b>Milestone Description</b>	<ul style="list-style-type: none"> <li>• Conduct pilot customer testing and collect user feedback.</li> <li>• Develop minimum viable commercial version incorporating engineering refinements.</li> <li>• Begin regulatory pathway assessment (if applicable) and prepare commercialization-ready documentation.</li> </ul>
<b>Target Dates</b>	January–April 2027
<b>Expenses (30% of Total Project)</b>	<ul style="list-style-type: none"> <li>• Pilot testing materials: \$5,000</li> <li>• Engineering refinement labor: \$5,000</li> </ul>



	<ul style="list-style-type: none"> <li>• Research Analyst payroll (Jan-Apr): \$20,000</li> </ul>
<b>Total City Grant Funds Expended</b>	<b>\$30,000</b>

*Milestone 3 – Commercial Launch Preparation*

<b>Category</b>	<b>Details</b>
<b>Milestone Description</b>	<ul style="list-style-type: none"> <li>• Execute early commercialization activities: marketing materials, customer outreach, and partnership development.</li> <li>• Prepare for initial sales or licensing discussions.</li> <li>• Finalize go-to-market strategy and pricing model.</li> </ul>
<b>Target Dates</b>	May – August 2027
<b>Expenses (30% of Total Project)</b>	<ul style="list-style-type: none"> <li>• Marketing materials: \$4,000</li> <li>• Outreach &amp; travel: \$4,000</li> <li>• Business development consulting: \$2,000</li> <li>• Research Analyst payroll (May-Aug): \$20,000</li> </ul>
<b>Total City Grant Funds Expended</b>	<b>\$30,000</b>



**Draft Commercialization Plan**

**Milestone 1 Description:**

Category	Details
<b>Milestone Description</b>	
<b>Target Dates</b>	
<b>Expenses</b>	
<b>Total City Grant Funds Expended</b>	



--	--

**Milestone 2 Description:**

<b>Category</b>	<b>Details</b>
<b>Milestone Description</b>	
<b>Target Dates</b>	
<b>Expenses</b>	



<b>Total City Grant Funds Expended</b>	
--	--

**Milestone 3 Description:**

<b>Category</b>	<b>Details</b>
<b>Milestone Description</b>	
<b>Target Dates</b>	
<b>Expenses</b>	



<b>Total City Grant Funds Expended</b>	

**ATTACHMENTS REQUIRED FOR PHASE I & PHASE II**

***Please provide the following individual attachments through the designated secure application portal:***

- A. Executive Summary: Provide a concise overview of the company (Applicant), including its missions, visions, and objective. Highlight the current stage of development, revenue generation, and plans for growth. Also include partnerships or previous funding received. Include entity status and organization chart identifying affiliates and subsidiaries.



B. Federal Grant Information: A copy of the official Notice of Award, Selection Decision Letter from the granting federal funding agency, or a copy of the executed contract. The abstract of the application.

C. Project Information:

- Project Title
- Project Summary/Abstract and Key Objective
- Innovation and Significance of the Project
- Commercial Potential, Market Analysis, and Sales Strategy • Project description, including milestones. This attachment should also include a project milestone chart.
- Commercialization plan (including Key Individual(s)/Personnel and any changes that have occurred or are anticipated).
- Applicant commercialization history.

D. Team and Expertise: Names and roles of key team members involved in the Project, including brief bios or resumes highlighting their qualifications and expertise. Include an explanation of how the team's skills and experience contribute to the Project's success.

E. Budget and Funding:

- Project Budget
- Budget justification
- Clearly state the total cost of the proposed project, the amount of grant funding Applicant is requesting, and specify how City of San Antonio grant funds will be utilized.

F. Compliance:

- List any technology licensed that supports this project and from whom the technology was licensed, along with the licensing agreement, if applicable



(if no technology is licensed, please upload a document with the words "no technology was licensed to support this project").

- Has your company licensed intellectual property relevant to this application?
- If yes, name the licensor, whether the license is exclusive and its duration.
- List any other certifications or regulatory requirements relevant to the Project.
- The amount of grant funding Applicant is requesting, and a statement of how City of San Antonio grant funds will be utilized.

G. Contract Disclosure Form: City of San Antonio's Discretionary Contracts

Disclosure form, which can be found at:

<https://webapp1.sanantonio.gov/ContractsDisclosure/>

H. General Information:

- Provide a copy of the Applicant's Articles of Incorporation, Certificate of Formation, Assumed Name Certificate, and/or Certificate for Unincorporated Business Assumed Names (DBA).
- Please provide a signed W9 to support the tax ID number on the application. Provide a current 940 form verifying employment levels.

*\*Provide the information if doing so would not be inconsistent with any restrictions imposed by the awarding federal agency. Where restrictions are placed on public disclosure, state that in your application. In that case, provide that amount of information sufficient for reviewers to make an informed decisions to justify the award of City of San Antonio grant funds.\**

Date Published: 3/25/2026

Edition: 1

