



## Economic Development Grants – Applications for Funding – November 26, 2019 Deadline

**The Provincetown Economic Development Committee** is seeking grant proposals for projects that meet their economic development goals that foster new business and year round economic development. The grant program is open to all individuals and businesses based in the Town of Provincetown. All funded programs/projects must create, enhance or preserve jobs in the Town of Provincetown. In recommending grants for 2020, the Selection Committee will be particularly interested in proposals that align with the recommendations in the recently completed Economic & Community Development Strategic Plan by Camoin Associates available at the Town's website]. Grant applications can be for either micro-grants up to \$1,000 or macro-grants up to \$5,000. There will be an applicant information session on Monday, October 21, 2019 at 4:00 pm at Town Hall.

The **Deadline for application submissions is NO LATER THAN Tuesday, November 26, 2019 by 5:00 pm** in the Town Manager's Office, Town Hall, 260 Commercial Street, Provincetown, MA 02657 for consideration.

All proposals must be made by completing a Grant Application. Guidelines and applications are available from the Provincetown Grant Administrator or at the Town's website [www.provincetown-ma.gov](http://www.provincetown-ma.gov). Copies of the Guidelines and Applications are also available in the Housing Specialist/Grant Administrator's Office, Provincetown Town Hall, 260 Commercial Street, Provincetown, MA 02657. For further information, contact Housing Specialist/Grant Administrator Michelle Jarusiewicz, at [mjarusiewicz@provincetown-ma.gov](mailto:mjarusiewicz@provincetown-ma.gov) or 508-487-7087.

*Regina Cassidy, Chair  
Economic Development Committee*

Posted: Town Hall, <http://www.provincetown-ma.gov> , 10/02/2019, 1:50 pm AR  
Published: Banner: October 10 & 17, 2019

## Application for Provincetown Economic Development MACRO Grant

**Due no later than Tuesday, November 26, 2019 by 5:00 pm**

### **Basic Contact Information**

Name of Individual, Company or Organization:	
Contact and Title (if above is company or organization):	
Address:	
Phone:	
Email:	
Website (if company or organization):	

### **BUSINESS INFORMATION**

**Grant Amount:**

*(Enter an amount up to \$5000. Indicate if you would be willing to receive an amount less than this if the committee opted not to issue a grant for the full amount.)*

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**Will this project still proceed if you do not receive a grant?**

- Yes
- No

**Type of Business:**

- Sole Proprietor
- Partnership
- Corporation, LLC or other
- Non-profit

**Business Category:**

- Pre-Start-Up (have definite business idea, are within 12 months of operation but have no commercial business activity)
- Start-Up (Have internal financial reports that establish business activity but have been in business less than 1 full year)
- Established Business (have tax returns to support commercial business activity and have operated more than 1 year)

**Business Description:**

*(Describe your business. Please include what your business does, who your customers are and the number of employees you have.)*

**Grant Information**

**Purpose of Grant:**

*(Describe why you are seeking a grant and how you will use the funds)*

**Expected Result:**

*(Please be specific. It's important to highlight the economic impact on your business or organization and on Town.)*

**Please explain how your grant supports economic development in Provincetown and in particular creates, enhances or preserves jobs:**

*(The EDC has stated objectives that are outlined in the EDC Grant Guideline document available at the Town's website. Grants that support these objectives will be prioritized.)*

**Expected Dates for Use of Funds:**

Start Date: \_\_\_\_ / \_\_\_\_ / \_\_\_\_

End Date: \_\_\_\_ / \_\_\_\_ / \_\_\_\_

**Specific Use of Funds:**

*(Provide the specific details for each expense that will be covered by this grant. This information will be used to match your request to pay an invoice should your grant be awarded. For example, if you are purchasing a product, provide the product name, vendor and cost (or) if you are hiring someone to do work, provide their name, rate and the work to be performed.)*

**Additional Requirements:**

Per the Grant Guidelines, the following attachments are required to be attached to this application:

- A. Detailed project budget
- B. Timeline for project
- C. List of vendors, contractors or service companies affiliated with this project
- D. Qualifications of key personnel
- E. Letter of committing collaboration (if applicable)

**Submittal Information**

*Please initial and sign where appropriate*

\_\_\_\_ I certify I have read the policies outlined at the end of this application and that I agree to such policies.

\_\_\_\_ I certify that all of the information provided in this application is true and correct to the best of my knowledge.

\_\_\_ I understand that the information provided may be verified through third parties.

\_\_\_ I certify that I have no outstanding debt to the Town of Provincetown and that I am current on all local taxes.

\_\_\_ I understand that the grant application is a public process and that my name (individual, company and/or organization) and the purpose of my grant may be shared with the public.

Signed: \_\_\_\_\_

Print Name: \_\_\_\_\_

Date: \_\_\_\_ / \_\_\_\_ / 20\_\_

----- **POLICIES** -----

Any grants issued are subject to the following policies:

1. All grant funds must be used by **December 31, 2020** unless agreed to ahead of time based on scope of the project.
2. If you have questions if your invoice will be covered, please reach out to Town's Grant Administrator prior to incurring the expense.
3. All invoices submitted for payment must include a completed IRS Form W-9 from the vendor being paid – Request for Taxpayer Identification Number.
4. You must complete the grant report(s) by **December 31, 2020**. The form for this report will be provided along with notification of grant awards. Failure to complete this form will make you ineligible for all future economic development grants.

**All proposals must be submitted in writing to the Town Managers Office at Town Hall, 260 Commercial Street, Provincetown by close of business Tuesday, November 26, 2019, no later than 5:00 pm Town Hall. Grants received after that time will not be accepted.**

## Required Attachments

These attachments are required for macro grant proposals (note this document and these guidelines do not pertain to micro grants).

Attachment A	Detailed Project Budget	On a separate sheet, provide: <ul style="list-style-type: none"> <li>• Detailed breakdown of the project’s income</li> <li>• Detailed breakdown of the project’s expenses</li> <li>• List appropriate “fair market” value of in-kind contributions (if applicable)</li> </ul>
Attachment B	Timeline	Production, exhibition, program, event, or use schedule
Attachment C	List of authorized vendors, contractors, and service companies affiliated with the event, project, or program	Provide contact names, addresses, and services provided. Where possible and allowed by law, preference will be given to projects contracting with Provincetown-based businesses, labor or vendors. <b><u>Note: If you change vendors after your grant is awarded you must confer in advance with the Grant Administrator and may need to re-apply to the EDC for approval to use a different vendor.</u></b>
Attachment D	Qualifications of Key Personnel	Statements should reflect the applicant’s qualifications as they relate to the project and that applicant/s are in good financial standing with the Town of Provincetown.
Attachment E	Letters Committing Collaboration <i>(only for projects submitted collaboratively by more than one organization)</i>	Letters from collaborating organizations stating the commitment to the project and reason for supporting it

# Provincetown Economic Development Committee

## Fall 2019 MACRO Grant Guidelines

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Town of Provincetown

### **ABSTRACT**

During the April 2019 Town Meeting the citizens appropriated \$25,000 in funds to be issued in grants to foster economic development. This document outlines the important dates, application process and decision criteria for these grants.

## Table of Contents

Table of Contents.....	ii
Key Dates .....	1
Provincetown Economic Development Grant Program .....	1
Eligibility.....	2
Ineligible Proposals .....	3
Grant Conditions.....	3
Proposal Selection Committee .....	4
Structure of Your Proposal.....	4
Submitting Questions .....	4
Criteria for Evaluating Proposals .....	4
Required Attachments.....	6
Submitting your Proposal .....	ii
About the Provincetown Economic Development Committee .....	2

## Submitting your Proposal

**All proposals must be submitted in writing to the Town Managers Office at Town Hall, 260 Commercial Street, Provincetown by close of business Tuesday, November 26, 2019, NO LATER THAN 5:00 pm Town Hall. Grants received after that time will not be accepted.**

## Key Dates

Issue Request for Proposal	October 2019
Applicant Q&A Session	October 21, 2019, 4:00pm Town Hall
<b>Application Deadline No later than:</b>	<b>November 26, 2019, 5pm Town Hall</b>
Present Finalists to BOS	January 2020
Grants Awarded	February 2020 <sup>1</sup>
Grant Report Due	No later than December 31, 2020
Final Date to Use Grant	December 31, 2020

## Provincetown Economic Development Grant Program

During the April 2019 Town Meeting, \$25,000 in funds was appropriated to be issued in grants to foster new business and year round economic development. The Economic Development Committee has voted to issue two categories of grants:

- Micro Grants in amounts up to \$1,000 per grant
- MACRO Grants in amounts up to \$5,000.

The applications for these grants can be found on the Town's web site, [Town Boards: Economic Development Committee](#). Please review these Guidelines for helpful information which may improve your chances of being awarded a grant.

Grants can be used for new initiatives, capital improvements, or other activities that create jobs and year round and off-season economic activity; grants may not be used for improvements to real property. The purpose of these grants is to improve the economy in Provincetown and more specifically to stimulate job growth. Where possible and allowed by law, preference will be given to projects using Provincetown-based labor, vendors or contractors.

Individuals, businesses, or non-profits interested in grants must submit a proposal using the available applications at the Town of Provincetown's website: [www.provincetown-ma.gov](http://www.provincetown-ma.gov) and available at Town Hall through the Grant Administrator Michelle Jarusiewicz, 508/487-7087, [mjarusiewicz@provincetown-ma.gov](mailto:mjarusiewicz@provincetown-ma.gov). If you are applying for a MACRO grant, additional criteria are outlined in this document. Proposals will be accepted until the deadline outlined above. Once the proposal deadline has passed the Selection Committee will evaluate proposals, establish a proposed slate of grants, and submit the slate to the Board of Selectmen for approval.

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<sup>1</sup> Subject to BOS approval.

## About the Provincetown Economic Development Committee

The Provincetown Economic Development Committee was created by the Town during the April 2015 town meeting and aims to identify new ways to help residents and businesses in Provincetown thrive on a year round basis. The committee's mission is to:

To encourage initiatives that will increase year-round economic opportunities for Provincetown citizens without creating adverse impacts on the character of our community or our natural environment.

To achieve this mission, the Economic Development Committee (EDC) has established five (5) specific objectives that will serve as a guide for how we spend our time and that will inform how we make decisions and recommendations.

Specifically, the EDC seeks to:

- In recommending grants for 2020, the Selection Committee will be particularly interested in proposals that align with the recommendations in the recently completed Economic Development Strategic Plan which is available at: <http://www.provincetown-ma.gov/1264/Economic-Development-Reports>
- Promote initiatives and activities that incubate new economic activity and that focus in areas where the community is not already focused. We will focus on ideas and concepts that have a likelihood of growing into something bigger or spawning other, adjacent economic activity.
- Support activities and initiatives that extend the tourist season beyond its traditional July 4th to Labor Day bookends. We believe bringing focus to the periods directly before or after existing high-visitor times will have the biggest immediate impact and should be our initial focus.
- Promote activities, initiatives and investments that make it easier for small businesses and entrepreneurs to operate in Provincetown. Our focus includes—but is not limited to—infrastructure (phone, internet, etc.), workspace/facilities, fostering a sense of community and entrepreneurs helping one another, and off-season travel to and from Provincetown.
- Encourage investments in non-traditional (non-tourist) sectors and seeks ways to leverage the Provincetown brand and reputation.
- Identify policies, procedures and regulations that make doing business or enhancing our economic development difficult. Specifically, as we uncover these issues we will report them to Town staff, the Board of Selectmen and other interested parties.

## Eligibility

This section outlines eligibility requirements for the economic development grant.

- The program is open to all individuals and businesses based in the Town of Provincetown with preference to residents of Provincetown.

- All funded programs/projects must create, enhance or preserve jobs in the Town of Provincetown.
- All funded programs/projects must be for off-season activities with preference for year round.
- All grant funds must be used by date indicated in this document unless agreed to ahead of time based on scope of the project.
- Applicants need not demonstrate matching funds in order to receive a Provincetown Economic Development Grant, though projects with matching funds may be given priority.
- Grants may fund up to 100% of the program/project budget.
- An organization may not apply for more than one program/project. However, an organization may be part of a separate collaborative proposal, in addition to its individual proposal.
- The Provincetown Economic Development Grant Program will not discriminate against any person or group of persons on the basis of race, color, national origin, ancestry, religious belief, age, marital or civil union status, sex, sexual orientation, gender, gender identity or expression, disability, or political affiliation.

## Ineligible Proposals

The Provincetown Economic Development Grant funding may not be used to substitute for existing funds or grants anticipated from other sources. Further, the committee will not consider applications that:

- Do not appear in the proper format as outlined in the grant guidelines and application;
- Are submitted without the specified attachments;
- Are received after close of business on application deadline date;
- Support programs/projects which would take place outside of the Town of Provincetown;
- Are from individuals or organizations which have not fulfilled grantee obligations from prior Town of Provincetown grants including the filing of final reports;
- Are from individuals or organizations which have outstanding obligations with the Town of Provincetown including, but not limited to, payment of taxes, loans and/or rent, outstanding code violations, or violations of executed contracts or agreements.

## Grant Conditions

Funds will be distributed by payment of applicant-approved invoices. All invoices submitted for payment must include a completed IRS Form W-9 – Request for Taxpayer Identification Number. The form is available on-line or may be requested from the Town of Provincetown Grant Administrator. Invoices should tie in to the original budget submitted by the applicant and will be reviewed for appropriateness by the Grant Administrator.

Additionally, you must complete the grant report (s) in a timely fashion for full reimbursement. The form for this report will be provided along with notification of grant awards. Failure to complete this form will make you ineligible for all future economic development grants.

## Proposal Selection Committee

For MACRO grants (those up to \$5,000), the EDC will appoint a Selection Committee to evaluate and select proposals to recommend for awards. This Selection Committee will have broad community representation and include at least 5 members of the following group:

- 2 EDC Members
- The Town Manager or designee
- 1 member of the Board of Selectmen
- 1 business leader
- 1 arts leader
- 1 community leader or activist

## Structure of Your Proposal

The application for MACRO grants—or grants up to \$5,000—can be found on the Town’s web site, *Town Boards: Economic Development Committee*. Required attachments for your proposal are defined later in this document.

## Submitting Questions

If you have questions regarding this process, you may submit your questions in writing by sending them to [mjarusiewicz@provincetown-ma.gov](mailto:mjarusiewicz@provincetown-ma.gov) or call Grant Administrator Michelle Jarusiewicz at 508/487-7087.

## Criteria for Evaluating Proposals

The EDC is seeking proposals for both new initiatives and capital improvements and is particularly interested in proposals that show or demonstrate direct impact on the Town’s economy as well as the ability to incubate new economic activity. For eligible and viable projects, priorities will be for:

- year-round activities vs. expansion of shoulder season and
- new start-up activities vs. existing

In recommending grants for 2020, the Selection Committee will be particularly interested in proposals that align with the recommendations in the recently completed Economic Development Strategic Plan (<http://www.provincetown-ma.gov/1264/Economic-Development-Reports> ). These include, but are not limited to:

- Growing and promoting the local shell fishing industry and other new aquaculture businesses
- Expansion of shoulder season offerings of walking and bike tours, interpretive outings, and other eco-tourist activities
- Increasing the number of arts and cultural activities, with priority given to new initiatives
- Attracting trade shows and conferences, particularly for the shoulder season

Specific areas of interest include, but are not limited to:

- Expansion of the Shoulder Season
- Year Round Services
- Arts as an Economic Driver
- Support for the Blue Economy
- Attraction and retention of Tradeshow/Conferences
- Areas that Connect Business
- Co-work spaces in Business and the Arts,

The following criteria will be used by the EDC and the Selection Committee to evaluate and select proposals for grants.

#### Economic Impact

Examples include, but are not limited to:

- Increasing year round and off-season economic activity
- Creating or enhancing jobs (minimum requirement of all applications)
- Producing new revenue
- Increasing economic activity by residents and visitors
- Economic Development as pertains to the Arts, fishing, shellfishing
- Demonstrates a benefit to town of Provincetown

#### Job Creation

Examples include, but are not limited to:

- Evidence of year-round job creation (or a portion there of)
- Evidence of off-season job creation (or a portion there of)

#### Project Excellence

Examples include, but are not limited to:

- Merit of project
- Quality and creativity of the project's design
- Qualifications of key personnel
- Demonstrated evidence of sustainability once grant funds are used
- Evidence of local support for the project

#### Management Plan

Examples include, but are not limited to:

- Clarity and feasibility of budget, sustainability, timeline and evaluation plans
- Effective business and marketing plan

Quality of Project Planning

Examples include, but are not limited to:

- Proposed project is appropriately sized, relative to capacity of organization
- Evidence of ability to execute on proposal
- Evidence of feasibility and proper planning
- Project budget is complete and, if necessary, informed by professional third-party bids
- Demonstrated ability of leadership team and key contracted personnel
- Project timeline demonstrates commitment to completion by final date outline at the beginning of this document.

**Required Attachments**

These attachments are required for macro grant proposals (note this document and these guidelines do not pertain to micro grants).

Attachment A	Detailed Project Budget	On a separate sheet, provide: <ul style="list-style-type: none"> <li>• Detailed breakdown of the project’s income</li> <li>• Detailed breakdown of the project’s expenses</li> <li>• List appropriate “fair market” value of in-kind contributions (if applicable)</li> </ul>
Attachment B	Timeline	Production, exhibition, program, event, or use schedule
Attachment C	List of authorized vendors, contractors, and service companies affiliated with the event, project, or program	Provide contact names, addresses, and services provided. Where possible and allowed by law, preference will be given to projects contracting with Provincetown-based businesses, labor or vendors. <b><u>Note: If you change vendors after your grant is awarded you must confer in advance with the Grant Administrator and may need to re-apply to the EDC for approval to use a different vendor.</u></b>

Attachment D	Qualifications of Key Personnel	Statements should reflect the applicant's qualifications as they relate to the project and that applicant/s are in good financial standing with the Town of Provincetown.
Attachment E	Letters Committing Collaboration <i>(only for projects submitted collaboratively by more than one organization)</i>	Letters from collaborating organizations stating the commitment to the project and reason for supporting it

# Provincetown Economic Development Fall 2019 Micro-Grant Program –Guidelines & Application

The Provincetown Economic Development Micro-Grant Program was established to support the development of business projects that will contribute to the economic growth of our community. Micro-grants of \$1,000 are available to any Provincetown resident or business for projects that best meet the criteria outlined below. In recommending grants for 2020, the Selection Committee will be particularly interested in proposals that align with the recommendations in the recently completed Economic Development Strategic Plan which is available at: <http://www.provincetown-ma.gov/1264/Economic-Development-Reports>

Funded through a vote at the April 2019 Town Meeting, the program is administered by the Provincetown Economic Development Committee.

## **Guidelines**

- The program is open to all individuals and businesses based in the Town of Provincetown, with preference given to residents of Provincetown.
- **Micro-grants are to foster new business and year round economic development.**
- **Micro-grants are not intended for summer seasonal ventures.**
- Micro-grants may be used to support the launch of a new business initiative or support the growth of an existing business venture; they can be used as the sole source of funding for a project or combined with other funding sources for larger projects.
- Applications will be evaluated based on the potential economic impact of the project to be funded, both in terms of its direct impact and any economic “ripple effect.” Other factors may include the degree to which the success of the project will depend on receipt of the micro-grant, as well as the overall quality of the project.
- All micro-grant recipients must provide a written report to the Economic Development Committee receiving these funds, outlining progress on the project being funded; micro-grants must be used within a year of issuance.
- Individuals or organizations may not apply for more than one micro-grant within the same grant period.
- The Economic Development Committee will evaluate all applications and present a proposed slate of awardees to the Board of Selectmen. A vote of the Board of Selectmen is required for grants to be awarded.
- Funds will be distributed through payment of invoices. The Town Grant Administrator and Finance Director will determine if the submitted invoices align with the expense(s) outlined in the application.

## **Important Dates**

Issue Request for Proposal	October 2019
Applicant Q&A Session	October 21, 2019 4 pm Town Hall
<b>Application Deadline : no later than</b>	<b>Tuesday, Nov. 26, 2019, 5pm Town Hall</b>
Present Finalists to BOS	January 2020
Grants Awarded	February 2020 [tentative] <sup>1</sup>
Grant Report Due	No later than December 31, 2020
Final Date to Use Grant	December 31, 2020

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<sup>1</sup> Subject to BOS approval.

## Application for a Provincetown Economic Development Micro Grant

Please submit this completed application to the Town Manager's office, Provincetown Town Hall, 260 Commercial Street, Provincetown **no later than TUESDAY, November 26, 2019 5:00 pm.** **You may add attachments or extra pages to complete this application.**

### **Basic Contact Information**

Name of Individual, Company or Organization:	
Contact and Title (if above is company or organization):	
Address:	
Phone:	
Email:	
Website (if company or organization):	

### **Grant Information**

**Grant Amount:**

*(Enter an amount up to \$1,000)*

\$
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**Type of Business:**

- Sole Proprietor
- Partnership
- Corporation, LLC or other
- Non-profit

**Business Category:**

- Pre-Start-Up (have definite business idea, are within 12 months of operation but have no commercial business activity)
- Start-Up (Have internal financial reports that establish business activity but have been in business less than 1 full year)
- Established Business (have tax returns to support commercial business activity and have operated more than 1 year)

**Purpose of Grant:**

*(Describe why you are seeking a micro-grant and how you will use the funds. Please include details on the project budget, noting within that budget how the \$1,000 will be used)*

**Expected Result:**

*(Describe the outcome you expect from receiving this micro-grant. Highlight how it supports your mission and the economic impact on your business/organization. Note also any anticipated “ripple effect” from your project on the local economy. Please also explain the impact on your project if you were not awarded a micro-grant. )*

**Specific Use of Funds:**

*(Provide the specific details for each individual expense this micro-grant would cover. This information will be used to match your request to pay an invoice should your micro- grant be awarded. For example, if you are purchasing a product, provide the product name, vendor and cost (or) if you are hiring someone to do work, provide their name, rate and the work to be performed.)*

Submittal Information

*Please initial and sign where appropriate*

\_\_\_\_ I certify I have read the policies outlined at the end of this application and that I agree to such policies.

\_\_\_\_ I certify that all of the information provided in this application is true and correct to the best of my knowledge.

\_\_\_\_ I understand that the grant application is a public process and that my name (individual, company and/or organization) and the purpose of my grant may be shared with the public.

Signed: \_\_\_\_\_

Print Name: \_\_\_\_\_

Date: \_\_\_\_/\_\_\_\_/20\_\_

----- **POLICIES** -----

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Any grants issued are subject to the following policies:

1. All grant funds must be used by DECEMBER 31, 2020 unless agreed to ahead of time based on scope of the project.
2. If you have questions as to whether your invoice will be covered, please reach out to the Town's Grant Administrator prior to incurring the expense.
3. All invoices submitted for payment must include a completed IRS Form W-9 from the vendor being paid – Request for Taxpayer Identification Number.
4. You must complete the grant report by the date listed at the beginning of this document. The form for this report will be provided along with notification of grant awards. Failure to complete this form will make you ineligible for all future economic development grants.