

# Provincetown Economic Development Fall 2020 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 up to \$1,000 are available to any Provincetown resident or business for projects that best meet the criteria outlined below. In recommending grants for 2021, 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 September 2020 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. The EDC may consider activities that are a response to the COVID pandemic.**
- 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. The EDC may consider the impact on business from COVID, both past and present. The EDC may also give priority to proposed activities that respond to the COVID pandemic.
- 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

**Application Deadline : no later than**

Present Finalists to Select Board

Grants Awarded

Grant Report Due

Final Date to Use Grant

November 2020

**Wednesday, December 30, 2020, 5pm Town Hall**

February 2021

February 2021 [tentative]<sup>1</sup>

No later than December 31, 2021

December 31, 2021

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<sup>1</sup> Subject to Select Board 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 WEDNESDAY, December 30, 2020 BY 5:00 pm.** *You may add attachments or extra pages to complete this application.*

**Applications may be submitted in the following manner by above date & time:**

- Mailed hard copies,
- Town Hall Drop-box [260 Commercial St. side door], or
- Electronic copies with all attachments to [mjarusiewicz@provincetown-ma.gov](mailto:mjarusiewicz@provincetown-ma.gov)

### **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)*

#### **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)

**PLEASE FEEL FREE TO ADD PAGES AS NEEDED**

**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.)*



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## **Submittal Information**

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*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: \_\_\_\_/\_\_\_\_/ 2020

### **----- POLICIES -----**

Any grants issued are subject to the following policies:

1. All grant funds must be used by DECEMBER 31, 2021 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.