



Coös Pop Up Business Grant Program
Coös ECONOMIC DEVELOPMENT CORPORATION
P.O. BOX 205 LANCASTER, NH 03584

General Information

Periodically, Coös County provides funding through Coös Economic Development Corporation (CEDC), a N.H. Regional Development Corporation. CEDC is then obligated to prudently disburse these funds to eligible applicants to promote economic development throughout the county.

The following application is intended to give structure and process to the disbursement of a portion of these funds.

Program Goal/Vision

Provide a three (3) month short-term storefront business growth and marketing opportunity for Coös County businesses and entrepreneurs in support of their start-up or existing businesses. Locations include: Berlin, Colebrook, Gorham, Lancaster, and Whitefield. The vision is this will allow business owners who are thinking about taking the next step towards a storefront do so without the big investment and make sure it's the right for their business plan.

“To provide stimulus for new and existing businesses in Coös County, to support efforts that ultimately culminate in sustainable economic development, while fostering a strong and diverse workforce, sustainable employment and a thriving business environment.”

Eligible Requests* (\$5,000.00 Maximum Request)

Eligible grant requests may include an allowance for:

- Rent for three (3) months at CEDC-approved site location (Up to \$2K of grant)
- Utilities
- Insurance/Liability coverage
- Signage
- Other reasonable uses or expenses as approved

***Note: A three (3) month lease will be required between landlord and grantee at an approved site location. Grantee is responsible for all remaining expenses and should not apply if unsure the remainder of the financial obligation cannot be met. See Project Budget for further details.**

Evaluation Criteria

Applications will be evaluated based on the quality and content of the project narrative, budget, and work plan. Submissions should focus on how this grant would assist the business achieve its goals as described in the narrative, as well as the sustainability and projected growth associated with these grant funds.

Technical Assistance

CEDC will require awardees to log a minimum of four (4) hours with CEDC for technical assistance as well report back how the program impacted the business.

Key Dates

Applications will be evaluated on a first come, first served basis. Funding for this program is contingent on availability of CEDC grant resources.

Business Information

If you need assistance completing this application, please email Ericka Canales at execdirector@coosedc.org

Part A: BUSINESS INFORMATION

REGISTERED Name of Business

Primary Business Activity

Legal Structure (check one): _____ Sole Proprietor _____ Corporation (S or C) _____ Limited Liability Company (LLC)
_____ Limited Partnership (LP) _____ Limited Liability Partnership (LLP)

State Incorporated or Registered

Month/Year Established

Employer Identification Number (EIN)

(Physical) Street Address

City

State

Zip

County

(Mailing) Address (if different)

City

State

Zip

Owner

(_____)
Phone

Email

How many employees, including the owners, does the business have now? _____ full time * _____ part time **

Do you expect to hire additional employees due to this grant? _____ full time * _____ part time **

* full time equals 30.5 hours or more/week ** part time equals less than 30.5 hours/week

Grant Application Narrative Requirements (up to four pages)

Narrative: Describe the status of your business (home-based, farmers market, start-up, etc) and how this storefront grant would impact your business. Include any data accrued you deem appropriate. Tell the story of who you are, what you do, and how this short-term opportunity will help with your business's goals. Describe the need or opportunity for your business in the community, including back-up data as appropriate. How does this tie into CEDC's evaluation criteria for economic development and this grant program's vision? Include your location preference from the options under program vision.

Work Plan: Describe the work plan you will implement to address the need(s) identified above, as well as a timeline for the three (3) month period.

Project Budget: Use the budget below for an itemized list of expenses and/or services that this grant money would be allocated towards. CEDC amount not to exceed \$5000.

Item	CEDC Coverage Amount	Grantee Coverage Amount
Rent	\$2000	
Utilities (estimate)		
Liability Insurance		
Signage		
Other (list):		
Total:		

Important Note: When the grant application package is complete, send a single PDF file to execdirector@coosedc.org. Please include "Pop Up Grant" in the subject line.

Coos Pop Up Project (CPUP) Grant Pledge Agreement

WHEREAS, the Awardee pledges to be able to cover all other necessary costs of operation if receiving funding granted through the Coös Economic Development Corporation (CEDC) as part of its Pop Up Grant Program.

AND in so pledging this financial difference, the Awardee agrees to utilize granted funds for the purpose(s) as outlined in the original Pop Up grant application.

NOW, THEREFORE, in consideration of the covenants and benefits set forth herein, the Awardee agrees as follows for any such grant:

1. Awardee will provide estimates for project related costs for materials, project labor, professional services, or any combination thereof, to show that they can support the remaining costs for the three (3) month term.
2. CEDC shall award grant funding to Board Approved Applicants once invoices are received and will be utilized as outlined in the Work Plan and Budget sections of the Awardee's application. Any requests for change in use will be submitted in writing to the CEDC Executive Director for review and approval.
3. Awardee agrees to meet with CEDC a minimum of four (4) times for technical assistance on business plans, marketing, cost projections, issues, problems, etc. Awardee will also provide any relevant feedback and qualitative/quantitative business data to show the usefulness of the program.
4. Awardees will satisfy project work plan through submission of supporting documentation prior to, or within seven (7) business days of, program completion.
5. Documents will be mailed or emailed to the following addresses:

CEDC
PO Box 205
Lancaster, NH 03584

-or-

execdirector@coosedc.org
6. CEDC will reimburse the grant awardee upon receipt of project completion invoices within thirty (30) business days. There will be one check per awardee.
7. CEDC reserves the right to rescind grant awards that do not adhere to the requirements as stated in Sections 1,2, or 3.
8. CEDC reserves the right to use the name, logo, or any image of successful business applicants in future promotional and informational material

Undersigned hereby certifies that the enclosed application information including all attachments, exhibits, schedules, and supporting documents are valid, accurate and complete as of the stated date(s). False statements will result in the forfeiture of benefits.

By my signature below, I hereby attest that all proper state and local permits and approvals are in place. I also agree to be bound by the terms of the Pledge Agreement. Awardee agrees to these terms as of the date of receipt of any pledge of match to CEDC.

If applicant is a **Corporation, LLC, LP, or LLP**, sign below:

Name of Company _____

Name and Title of Company Officer (please print) _____

By: _____

Signature of Company Officer

Date _____

If applicant is an **Individual(s)**, sign below:

PRIMARY APPLICANT:

Name (please print) _____

Signature _____

Date _____

CO-APPLICANT:

Name _____

Signature _____

Date _____

CEDC SERVICE AGREEMENT

CEDC, Coös Economic Development Corporation, has received funding from the NH Community Development Finance Authority (CDFA) to provide technical assistance to businesses in our region. In order to be in compliance with the requirements of these funds, we need to document the services you request, and we agree to provide.

1. SCOPE OF SERVICE: CEDC offers the following services to businesses in their region, please indicate what services your business needs:

Technical Assistance, Business Plan, Budgeting, etc.
 Grants, Loans, other finance options
 Acquisition, Expansion, Relocation
 Marketing
 Workforce Development, Training, etc.
 Other (please identify) _____

2. BUSINESS RESPONSIBILITIES: The Business agrees to work cooperatively with CEDC to accomplish the Technical Assistance activity, including providing CEDC with any necessary data and financial information necessary to provide the service(s) needed.

If you plan to hire any new employees (full and/or part-time) as a result of the activities provided, please indicate the number of new employees you anticipate (if any): _____

3. COST: Business technical assistance is provided by CEDC at no cost to the business. CEDC will be reimbursed by the NH CDFFA for the time spent providing these services to your business.

IN WITNESS WHEREOF, CEDC and the Business have executed this agreement as of the date and year last written.

Coös Economic Development Corporation

By: Ericka Canales

Title: Executive Director

Date: _____

Business Name

By: _____

Title: _____

Date: _____

CEDC: Estimated number of hours to provide above services: _____

CBDG ED BUSINESS TECHNICAL ASSISTANCE

***CEDC's mission is to promote and support businesses
and the creation of employment opportunities
by providing development assistance and financing.***

Financial Privacy Policy

As an organization entrusted with sensitive information, we respect the privacy of our customers and are committed to treating customer information responsibly. The following is our Financial Privacy Policy.

What Information We Collect

We may collect “nonpublic personal information” about you from the following sources:

- Information you provide us, such as on applications or other loan account forms
- Information about your transactions with us, our affiliates, or others
- Information we receive from third parties such as credit bureaus

“Nonpublic personal information” is nonpublic information about you that we obtain in connection with providing a financial product or service to you. For example, nonpublic personal information includes information regarding your loan balance and payment history.

What Information We Disclose

Under Federal law, we may share information about our experiences or transactions with you or your company (such as your loan balance and payment history with us) with companies related to us by common control or ownership (“affiliates”). However, where state law may be more restrictive, we will abide by the more restrictive requirements.

In order to expedite the processing and servicing of financial products on your behalf, we may need to disclose nonpublic personal information about you to “nonaffiliated third parties: (i.e., third parties that are not members of our corporate family) in certain circumstances. However, when we do, we will require them to protect the confidentiality of your information. For example, we may disclose nonpublic personal information about you to third parties such as attorneys or appraisers, if applicable; or to government entities as required by law or in response to subpoenas; and to reputable credit reporting agencies (“credit bureaus”).

If you decide to close your loan account(s) or become an inactive customer, we will continue to adhere to the privacy policies and practices described in this notice.

Our Security Procedures

We will always maintain control over the confidentiality of our customer information, which includes having physical, electronic, and procedural safeguards that comply with all applicable standards. We will permit only authorized employees, who are trained in the proper handling of customer information, to have access to that information in order to provide you with quality products and superior service. All our operational and data processing systems are in a secure environment that protects your account information from being accessed by third parties.