



RMAP Technical Assistance Grant Program

Coös ECONOMIC DEVELOPMENT CORPORATION
P.O. BOX 205 LANCASTER, NH 03584

General Information

The U.S. Department of Agriculture – Rural Development (USDA-RD), through their Rural Microentrepreneur Assistance Program (RMAP), has made available to the Coös Economic Development Corporation (CEDC) resources designated as grant funds for enhanced business Technical Assistance (TA) throughout Coös County.

Program Goal/Vision

Provide business technical assistance for Coös County businesses and entrepreneurs in support of their start-up or existing businesses. Please see list of “Eligible Requests” below.

“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* (\$3,000.00 Maximum Request for non-borrowing entities of CEDC)

Eligible RMAP TA grant requests may include, but are not limited to:

- Computer Software
- Website design and development
- Marketing services and materials
- Other uses as approved
- Software training
- Business Plan Development
- Workshops and Roundtables
- Business Counseling

Additional items will be considered dependent on USDA-RD approval.

***Note: All Technical Assistance Grants require a 15% cash match**

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 granted funds.

SCORE Assistance

CEDC maintains a partnership with SCORE of NH and may require awardees to log a predetermined amount of TA hours by either meeting with a SCORE Mentor, or by attending CEDC sponsored workshops and training.

Key Dates

This program has a rolling application process and applications will be evaluated on a first come, first served basis. Funding for this program is contingent on annual availability from USDA-RD.

Business Information

If you need assistance completing this application, please email Lise Howson 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)		
<hr/>				
(Physical) Street Address	City	State	Zip	County
<hr/>				
(Mailing) Address (if different)	City	State	Zip	
<hr/>				
_____	(_____)	_____		
Owner	Phone	Email		
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Grant Amount Requested (\$3,000 Max) \$ _____		Grant Cash Match (15% Min) \$ _____		

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

Part B: DEMOGRAPHIC INFORMATION (Optional)

The following information is requested by the Federal Government in order to monitor the Lender’s compliance with the Equal Credit Opportunity Act. You are **not** required to furnish this information but are encouraged to do so.

The law requires that the Lender may neither discriminate on the basis of this information, or on whether you choose to furnish it. However, if you choose not to furnish it, under Federal regulations the Lender is required to note race and sex on the basis of visual observation or surname.

Business Owner: _____ I do not wish to furnish this information

_____ Female _____ Male _____ Age _____ % Ownership

Ethnicity: _____ Hispanic or Latino _____ Not Hispanic or Latino

Race: _____ American Indian/Alaskan Native _____ Asian _____ Black or African American
_____ Native Hawaiian or Other Pacific Islander _____ White _____ Other

Veteran Status: _____ Non-Vet _____ Vietnam Era _____ Other Vet

Business Owner: _____ I do not wish to furnish this information

_____ Female _____ Male _____ Age _____ % Ownership

Ethnicity: _____ Hispanic or Latino _____ Not Hispanic or Latino

Race: _____ American Indian/Alaskan Native _____ Asian _____ Black or African American
_____ Native Hawaiian or Other Pacific Islander _____ White _____ Other

Veteran Status: _____ Non-Vet _____ Vietnam Era _____ Other Vet

Grant Application Narrative Requirements (up to four pages)

Narrative: Describe the needs of your business and how this grant would impact your company. Include any data you deem appropriate. Tell the story of who you are and what you do. Describe the need or opportunity for your economic initiative 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?

Work Plan: Describe the work plan you will implement to address the need(s) identified above, as well as a timeline for your proposed work. Please provide an estimate of the Begin and End dates of your project. Include any diagrams, designs, or renditions of proposed project

Project Budget: Show an itemized list of items and/or services that would be purchased with this grant money

Important Note: When the grant application package is complete, send a single PDF file to Lise Howson at execdirector@coosedc.org. Please include “RMAP TA Grant” in the subject line.

Note: CEDC reserves the right to use the name, logo, or any image of successful applicants in future promotional and informational material

Technical Assistance Grant Match Pledge Agreement

WHEREAS, the Awardee pledges to match fifteen percent (15%) of funding granted through the Coös Economic Development Corporation (CEDC) as part of its Technical Assistance (TA) Grant Program.

AND in so pledging this match, the Awardee agrees to utilize granted funds for the purpose(s) as outlined in the original TA 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 pledges to match, and CEDC will accept match, if submitted estimates and invoices are shown to include project related costs for materials, project labor, professional services, or any combination thereof, and have totals that meet the minimally required 15% match threshold.
2. CEDC shall award TA grant funding to Board Approved Applicants prior to the start of project with the understanding that all grant funds will be utilized as outlined in the Work Plan and Budget sections of the Awardee's TA application. Any requests for change in use will be submitted in writing to the CEDC Executive Director for review and approval.
3. Awardees will satisfy project work plan through submission of supporting documentation prior to, or within ten (10) business days of, project completion.
4. Documents will be mailed or emailed to the following addresses:

CEDC
PO Box 205
Lancaster, NH 03584

-or-

execdirector@coosedc.org
5. CEDC will reimburse the grant awardee upon receipt of project completion invoices within 30 business days.
6. CEDC reserves the right to rescind grant awards that do not adhere to the requirements as stated in Sections 1,2, or 3.

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 may result in the forfeiture of benefits.

By my signature below, I hereby attest that all proper 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 _____

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 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 CDFA 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: _____

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.