



QVCDC

Quaboag Valley Community Development Corporation

23 West Main Street, Ware, MA 01082

413-967-3001 FAX: 413-967-3008



SWCCDC

MINI GRANT APPLICATION

For Businesses With Fewer Than 20 Employees

Name _____ Title _____ Phone(s) _____

Business Name _____ Email _____ FAX _____

Business Address _____ Zip _____

1. Determine which category you qualify for (must meet all of the conditions under that category and attach documentation):

Established Business

- > 1 year in business
DBA certificate or incorporation
Fed. ID# if employees
One of the following:
Proof of tax returns within past three years; or
Proof of employing at least one full time equivalent employee

Start-Up Business

- < 5 years in business
DBA certificate or incorporation
Fed. ID # if employees
Evidence of business activity through internal financial reports

Pre-Venture

- Planning stage
Have definite business idea
No actual business activity

Grant Amount: up to \$750.00

Staff Certification: []

Grant Amount: up to \$500.00

Staff Certification: []

Grant Amount: up to \$300

Staff Certification []

What will we pay for? Grants are intended to increase the capacity of the business by providing professional services, education or training. Grant funds are not intended for equipment, supplies, purchases, employees or other ongoing business expenses.

2. State the Work that needs to be done: []

3. Identify your consultant -- Choose a, b, c or d

a. I will choose my own I have already contacted this consultant

b. Requested Assistance	Preferred Consultant Name and Contact Information	# hours proposed	Cost Estimate (if available)
_____	_____	_____	_____

c. If available, please provide me with a list of consultants in this field

d. Please contact me to discuss options.

4. Last Step: Authorize Contract

We need to establish an agreement between you and your preferred consultant. Once you have identified your consultant, we will send you a simple one-page proposal which both you and your consultant must sign. By signing this, you both agree to the proposed work including the final cost and amount of time. If the cost exceeds our grant, you must pay the difference directly to the consultant yourself. We do not certify consultants however we do require that consultants show proof of competency when applicable (e.g., license, certification), proof of workers' compensation insurance, if applicable, and complete a W9 form for tax purposes.

Please initial on the line provided:

____ I understand that all information provided by the QVDC or an independent consultant may be accepted or rejected at my discretion at any time. I agree to hold the Quaboag Valley CDC (QVDC), any third party representative and/or independent consultant harmless against any liability, loss or damage cause by or arising from the use of any and all information or materials furnished by the QVDC, representative and/or independent consultant in connection with my participation therein

____ I certify that all of the information provided in this application is true and correct to best of my knowledge. I further understand the information that I provide may be verified by a third party and it may be used to determine eligibility for program services.

____ I certify that I/ am over 18 years of age, that I agree to the terms and conditions of this application and that I am responsible for ensuring that the work for which I may be deemed eligible is completed in a timely manner.

Signed: _____ Title: _____ Date: _____

----- POLICIES -----

Our 30-day Policy: In an attempt to move projects along and to share grant resources among as many businesses as possible, we have instituted the following policy;

1. All applications, certified eligible applications and contracts will be dated and placed in the corresponding queue according to that date.
2. Incomplete applications will be allowed 30 days to provide all application documentation; after that, they will be placed at the end of the application queue
3. Completed (certified eligible applications) will be allowed 30 days *from certification notice* to identify a consultant; after that, they will be placed at the end of the Certified applications queue
4. All 3-way contracts among business, consultant and QVDC will be allowed 30 days for completion. After that, contracts will be terminated, barring extenuating and pre-approved circumstances.

Remaining Grant Policy: Businesses that have completed a contract but have not used up the maximum allocation for the business category (\$750, \$500 or \$300), may return to the end of the certified eligible applications queue and be in line for additional assistance, if funding persists.

Questions? Please feel free to call the QVDC (413-967-3001)