

## Application for Provincetown Economic Development MACRO Grant

**Due no later than Thursday, January 20, 2022 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 Request Amount:** \_\_\_\_\_ (Enter an amount up to \$10,000.)

**Total Project Budget:** \_\_\_\_\_

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  yes  no

**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)

**Have you received a Provincetown Economic Development Grant in the past? If YES, please list:**

<b>Year:</b>	<b>Amount:</b>	<b>Project Description:</b>

**Please respond to the questions below on separate sheets of paper**

**Business Description:**

*(Describe your business. Please include what your business does, who your customers are and the number of employees you have. Please describe what impact the COVID pandemic has had on your business if any)*

**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 the Town of Provincetown.)*

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

**Please respond to the questions below on separate sheets of paper**

**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 **June 30, 2023** 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 **June 30, 2023**. 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 to the Town Managers Office at Town Hall, 260 Commercial Street, Provincetown by:**

- ❖ **close of business Thursday, January 20, 2022,**
- ❖ **NO LATER THAN 5:00 pm.**
- ❖ **Grants received after that time will not be accepted.**

**Applications - 7 hard copies plus electronic copy on thumb drive or equivalent - may be submitted in the following manner by above date & time:**

- **Mailed with receipt by above date & time, or**
- **Town Hall Drop-box [260 Commercial St. side door], or**
- **Town Hall, Town Manager’s Office, 260 Commercial St.**

### **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>
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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
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