

Montgomery County Microenterprise Program

Pre-Application



Montgomery County, in conjunction with Montgomery County Business Development Center is applying for an up to \$300,000 grant through the New York State Office for Housing and Community Renewal. If awarded, The County's Microenterprise Program (MCMP) will target small businesses by providing much-needed working capital for start-up ventures or expansion of existing businesses.

The County anticipates assisting upward of 15 new or expanding businesses with local MCMP grants. Businesses that qualify are eligible to receive grants ranging from \$5,000 - \$35,000 for their start-up or expansion projects. Grants are intended as working-capital for equipment, inventory and operation, NOT for construction.

The deadline for all pre-applications is Friday May 21st, 2021.

This pre-application is for pre-screening purposes only. Submittal of this form does not guarantee acceptance to the program if Montgomery County is awarded the funding. Applicants will still be required to submit a complete application at that time.

Program Rules and Eligibility:

1. One application per household and/or business.
2. Grants are intended as working-capital for equipment, inventory and operation, NOT for construction.
3. Applicants' planned or existing business operations **must be located within Montgomery County**.
4. Businesses must contribute at least 10% of the cost of the project in **cash equity**; MCMP grants may not exceed 90% of the total project costs.
5. Applicants must be new and existing commercial enterprises with **five or fewer employees**, one or more of which may be the principal(s) and own the enterprise at the time of application.
6. Businesses receiving funding **must create one new job** offered to or made available to** persons from low-to-moderate-income (LMI) families*** **OR be owned by a person defined as LMI**. (See below for National Objectives/ LMI Limits for definitions).
7. New jobs must start **within the ****two year State grant period** (roughly Fall 2021 – Fall 2023).
8. Businesses receiving grants must participate in an "Entrepreneurial Training Seminar," as a **requirement** for receiving funds. Training dates will take place in the Fall of 2021.
9. A minimum of 50% of grant funds will be awarded to start-up businesses. Start-up is defined as an enterprise that has been in business fewer than six months at the time of application.

National Objectives/LMI Limits

*A portion (51%) of CDBG program funds must benefit persons defined as low-or-moderate-income based on federal "HUD" standards, equivalent to 80% of the HUD Area Median Family Income (AMFI). HUD defines the AMFI for Montgomery County as \$59,000 in 2021. In order to qualify as LMI, persons must have combined **family incomes below the following limits** based on household size (i.e. # of persons):*

Montgomery County, NY

Family Size:	1 Person:	2 Persons:	3 Persons:	4 Persons:	5 Persons:	6 Persons:
Income Limit:	\$38,850	\$44,400	\$49,950	\$55,500	\$59,950	\$64,400

Notes: *Full-time-equivalent (FTE) job is any combination of two or more part-time jobs that, when combined, constitute the equivalent of at least 40 hours per week.

** -- "Available to" LMI persons means the position must be advertised fairly and require no special skills or educational levels beyond a high school education.

***-- Family income limits are for year prior to employment; there is no cap on salary for jobs created.

****-- The two year State grant period starts the date that Montgomery County is awarded the Microenterprise Grant Program Funding



Montgomery County Microenterprise Program (MCMP)

Applicant Information

Name of Business: _____
Name of Principal Contact (must be business owner): _____
Mailing Address: _____
Phone: _____ Email: _____

Business Location

Business Address: (physical location – current/anticipated): _____
(If location not yet secured, an executed lease agreement will be required prior to distribution of funds)

Type of Business: __ Start-up __ Expansion:
How many years in business: _____
Number of employees: _____

Type of Project: (Check all appropriate) *Note: Construction, labor, and real estate are ineligible expenses for this program.*

Fixtures Inventory Working Capital Equipment Machinery
 Other, if eligible: _____

Describe project and intended use of funds; be sure to justify grant expenses: (Attach additional sheets if necessary)

Job Creation Eligibility

Is job creation included in your project proposal? __Y __N
**If yes, please explain - Include number of jobs and job descriptions. *If no, please refer to LMI Owner Eligibility section below.*

LMI Owner Eligibility

If project does not include job creation, please complete information below to determine eligibility
Annual Gross Family Income: _____ # In Household: _____ Single Parent: __Y __N

Business Start-Up/ Expansion Request

Total grant amount may not exceed \$35,000; grant may not exceed 90% of total project costs.
Estimated cost of project: \$ _____ Grant Request: \$ _____
Anticipated Project Start Date: _____
Anticipated Expansion Completion/Business Opening Date: _____

Signature: _____ Date: _____

Please send all completed applications by **5/21/21** to: **Vinnie Nicosia, Economic Development Specialist**
Montgomery County Business Development Center
vnicosia2@co.montgomery.ny.us
518-853-8334