

Town of Middletown Small Business Development Fund \$5,000 Business Development Grant Application Form

Applicants are required to answer all questions and submit back up documentation requested in order for this application to be deemed complete. If you have any questions please call the MARK Office at (845) 586-3500 for assistance.

General Information

Name of Business:

Type of Business:

Position in the company/business:

Name of owner of company/business:

Location/physical address:

Mailing Address:

City

State

Zip

Information about the business

Hours of operation:

Years in business:

Number of employees including proprietor:

Part time_____ Full Time_____ Seasonal_____

Do you own or rent your business space:

Mortgage or rent payment:

Square footage of your business space:

Proprietor information:

MARK Project



Please describe the extent of damage or needs for your business. Be specific with cost estimates.

In the space below, please describe your project in narrative form using 250 words or less.

Please provide an itemized budget with subtotals and total project cost.
i.e. 4 light bulbs at \$2.00 each = \$8.00

Did you receive any assistance for your business from any other funding source? If yes, list below and include amount.

Examples: CWC- \$20,000 for structural repair
SBA- \$10,000 small business funding loan

MARK Project-\$2,500 emergency business fund
Insurance-\$15,000 for new equipment

Please itemize standard monthly expenses/budget (i.e. rent, utilities, phone, internet, etc)

The following does not weigh in on the funding decision, but will help us gauge the needs of the business community.

Do you have a long term plan for business growth and/or sustainability? If yes, please elaborate. If no, are you willing to work with someone on a business plan?

Do you have a marketing plan for your business? If yes, please list key points for marketing in 2012.

Would you participate in a collaborative marketing campaign?

Would you consider working with our business mentoring program?

All applications must include tax returns for 2009 and 2010 and one of the following:

- Profit & Loss Year comparison 2009 to 2010
- Profit & Loss Year to date comparison 2010 to 2011
- Profit & Loss 2011 2nd quarter pre-flood statement
- Profit & Loss 2011 3rd quarter post-flood statement
- Profit & Loss 2011 4th quarter projection statement
- Sales by month 2010 and 2011

Things you should know:

- These applications are subject to a committee review process. The first month's round is based on the level of devastation and level of need to get a business stabilized during post Irene rebuilding.
- Applications will be accepted on the 10th of each month beginning on November 10, 2011
- Successful applicants will be required to submit a certificate of good standing prior to release of funds.
- The Middletown Small Business Development Fund will also be seeking applications for larger projects in January of 2013. Funding for these will be based on a Loan grant combination and also subject to committee review.

Date

Signature

MARK Project

