

**County of Chemung
Microenterprise Assistance Program
GRANT APPLICATION FORM**

Complete application package should include:

- 1. Completed application form, signed and notarized**
- 2. For existing businesses, copies of Federal tax returns for two (2) most recent years**
- 3. For existing businesses, interim financial statements for current year**
- 4. For all applicants, two (2) years of financial projections (income statement and balance sheet)**
- 5. Signed Business Certification form**
- 6. Family Income Forms, completed and signed by all business owners/applicants**

Please send (e-mail is preferred) completed application plus all additional documentation to:

**Karen Burke Senior Associate
H. Sicherman / The Harrison Studio
160 Washburn Street, Suite 200
Lockport, New York 14094
716.462.6600 ext. 6 (Office)
716.201.1738 (Fax)
Email: kburke@harrisonplacestudio.com**

County of Chemung

Microenterprise Assistance Program

GRANT APPLICATION FORM

PART 1. APPLICANT INFORMATION

Name of Applicant: _____ ☐ Corporation Year_____ State_____

Business Address: _____ ☐ Partnership Year_____ State_____

_____ ☐ L.L.C. Year_____ State_____

Contact Person: _____ ☐ L.L.P. Year_____ State_____

Federal ID #: _____ ☐ Sole Proprietorship Year_____

DUNS # / Unique Entity ID (UEI): _____

Telephone: () _____ Cell: () _____ E-Mail: _____

Nature of Business: _____
_____ .

Company Attorney: _____ Accountant: _____

Firm Name: _____ Firm Name: _____

Address: _____ Address: _____

Telephone: _____ Telephone: _____

Ownership (Shareholders / Partners) interest	%	Company Officers	Position

(attach additional listing as necessary)

Is the company delinquent in the payment of any state or municipal property taxes? ☐Yes ☐No

Is the company delinquent in the payment of any income tax obligation? ☐Yes ☐No

Is the company delinquent in the payment of any loans? ☐Yes ☐No

Is the company currently in default on any of its loans? ☐Yes ☐No

Are there currently any unsatisfied judgments against the company? ☐Yes ☐No

Are there currently any unsatisfied judgments against any of the company's principals? ☐Yes ☐No

Has the company ever filed for bankruptcy? ☐Yes ☐No

Have any of the company's principals ever personally filed for bankruptcy or in any way sought protection from creditors? ☐Yes ☐No

Has the company received any assistance under any COVID-19 relief program (such as the Paycheck Protection Program or Economic Injury Disaster Loans)? If yes, please provide information about the amount and use of funding received below. ☐Yes ☐No

If the answer to any of the questions above is "Yes," please provide additional comments in the space below and on additional pages if necessary.

PART 2. PROJECT INFORMATION

Summary Project Description: _____

Project Costs

Property Acquisition	\$ _____
New Construction	\$ _____
Renovation	\$ _____
Machinery / Equipment	\$ _____
Furnishings / Fixtures	\$ _____
Fees / Soft Costs	\$ _____
Inventory	\$ _____
Working Capital	\$ _____
_____	\$ _____
_____	\$ _____
Total	\$ _____

Sources of Funds

Bank	\$ _____
Micro Grant	\$ _____
Equity / Cash	\$ _____
_____	\$ _____
_____	\$ _____
_____	\$ _____
_____	\$ _____
_____	\$ _____
Total	\$ _____

PART 3. EMPLOYMENT

Current Employment: Complete the following table for all employment of the business as the date of this application. Do not include temporary employees, subcontracted labor, or positions filled by contracted labor through an agency.

Job Category	# of Full-Time Positions	# of Part-Time Positions	Average Part-Time Hours Per Week
Totals			

Projected Employment: Complete the table below for all new employment positions expected to be created within two (2) years of the date of this application, assuming that Chemung County grant funding is made available for the project described in this application. Do not consider projected turnover of employees.

Specific Job Title	# Full-Time	# Part-Time	Average Part-Time Hours Per Week	Salary / Wage (average or range)	Requisite Skills, Education or Experience (indicate if training is provided by the company)
Totals					

(attach additional listing as necessary)

PART 4. BUSINESS PLAN

Please attach a Business Plan for the Company which should include, at a minimum, the following:

1. **Company Description:** a narrative describing the Company's history, current or planned operations, products and/or services currently sold and/or planned, the Company's management and structure (including resumes for key management and employees), and current and projected employment (including number of employees, job titles, whether full-time or part-time, and skills, education and training required.)
2. **Market Analysis and Strategies:** a narrative describing the Company's market analysis and marketing strategy, including a description of customer demand, information regarding the Company's competitors and the Company's competitive advantages/disadvantages, sales projections, and the Company's plan for marketing its products/services.
3. **Project Description and Budget:** information regarding the budget required for the proposed business start-up or expansion activities including a detailed description of the activities and associated costs, identification of the nature of the cost estimates, and information regarding the amount and status of commitment for each funding source.
4. **Financial Information:** historical financial information (financial statements, tax returns), if available, and financial projections including a profit and loss statement, balance sheet and monthly cash flow statement.

Please include any other material that may serve to document the information provided with this application or that would assist in the consideration of this application.

Please complete and sign the Business Certification Form attached to this application.

PART 5. DECLARATIONS

I (we) attest that to the best of my (our) knowledge and belief, the information contained in the foregoing application is correct and true. I (we) am (are) aware that the filing of a false instrument in connection with this application may constitute an attempt to defraud Chemung County, New York and Alternatives Federal Credit Union and may be a felony under the laws of the State of New York. I (we) agree to abide by the provisions of all applicable local, state and federal laws pertaining to falsification of any item contained herein or fraudulent misrepresentation of my (our) business.

I (we) further authorize Alternatives Federal Credit Union to order credit reports and/or other information on my (our) personal financial background and on the financial background of the company seeking financial assistance.

I (we) acknowledge that this application is not a legally binding document for purposes of receiving grant monies. This grant request may be withdrawn at any time prior to a formal closing of the grant, subject to the terms and conditions of any written grant commitment offered by Alternatives Federal Credit Union. However, this application is being submitted in good faith as a request for grant funds.

If Applicant is a sole proprietorship or partnership, sign below:

Signature Date

Printed Name and Title

Signature Date

Printed Name and Title Date

If Applicant is a corporation, L.L.C., or L.L.P., sign below:

Name of Corporation or Company

Authorized Signature Date

Printed Name and Title

Business Owners (Signatures required):

Signature Date

Signature Date

No person in the United States shall, on the ground of race, color, creed, religion or national origin or sex be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any project assisted with Community Development Block Grant Funds.

ACKNOWLEDGMENT OF SIGNATORY(IES)

State of New York)
)ss
County of Chemung)

On the _____ day of _____ in the year 20____ before me, the undersigned, a Notary Public in and for said state, personally appeared _____ to me known or proved to me on the basis of satisfactory evidence to be the individual(s) whose name(s) is (are) subscribed to the within instrument and acknowledged to me that he/she/they executed the same in his/her/their capacity(ies), and that by his/her/their signature(s) on the instrument, the individual(s), or the person upon behalf of which the individual(s) acted, executed the instrument.

Signature of Notary Public

Grant Applicant:
Office or Capacity of signatory(ies):
Notary Stamp:

ACKNOWLEDGMENT OF SIGNATORY(IES)

State of New York)
)ss
County of Chemung)

On the _____ day of _____ in the year 20____ before me, the undersigned, a Notary Public in and for said state, personally appeared _____ to me known or proved to me on the basis of satisfactory evidence to be the individual(s) whose name(s) is (are) subscribed to the within instrument and acknowledged to me that he/she/they executed the same in his/her/their capacity(ies), and that by his/her/their signature(s) on the instrument, the individual(s), or the person upon behalf of which the individual(s) acted, executed the instrument.

Signature of Notary Public

Grant Applicant:
Office or Capacity of signatory(ies):
Notary Stamp: