

**County of Greene**  
**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 \_\_\_\_\_

Telephone: (     ) \_\_\_\_\_ Cell: (     ) \_\_\_\_\_ E-Mail: \_\_\_\_\_

Nature of Business: \_\_\_\_\_  
\_\_\_\_\_ .

Company Attorney: \_\_\_\_\_ Accountant: \_\_\_\_\_

Firm Name: \_\_\_\_\_ Firm Name: \_\_\_\_\_

Address: \_\_\_\_\_ Address: \_\_\_\_\_

\_\_\_\_\_

Telephone: \_\_\_\_\_ Telephone: \_\_\_\_\_

☐ Check this box if you are a certified Minority/Women Business Enterprise (MWBE)

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.**

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## PART 2. PROJECT INFORMATION

Summary Project Description: \_\_\_\_\_

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### Project Costs

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

### Sources of Funds

Bank	\$ _____
Micro Grant	\$ _____
Equity / Cash	\$ _____
	\$ _____
	\$ _____
	\$ _____
	\$ _____
	\$ _____
<b>Total</b>	<b>\$ _____</b>

### 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 Greene 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)

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 Greene County, New York and Greene County Economic Development Corporation 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) 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 Greene County Economic Development Corporation. However, this application is being submitted in good faith as a request for grant funds.

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):

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Signature
Date

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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.*

State of New York )  
 )ss  
County of Greene )

Signature of Notary Public

## ACKNOWLEDGMENT OF SIGNATORY(IES)

State of New York                 )  
County of Greene                 )ss

Signature of Notary Public

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

**County of Greene**  
**Microenterprise Assistance Program**  
**Required Exhibits Checklist**

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**Exhibit 1: Company Background -**

- A)** A brief narrative describing the company's history, current or planned operations, products and/or services currently sold and/or planned; and
- B)** Company's management and structure including resumes for key management and employees with 20% or more ownership in the company; and
- C)** Current and projected employment (including number of employees, job titles, whether full-time or part-time, and skills, education and training required, and family income form for all interviewed applicants and subsequent hires.)

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**Exhibit B: Project Information –**

- D)** Narrative regarding the associated project's budget for the proposed startup/expansionary activities including detailed description of activities
- E)** Detailed description of costs associated with the proposed activities and the nature of their origins displayed in budget format outlining the uses of all funding sources, including MULTI Grant proceeds
- F)** Details regarding other project financing sources including their respective commitment statuses
- G)** Description, evidence of ownership, and mortgage balances for any real property to serve as collateral

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**Exhibit C: Market Analysis and Strategies –**

- H)** Narrative describing Company's market analysis and marketing strategy including a description of customer demand
- I)** Analysis of company's competitors and Company's competitive advantages/disadvantages
- J)** Overall Company plan for marketing its products/services

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**Exhibit D: Financial Information –**

- K)** Historic Financial Information (if applicable)
  - a. 3 years balance sheet, income statement, and company federal tax returns
  - b. 1 year monthly cash flows
- L)** Projected Financial Information
  - a. 3 years projected annual balance sheet and income statement including expected projected sales of proposed startup/expansionary activities
- M)** Additional Financial Information
  - a. Signed personal financial statements for each principal owning at least 20% of the company including Schedule of collateral on SBA Form 4, Schedule A

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**Exhibit E: Additional Information -**

- N)** Completed Credit Check Authorization Form
- O)** DUNS number reporting form
- P)** Documentation of other required financing including bank and other public lending agency commitment letters, bond inducements, and evidence of availability and commitment of cash equity requirements
- Q)** Any other information that may serve to document the information provided with this application or that would assist in the consideration of this application