

# County of Cattaraugus 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.**

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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	\$ _____
_____	\$ _____
_____	\$ _____
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
<b>Totals</b>			

**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)
<b>Totals</b>					

(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 included with 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 Cattaraugus County, New York and Cattaraugus County Economic Sustainability and Growth 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) further authorize Cattaraugus County Economic Sustainability and Growth Corporation 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 Cattaraugus County Economic Sustainability and Growth Corporation. 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:

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

\_\_\_\_\_  
Signature Date

\_\_\_\_\_  
Name of Corporation or Company

\_\_\_\_\_  
Printed Name and Title

\_\_\_\_\_  
Authorized Signature Date

\_\_\_\_\_  
Signature Date

\_\_\_\_\_  
Printed Name and Title

\_\_\_\_\_  
Printed Name and Title Date

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 Cattaraugus        )

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 Cattaraugus        )

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\_\_\_\_\_  
Signature of Notary Public

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