

Snow Hill Business Grant Program

Application

Due by December 21st, 2024

The Town of Snow Hill is dedicated to supporting the entrepreneurs and companies who have chosen our community to open and operate their businesses. We realize that a vibrant commercial sector is paramount to the strength and prosperity of Snow Hill by providing jobs, products and services, and contributing to community growth and pride. The Town of Snow Hill has allocated \$100,000 of American Rescue Plan Act (ARPA) funds for the purpose of Economic Development to assist new and existing business owners as well as commercial property owners. The injection of these grant funds into our commercial enterprises will help retain current businesses as well as help them grow; increase functionality, curb appeal, and safety of commercial properties; and, provide support to new businesses investing in Snow Hill.

General Application

Please complete this section in addition to the section corresponding to the specific grant you are applying for. Applications will only be considered “complete” if ALL of the required questions are responded to, and all required documents are attached. Incomplete applications will not be considered by the review committee, and therefore will not be awarded funds. Applications can be submitted as a hard copy at Town Hall, or by scanning all documents and emailing them to lmcallister@snowhillmd.com.

If the undersigned is awarded a Town of Snow Hill Business Grant, they hereby certify that they will abide by the following conditions of the grant award:

General Conditions

1. Applicants must be up to date on their water/ sewer bills in the Town of Snow Hill, and all real estate, and personal property taxes.
2. Applicants must understand that this is a competitive funding process, and that submission of a grant application is NOT a guarantee of acceptance for funding. Grants will be awarded based upon the merits of the individual projects that are proposed and their adherence to the guidelines mentioned in the application paperwork.
3. Completed grant applications and all of the required attachments must be received by the Town of Snow Hill as stipulated by Town Hall Staff. Once received, the applications will be reviewed by the Grant Review Committee.
4. It is expressly understood and agreed that the applicant shall be solely responsible for all safety conditions and compliance with all safety regulations, building codes, ordinances, and

other applicable regulations. If required, all permits must be secured and copies provided to the grant administrator, Lorissa McAllister, prior to the start of the project.

5. All work initiated prior to final grant approval will be ineligible for funding.

6. It is expressly understood and agreed that the applicant will not seek to hold the Town of Snow Hill, its agents, employees, officers and/or directors liable for any property damage, personal injury, or other loss related in any way to the Town of Snow Hill.

7. If applicable, the applicant shall be responsible for hiring and executing an agreement with service providers and/or general contractors who are licensed to operate in the State of Maryland. Applicant shall ensure that said contractor provides insurance coverage for comprehensive public liability, property damage liability / builder's risk, and workers' compensation in the form and amounts required by the Town. Proof of the contractor's license and insurance coverage must be provided to the grant administrator, Lorissa McAllister, prior to the start of the project.

8. Applicant must certify that there are no hazardous materials located on the property, that it will not cause or allow any hazardous materials to be placed on the property, and that the property is in compliance with all applicable Federal and State environmental laws and regulations.

9. Upon completion of construction projects, all debris and materials are to be removed from the property and disposed of properly. The applicant agrees to maintain the property and improvements, including but not limited to promptly removing graffiti, sweeping and shoveling in front of the property, and otherwise complying with the Code of the Town of Snow Hill.

10. The applicant authorizes the Town of Snow Hill to promote an approved project including but not limited to displaying a sign at the site, during and after construction, and using photographs and descriptions of the project in their materials and press releases.

11. The Town of Snow Hill shall have the right to refuse reimbursement to the property/business owner if the Town believes the work is unsatisfactory or the improvements are not being completed according to the approved application.

12. The Town of Snow Hill will not pay more than the approved grant amount should the scope of work and/or cost increase due to unforeseen circumstances.

13. The Property/Business Owner shall provide evidence of payment(s) made to each contractor / vendor by providing a copy of the invoice and a copy of the canceled check or other proof of payment for that invoice for each payment request to be reimbursed by the Town of Snow Hill.

14. The Town will only provide reimbursement upon completion and inspection of the project, unless otherwise specified through written agreement. A completed w-9 will be required prior to grant disbursement.

15. At the Grant Review Committee’s discretion, exceptions to any of the guidelines may be approved due to special conditions or situations.

I, the applicant, have read and understand the Town of Snow Hill Business Grant terms and conditions, and I agree to abide by the general conditions as set forth in this application.

Signature: _____ Date: _____

Name of Applicant: _____

Mailing Address: _____

Phone Number: _____ Email: _____

Business Name: _____

Business Address: _____

Business Phone: _____ Business Email: _____

Operation/ Expansion Assistance for Existing Businesses

The purpose of these funds is to assist existing business owners recovering from financial hardship or to expand the products and/or services offered by the business. The business must continue operating for four (4) years. Businesses that operate for 0-24 months after receiving grant funds will be required to repay the funds at 100%; businesses that operate 25-47 months after receiving grant funds will be required to repay a prorated amount. Maximum award amount \$5,000, and will be disbursed as a reimbursement and subject to submission of proof of purchase unless otherwise specified through written agreement.

Attach to application:

- Business plan with five (5) year cash flow projections
- Executed lease, or deed to property where business is located

If applying for grant funds to offset hardship, please explain the hardship, how these funds will help you recover, and your recovery strategy.

If applying for expansion assistance, please describe the new products/services and explain how they will impact your business and contribute to strengthening the commercial climate in Snow Hill. Provide a detailed list of new inventory or equipment to be purchased with grant funds.

Total project amount: _____

Amount requested: _____

Will the use of the building change after the project is completed? If yes, please explain how.

Project begin date: _____ Anticipated project completion date: _____

Total amount of the project (as indicated in contractors estimates): _____

Total amount requested: _____

Please provide signature and contact information for property owner(s) to indicate permission for proposed project.

Signature: _____

Printed Name: _____

Mailing Address of Owner: _____

Phone Number: _____ Email: _____

New Business Operating Expenses

The purpose of this funding is to assist new businesses with start-up capital. These funds can be used to purchase inventory or equipment, pay payroll, rent/mortgage, utility and other operating expenses. This funding is intended to assist new businesses embark on operations with strength and support from the Town of Snow Hill.

Businesses must remain in operations for four (4) years. Businesses that operate for 0-24 months after receiving grant funds will be required to repay the funds at 100%; businesses that operate 25-47 months after receiving grant funds will be required to repay a prorated amount. Maximum award amount \$5,000, and will be disbursed upon application approval.

Attach to application:

- Business plan with five (5) year cash flow projections
- Executed lease, or deed to property where business is located

How will this funding help support your business? How will your business use the funds?

How will your business impact the commercial climate of Snow Hill?
