



MANAGEMENT ASSISTANCE PROGRAM (MAP) GRANTS Program Guidelines, Application and Certification

MANAGEMENT ASSISTANCE PROGRAM (MAP) GRANT APPLICATION PROCESS:

1. Determine that you are eligible to apply and if your project fits within the program guidelines. See Eligibility Criteria under Program Guidelines.
2. Complete and mail your original application form(s) and *non-refundable application fee* to Community Capital of Vermont, PO Box 342, Barre, VT 05641. There is no deadline to apply. Community Capital will receive and review applications on a rolling basis. Once Community Capital has determined that an application is complete, a decision will be made within 10 business days. Decisions are made by Community Capital staff.
3. Call Community Capital's MAP Grant contact, Kara Edson, with any questions about the MAP Grant at 802-479-0167, ext 101 or email kara@communitycapitalvt.org. Applications will be processed only when they are determined to be complete by Community Capital staff.

A. APPLICATION MATERIALS REQUIRED:

___ 1. Management Assistance Program (MAP) Grant Application – see attached. For group applications, each participating business must complete and sign an application. Please submit each participating business's application together in one package and indicate in the cover letter (see below for more information) one person as the lead contact for the application.

___ 2. Non-Refundable Application Fee – existing Community Capital borrowers can apply at no additional charge; non-borrowers pay a \$15.00 application fee; groups of businesses pay \$30.00. If an existing Community Capital borrower is part of a group application, the fee is still \$30.00

___ 3. Assistance Request Cover Letter – for group applications, submit one cover letter that indicates the lead contact for the application. The MAP Cover Letter should include the following information:

- ___ A. Description and history of each business (required for individual businesses and each business participating in a group application) and a description and history of the group, if group is applying.
- ___ B. Amount requested (up to \$2,500 for individual business and \$5,000 for group of businesses)
- ___ C. Amount and type of match
- ___ D. Purpose of your request, a statement of goal(s), a detailed list of activities, a description of the concrete, measurable outcomes of those activities, and a detailed timeline for the project (must show the funds being utilized within 6 months). In all cases, explain how the project will contribute to individual business growth or improvement and specify what will be produced as a result of the consultancy (e.g. a written plan with specific strategies, new materials, new products, etc).
- ___ E. Explain why your business or group cannot currently purchase these consulting services.
- ___ F. Include the name and contact information for the consultant you propose to use, their resume, and three references. If you have not yet identified a consultant, please contact Community Capital for a list of available consultants prior to submitting your application.

FOR HELP WITH YOUR APPLICATION, CONTACT THESE FREE RESOURCES:

- ❖ Micro Business Development Program at the Community Action Agency in your region:
 - Champlain Valley Office of Economic Opportunity (CVOEO): 802-860-1417 or 800-287-7971
 - North East Kingdom Community Action (NEKCA): 802-748-6048 or 800-639-4065
 - Central Vermont Community Action Council (CVCAC): 802-479-1053 or 800-639-1053
- ❖ Vermont Small Business Development Center www.vtsbdc.org for details on the SBDC office in your region.
- ❖ Vermont Women's Business Center, 877-524-1998.

A. PROGRAM GUIDELINES:

Purpose: The purpose of the MAP Grant is to supply consulting services for an individual business or a group of businesses in order to further their individual or shared business goals.

Eligibility Criteria: Participating businesses whether applying individually or as part of a group must:
___ be located in Addison, Caledonia, Essex, Franklin, Grand Isle, Lamoille, Orange or Washington counties
___ be at least 51% owned by a United States citizens or persons legally admitted to reside permanently in the United States
___ have grossed less than \$1 million in sales in the last 12 months.
___ have 50 or fewer employees.
___ be current on all local, State and Federal taxes or have a plan in place to pay.
___ be in compliance with all local, State, and Federal permits as they apply.

Note: Businesses do not have to be Community Capital borrowers. There are no owner income or asset restrictions. Nonprofits are eligible to apply. Start-ups and existing businesses are both encouraged to apply.

Decision Criteria: Community Capital will target MAP Grants to those businesses and groups of businesses that provide strong documentation of opportunities for business growth and job creation/retention, document limited financial ability to purchase consulting services through existing resources, and present a realistic and reasonable plan for using consulting services within six months.

Request Maximums:

- Up to \$2,500 for individual businesses
- Up to \$5,000 for formal or informal groups of businesses

A business can participate in a group receiving assistance as well as apply for individual assistance. If a business is an existing Community Capital borrower or was a Community Capital borrower and has already received grant funding through Community Capital's post-loan technical assistance program, that business can apply for the difference between their post-loan technical assistance grant and the \$2,500.

Limitation on Use of Funds: MAP Grants can only be used to purchase the services of one or more consultants to further the strategic goals of a business or group of businesses. Eligible uses include but are not limited to:

- strategic planning
- market analysis
- marketing plans
- human resource planning
- inventory management assistance
- financial management system setup or modification
- energy efficiency audits and planning
- other industry-specific assistance.

Grants cannot be used to pay for business planning for start-up, legal advice, logo design, website creation, or to perform a usual or ongoing function of the business (such as bookkeeping, marketing, human resource management, sales, etc). Please contact our office if you have questions about allowable activities. MAP Grant funds must be utilized within 6 months from the date of grant award. Consultants must provide a written report to Community Capital at the end of the consultancy.

Match Requirement: Applicants must contribute 26% match toward the total cost of the project. For instance, to receive the full \$2,500 grant, an individual business must provide match worth at least \$880 for a total project cost of \$3,380. For a group of business to receive the full \$5,000 grant, they must provide match worth at least \$1,760 for a total project cost of \$6,760. The match requirement must be met prior to or on the day of the grant award and documented in on or more of the following ways:

- cash contribution by the business or group of businesses documented by copies of paid invoices and cancelled checks; cash contribution must come from non-federal sources

- in-kind contribution by the consultant either through a reduction in market rate or donation of services documented by signed certifications by the consultant

Method of Disbursement: MAP Grantees will receive their grant in the form of a contract for services between Community Capital, the consultant, and the grantee(s). No cash will be disbursed directly to the grantee. In most cases, Community Capital will make monthly payments to the consultant based upon monthly invoices and reports provided that the consultancy is meeting monthly benchmarks as set forth in the contract.

Funding Source and Availability: The MAP Grant Program is a two-year grant program funded by a \$99,000 USDA Rural Development RBEG Grant. All funds are designated for consulting contracts. Funding decisions are competitive. Decisions are made at the sole discretion of Community Capital staff. There is no appeal process for denials. Community Capital will continue to accept applications until the entire USDA RBEG grant is committed or July 31, 2011, whichever comes first.



MAP Grant Application

(to be completed by each participating business)

A. BUSINESS INFORMATION

1. Business Name: _____ 2. Federal Tax ID #: _____
3. Business Physical Address: _____
4. Business Mailing Address: _____
5. Business Contact Info: Phone: (____) _____ Fax: (____) _____ Email Address: _____
6. Business Website: _____

B. PERSONAL INFORMATION (complete this section for every owner; use additional sheets if necessary)

7. Business Owner's Full Name (must own at least 20% of the business): _____
8. Status: United States Citizen: _____ Legally admitted to reside permanently in the United States: _____
9. Gender: Male ___ Female ___
10. Ethnicity: Hispanic/Latino ___ Not Hispanic/Latino ___
11. Race: White ___ Asian ___ American Indian/Alaskan Native ___ Black or African-American ___ Native Hawaiian or Other Pacific Islander ___

C. JOB RETENTION AND CREATION

12. How many people, including the owners, are employed? Full time _____ Part-time _____
13. What is the average hourly wage of employees? Full time \$ _____ Part-time \$ _____
14. What was the total owner's compensation within the last 12 months? \$ _____
15. If, as a result of this project, you expect to create and/or retain jobs, please state the total number of jobs your business will generate and/or retain, including the owners:
 Create: _____ full time _____ part time Retain: _____ full time _____ part time

D. SALES INFORMATION:

16. If existing business with at least 1 year of sales, what were your gross sales in the last 12 months: \$ _____
17. If start-up business with less than 1 year of sales, what was the date of your first sale?: _____ and what have your gross sales been since then?: \$ _____

E. ADDITIONAL INFORMATION:

Please answer the following questions: (If you answer "Yes", explain using a separate sheet of paper)	Yes	No
18. Are any examinations by authorities for sales, income or other taxes now in progress?		
19. Is your business currently involved in any lawsuit or pending litigation?		
20. Have you or your business ever declared bankruptcy?		
21. Does your business create any environmental hazards or risk?		
22. Are any tax payments (payroll, federal, state, property, etc.) delinquent?		

F. CERTIFICATION: The information provided above and in any accompanying documentation is true, accurate and complete to the best of my / our knowledge and I / we will notify Community Capital of Vermont of any material changes to such information. I / we understand that this grant application will remain the property of Community Capital of Vermont.

Owner's Signature: _____ Date: _____ Owner's Signature: _____ Date: _____
 Owner's Signature: _____ Date: _____ Owner's Signature: _____ Date: _____