

CITY OF MIDDLETOWN

Department of Planning, Conservation & Development



Community Development Division

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Small Business Creation and Expansion Grants Program- \$1,500 Grant Form

Business Information

Name of Business: _____ Description of the Business: _____

Name of Business Owner: _____

Address of Business: _____ Business Owner Race: _____

_____ Women-Owned Firm: _____

Contact Phone: _____ Cell: _____

Contact Email: _____

Business Eligibility

_____ OPTION 1) NEW BUSINESS (less than 12 months of operation) : Date of Establishment _____

Circle appropriate household size and income:

FY 2010

Household Size	1	2	3	4	5	6	7	8
Ext. Low (30% AMI)	\$17,800	\$20,350	\$22,900	\$25,400	\$27,450	\$29,500	\$31,500	\$33,550
Low (50% AMI)	\$29,650	\$33,900	\$38,150	\$42,350	\$45,750	\$49,150	\$52,550	\$55,950
Moderate (80% AMI)	\$45,100	\$51,550	\$58,000	\$64,400	\$69,600	\$74,750	\$79,900	\$85,050

I certify that my household income is the above indicated amount and will submit appropriate documentation if approved.

Signature

Date

_____ OPTION 2) EXPANDING BUSINESS Date of Establishment (more than 12 months of operation): _____

Number of existing employees _____ Full-time _____ (35hrs + per week) Part-time _____ (4-35hrs per week)

Number of planned new hires: _____ Full-time _____ (35hrs + per week) Part-time _____ (4-35hrs per week)

FY 2010

Household Size	1	2	3	4	5	6	7	8
Ext. Low (30% AMI)	\$17,800	\$20,350	\$22,900	\$25,400	\$27,450	\$29,500	\$31,500	\$33,550
Low (50% AMI)	\$29,650	\$33,900	\$38,150	\$42,350	\$45,750	\$49,150	\$52,550	\$55,950
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I certify that I will make new jobs available to low and moderate income residents of Middletown based on the income guidelines noted above. And I will submit signed certification from interviewees and new hires.

Signature

Date

Reimbursement Options and Required Documentation (To be completed by staff)

- _____ - Business license fees: Receipts
- _____ - Rent/lease payment (not eligible for home-based businesses): Rental or lease contract
- _____ - Telephone/utility hook-up: Receipts
- _____ - Inventory purchases: Receipts or invoices on letterhead from the vendor
- _____ - Business equipment: Receipts or invoices on letterhead from the vendor
- _____ - Business services: Receipts or invoices on letterhead from the vendor
- _____ - Advertising or networking costs: Receipts or invoices on letterhead from the vendor
- _____ - Façade improvements, including signage, contingent on DRPB approval. Receipts or invoices.
- _____ - Salaries of new hires: payrolls showing the hours worked, rate of pay and signatures from the employee and the supervisor verifying the hours worked.