



**RMAP Technical Assistance Grant Program**  
Coös ECONOMIC DEVELOPMENT CORPORATION  
P.O. BOX 205 LANCASTER, NH 03584

## **General Information**

The U.S. Department of Agriculture – Rural Development (USDA-RD), through their Rural Microentrepreneur Assistance Program (RMAP), has made available to the Coös Economic Development Corporation (CEDC) resources designated as grant funds for enhanced business Technical Assistance (TA) throughout Coös County.

The following application is intended to give structure and process to the disbursement of these funds.

## **Program Goal**

Provide business technical assistance for Coös County businesses and entrepreneurs in support of their start-up or existing businesses. Please see list of “Eligible Requests” below.

## **Eligible Requests\*** (\$3,000.00 Maximum Request for non-borrowing entities of CEDC)

Eligible RMAP TA grant requests may include, but are not limited to:

- Computer Software
- Website design and development
- Marketing services and materials
- Other uses as approved
- Software training
- Business Plan Development
- Workshops and Roundtables
- Business Counseling

Additional items will be considered dependent on USDA-RD approval.

**\*Note: All Technical Assistance Grants require a 15% cash match**

## **Evaluation Criteria**

Applications will be evaluated based on the quality and content of the project narrative, budget, and work plan. Submissions should focus on how this grant would assist the business achieve its goals as described in the narrative, as well as the sustainability and projected growth associated with these granted funds.

## SCORE Assistance

CEDC maintains a partnership with SCORE of NH and may require awardees to log a predetermined amount of TA hours by either meeting with a SCORE Mentor, or by attending CEDC sponsored workshops and training.

## Key Dates

This program has a rolling application process and applications will be evaluated on a first come, first served basis. Funding for this program is contingent on annual availability from USDA-RD.

## Business Information

If you need assistance completing this application, please email Lise Howson at [execdirector@coosedc.org](mailto:execdirector@coosedc.org)

### Part A: BUSINESS INFORMATION

REGISTERED Name of Business \_\_\_\_\_

Primary Business Activity \_\_\_\_\_

Legal Structure (check one): \_\_\_\_\_ Sole Proprietor \_\_\_\_\_ Corporation (S or C) \_\_\_\_\_ Limited Liability Company (LLC)  
\_\_\_\_\_ Limited Partnership (LP) \_\_\_\_\_ Limited Liability Partnership (LLP)

State Incorporated or Registered \_\_\_\_\_

Month/Year Established \_\_\_\_\_

Employer Identification Number (EIN) \_\_\_\_\_

(Physical) Street Address \_\_\_\_\_

City \_\_\_\_\_

State \_\_\_\_\_

Zip \_\_\_\_\_

County \_\_\_\_\_

(Mailing) Address (if different) \_\_\_\_\_

City \_\_\_\_\_

State \_\_\_\_\_

Zip \_\_\_\_\_

Owner \_\_\_\_\_

(\_\_\_\_\_) Phone \_\_\_\_\_

Email \_\_\_\_\_

Grant Amount Requested (\$3,000 Max) \$ \_\_\_\_\_ Grant Cash Match (15% Min) \$ \_\_\_\_\_

How many employees, including the owners, does the business have now? \_\_\_\_\_ full time \* \_\_\_\_\_ part time \*\*

Do you expect to hire additional employees due to this grant? \_\_\_\_\_ full time \* \_\_\_\_\_ part time \*\*

\* full time equals 30.5 hours or more/week \*\* part time equals less than 30.5 hours/week

**Part B: DEMOGRAPHIC INFORMATION (Optional)**

The following information is requested by the Federal Government in order to monitor the Lender’s compliance with the Equal Credit Opportunity Act. You are **not** required to furnish this information but are encouraged to do so.

The law requires that the Lender may neither discriminate on the basis of this information, or on whether you choose to furnish it. However, if you choose not to furnish it, under Federal regulations the Lender is required to note race and sex on the basis of visual observation or surname.

**Business Owner:** \_\_\_\_\_ I do not wish to furnish this information

\_\_\_\_\_ Female \_\_\_\_\_ Male \_\_\_\_\_ Age \_\_\_\_\_ % Ownership

**Ethnicity:** \_\_\_\_\_ Hispanic or Latino \_\_\_\_\_ Not Hispanic or Latino

**Race:** \_\_\_\_\_ American Indian/Alaskan Native \_\_\_\_\_ Asian \_\_\_\_\_ Black or African American  
\_\_\_\_\_ Native Hawaiian or Other Pacific Islander \_\_\_\_\_ White \_\_\_\_\_ Other

**Veteran Status:** \_\_\_\_\_ Non-Vet \_\_\_\_\_ Vietnam Era \_\_\_\_\_ Other Vet

**Business Owner:** \_\_\_\_\_ I do not wish to furnish this information

\_\_\_\_\_ Female \_\_\_\_\_ Male \_\_\_\_\_ Age \_\_\_\_\_ % Ownership

**Ethnicity:** \_\_\_\_\_ Hispanic or Latino \_\_\_\_\_ Not Hispanic or Latino

**Race:** \_\_\_\_\_ American Indian/Alaskan Native \_\_\_\_\_ Asian \_\_\_\_\_ Black or African American  
\_\_\_\_\_ Native Hawaiian or Other Pacific Islander \_\_\_\_\_ White \_\_\_\_\_ Other

**Veteran Status:** \_\_\_\_\_ Non-Vet \_\_\_\_\_ Vietnam Era \_\_\_\_\_ Other Vet

**Grant Application Narrative Requirements (up to four pages)**

**Narrative:** Describe the needs of your business and how this grant would impact your company. Include any data you deem appropriate. Tell the story of who you are and what you do

**Work Plan:** Describe the work plan you will implement to address the need(s) identified above, as well as a timeline for your proposed work. Please provide an estimate of the Begin and End dates of your project. Include any diagrams, designs, or renditions of proposed project

**Project Budget:** Show an itemized list of items and/or services that would be purchased with this grant money

**Important Note:** When the grant application package is complete, send a single PDF file to Lise Howson at [execdirector@coosedc.org](mailto:execdirector@coosedc.org). Please include “RMAP TA Grant” in the subject line.

**Note: CEDC reserves the right to use the name, logo, or any image of successful applicants in future promotional and informational material**

Undersigned hereby certifies that the enclosed application information including all attachments, exhibits, schedules, and supporting documents are valid, accurate and complete as of the stated date(s). False statements may result in the forfeiture of benefits.

If applicant is a **Corporation, LLC, LP, or LLP**, sign below:

Name of Company \_\_\_\_\_

Name and Title of Company Officer (please print) \_\_\_\_\_

By: \_\_\_\_\_  
Signature of Company Officer

Date \_\_\_\_\_

If applicant is an **Individual(s)**, sign below:

**PRIMARY APPLICANT:**

**CO-APPLICANT:**

Name (please print) \_\_\_\_\_

Name \_\_\_\_\_

Signature \_\_\_\_\_

Signature \_\_\_\_\_

Date \_\_\_\_\_

Date \_\_\_\_\_

## SERVICE AGREEMENT

CEDC, Coös Economic Development Corporation, has received funding from the NH Community Development Finance Authority (CDFA) to provide technical assistance to businesses in our region. In order to be in compliance with the requirements of these funds, we need to document the services you request, and we agree to provide.

1. SCOPE OF SERVICE: CEDC offers the following services to businesses in their region, please indicate what services your business needs:

Technical Assistance, Business Plan, Budgeting, etc.  
 Grants, Loans, other finance options  
 Acquisition, Expansion, Relocation  
 Marketing  
 Workforce Development, Training, etc.  
 Other (please identify) \_\_\_\_\_

2. BUSINESS RESPONSIBILITIES: The Business agrees to work cooperatively with CEDC to accomplish the Technical Assistance activity, including providing CEDC with any necessary data and financial information necessary to provide the service(s) needed.

If you plan to hire any new employees as a result of the activities provided, please indicate the number of new employees you anticipate (if any): \_\_\_\_\_

3. COST: Business technical assistance is provided by CEDC at no cost to the business. CEDC will be reimbursed by the NH CDFA for the time spent providing these services to your business.

IN WITNESS WHEREOF, CEDC and the Business have executed this agreement as of the date and year last written.

Coös Economic Development Corporation

\_\_\_\_\_  
Business Name

By: \_\_\_\_\_

By: \_\_\_\_\_

Title: Executive Director

Title: \_\_\_\_\_

Date: \_\_\_\_\_

Date: \_\_\_\_\_

CEDC: Estimated number of hours to provide above services: \_\_\_\_\_

CBDG ED BUSINESS TECHNICAL ASSISTANCE

***CEDC's mission is to promote and support businesses  
and the creation of employment opportunities  
by providing development assistance and financing.***

## ***Financial Privacy Policy***

As an organization entrusted with sensitive information, we respect the privacy of our customers and are committed to treating customer information responsibly. The following is our Financial Privacy Policy.

### **What Information We Collect**

We may collect “nonpublic personal information” about you from the following sources:

- Information you provide us, such as on applications or other loan account forms
- Information about your transactions with us, our affiliates, or others
- Information we receive from third parties such as credit bureaus

“Nonpublic personal information” is nonpublic information about you that we obtain in connection with providing a financial product or service to you. For example, nonpublic personal information includes information regarding your loan balance and payment history.

### **What Information We Disclose**

Under Federal law, we may share information about our experiences or transactions with you or your company (such as your loan balance and payment history with us) with companies related to us by common control or ownership (“affiliates”). However, where state law may be more restrictive, we will abide by the more restrictive requirements.

In order to expedite the processing and servicing of financial products on your behalf, we may need to disclose nonpublic personal information about you to “nonaffiliated third parties: (i.e., third parties that are not members of our corporate family) in certain circumstances. However, when we do, we will require them to protect the confidentiality of your information. For example, we may disclose nonpublic personal information about you to third parties such as attorneys or appraisers, if applicable; or to government entities as required by law or in response to subpoenas; and to reputable credit reporting agencies (“credit bureaus”).

If you decide to close your loan account(s) or become an inactive customer, we will continue to adhere to the privacy policies and practices described in this notice.

### **Our Security Procedures**

We will always maintain control over the confidentiality of our customer information, which includes having physical, electronic, and procedural safeguards that comply with all applicable standards. We will permit only authorized employees, who are trained in the proper handling of customer information, to have access to that information in order to provide you with quality products and superior service. All our operational and data processing systems are in a secure environment that protects your account information from being accessed by third parties.