

EMERGING TECHNOLOGY TECHNICAL ASSISTANCE GRANT PROGRAM

I. PROGRAM DESCRIPTION

GENERAL: The Office of Planning and Economic Development (OPED) provides grants for specialized technical assistance to owners of and persons developing emerging technological businesses in Springfield, MA. Emerging technologies in general denote significant technology developments that broach new territory in some significant way in their field. Examples of current emerging technologies include information technology, nanotechnology, biotechnology, cognitive science, robotics, clean energy, and artificial intelligence. The grant is to be used for professional services including accounting, bookkeeping, business consulting and marketing. The source of funding for this program is the HUD Community Development Block Grant (CDBG) made available to OPED by the City of Springfield.

ELIGIBILITY REQUIREMENTS:

1. Business must have a physical place of business in CDBG Eligible Areas of Springfield (note: home-based businesses are not eligible to apply).
2. Applicant is a emerging technology business.
3. Applicant must guarantee that at least one job is created or retained and will be held by low- or moderate-income resident as defined by HUD income guidelines.
4. Grantee is strongly encouraged to be used for services provided by Springfield based business.
5. The subject property may not have delinquent taxes, including property taxes, and neither the tenant nor the property owner may have other delinquent taxes outstanding.

APPLICATION:

OPED may solicit applications at least 3 times during the fiscal year in competitive rounds. Information regarding the process and dates for submission will be publicized and available from OPED and other business assistance organizations.

Applications may be accepted by OPED subject to the availability of funds at other times throughout the year.

The application must include a statement of the purpose of the Technical Assistance Grant and benefit to be realized. Completed applications shall be accompanied by appropriate documentation supporting the request, including, as applicable:

1. Scope of services be provided (See page 2 of guidelines).
2. Documentation of the consultant's expertise.
3. Budget and price quote.
4. Timetable for use of the grant.
5. Latest tax return of business owner(s) for income verification.
6. Business plan, if applicant is a start-up.
7. Other supporting documentation, as appropriate.

ELIGIBLE USES OF TECHNICAL ASSISTANCE FUNDS:

- Market studies, such as primary market research, determination of market niche, market testing
- Marketing for expansion to new market area: market testing, primary and secondary market.
- All types of consultation regarding business planning, architectural, engineering, and appraisal.
- Legal advice regarding incorporation of business.
- Consultation regarding set-up or improvement of accounting system.
- Bookkeeping services.
- Technical assistance for improvement of cash flow management.
- Technical assistance related to marketing and initial promotions, including advertising, and custom campaigns.
- Business operations and management consultation.

INELIGIBLE PROJECTS AND BUSINESSES:

- Assistance to professional sports teams.
- Assistance to privately owned recreational facilities that serve a higher income clientele.
- Acquisition of land for which the specific proposed use has not been identified.
- Businesses that have unresolved non-compliance finding for previous CDBG assistance.

MAXIMUM GRANT AMOUNT: Up to \$5,000 per applicant.

APPROVAL:

OPED may solicit applications at least 3 times during the fiscal year in competitive rounds. Applications must be received prior to the following dates:

- October 15, 2013
- February 15, 2014
- May 15, 2014

The Technical Assistance Committee reserves the right to change or modify the application deadlines listed above. To confirm the next application deadline, please contact Richard Griffin at 413.750.2810.

All completed applications must be mailed or dropped off at:

**Attn: Richard Griffin
Office of Planning and Economic Development
70 Tapley Street, Springfield, MA 01104**

If you have any difficulties completing this application, please contact Richard Griffin at (413) 750-2810.

Springfield's Small Business Support Program

Pre-Application

Please print clearly and answer all questions.

Springfield's Small Business Support Program is funded through Community Development Block Grants and all awards must comply with strict requirements set forth by Federal guidelines.

Applicant Information

Please indicate: Building Owner Tenant

Name _____ Business Name _____

Home Address _____

Business Address _____

Number of Years in Business _____

Contact Person _____ Email Address _____

Phone Number _____ Fax Number _____

Building Owner Name (if being submitted by tenant) _____

Name of Store, Shop or Office _____

Previous Name of Business (if name has changed in last 3 yrs) _____

Nature of Business _____

Description of Proposed Project:

Note: Properties in local historic districts will need prior approval by the Springfield Historical Commission. Properties located in an approved urban renewal district may require review and approval by the Springfield Redevelopment Authority.

I certify the information provided is true, correct and complete.

Signature of Applicant _____ Date _____

**Please Submit Completed Pre-Application to:
Springfield Office of Planning & Economic Development
Springfield, MA 01104**

**Phone: (413) 787-6020 Fax: (413) 787-6524
Or email to rgriffin2@springfieldcityhall.com**