



CAPITAL EXPENDITURE GRANT PROGRAM 2023

APPLICATION DEADLINE: November 17, 2023

The Town of Gorham seeks applications for a new matching grant program designed to support Gorham businesses and farms seeking to expand and grow through a one-time purchase of a capital item, service, or site expansion project. These single, one-time procurements will help grantees accelerate plans for growth, and create opportunities for expansion, entrepreneurship and job creation in Gorham. The program will award grants to businesses in three distinct sectors using a competitive grant application process.

Targeted sectors for the grant program are as follows:

- Agriculture;
- Manufacturing & Skilled Trades;
- Retail & Food Services;

The program provides matching grant funding for the purposes of making a single, non-recurring procurement of an item or service, which addresses at least one of the following goals of the program:

- EXPAND REACH in existing markets and/or advance into new areas for greater market share;
- INCREASE PRODUCTION to meet growing market demand and benefit from economies of scale;
- RAISE THE PROFILE of a business to create greater demand and increase overall sales;

The program intends to spur investment in targeted sectors of Gorham's economy by supporting strategic upgrades to equipment, facilities, technology and services. These enhancements will help businesses thrive, thereby creating a lasting impact on the local economy and raising the Town's overall profile as a destination for businesses and entrepreneurs in Southern Maine.

PROGRAM GUIDELINES

The Town of Gorham, through Fiscal Year 2023 funding, has allocated \$45,000 for grant funding to support by local businesses and farms to grow and expand in Gorham. The program is made available to businesses and farms currently operating in Gorham on commercial and agricultural property located in the Town of Gorham.

- The match grant program provides 50% reimbursement of the total cost stated in a complete application; a maximum award of \$15,000 can be awarded to one business;
- At least one grant will be awarded to an applicant in each of the targeted sectors, provided they meet minimum eligibility requirements; the total number of grants awarded will depend on the number and quality of the applications received;

- Targeted sectors for the grant program are as follows:
 - Agriculture;
 - Manufacturing & Skilled Trades;
 - Retail & Food Services;
- The program can be utilized in conjunction with the Town's Revolving Loan Fund (RLF) program. Active RLF loan recipients are eligible to apply provided they remain current with loan payments;
- Preference will be given to businesses and farms which have not yet been awarded a grant through any other Town of Gorham grant programs (i.e. Façade Improvement 2023);
- There is no minimum grant amount, however, the primary goal of the program is to support transformative growth in business operations through capital expenditures; the maximum grant amount for one business is \$15,000;

APPLICATION PROCESS

- Applications will be reviewed by Town staff for eligibility requirements;
- A review committee comprised of members of the Gorham Economic Development Corporation will provide recommendations for final approval to Gorham Town Council;
- A determination of funding award will be based on the following criteria:
 - Overall quality of the application, including alignment with stated program goals;
 - Proven performance and competitive advantage of the business;
 - Expected impact from the capital improvements on future growth of the business;
 - The demonstrated need of the business applicant for funding the project;
- Additional information from applicants may be required as part of review process;

ELIGIBILITY REQUIREMENTS

- Capital expenditures shall be defined as any single non-recurring procurement in excess of \$10,000 for durable goods, information technology or related services in any fiscal year;
- Capital expenditures may include upgrades made to a building or property if the project will result in a long-term tangible asset that directly benefits business operations;
- The proposed project must conform to Town land use and development code standards, if applicable. All necessary approvals and/or permits are required prior to start of any project;
- The project applicant must be current on all property taxes, fees, judgements, or liens to the Town of Gorham;
- Applicants are eligible for one project per grant cycle;
- Commercial and mixed-use properties located in the following zoning districts are eligible: Village Centers; Urban Commercial; Narragansett Mixed-Use; Olde Canal Industrial; Industrial; Office-Residential; Mosher Corner Mixed-Use; Roadside Commercial; Agricultural/Industrial; and Rural.

ELIGIBLE FUNDING ACTIVITIES

- Machinery
- Motor vehicles
- Facilities upgrades
- Office equipment and furniture
- Computers, software and website design
- Other proposed uses will be approved on a case-by-case basis, as determined by the review committee

INELIGIBLE ACTIVITIES

- Funds cannot be used for general operating expenses, including working capital, inventory purchases, debt repayments, salaries or utility and/or rent payments.
- Funds may not be used to support the purchase of real estate.

GRANT ADMINISTRATION

- No grant shall be made unless and until the proposed use of funds has been reviewed and approved by the appropriate Town staff and/or review committee.
- A minimum of three (3) written quotes from competitive sources must be obtained for any grant request of \$5,000 or more, and included as part of a complete application.
- Grant funds will be distributed after the work has been completed and proof of payment to the contractor or vendor for materials is provided to the Town. If the work is completed by the building owner or tenant, only materials are grant eligible.
- Reimbursement will not be made for purchases made or work completed prior to grant application acceptance.
- Grants will be considered voided if the capital purchase is not made or work has not begun within 12 months of award date, and completed within 36 months of award date.

Contact Information

Kevin Jensen, Economic Development Director

Phone: (207) 222-1628

Email: kjensen@gorham.me.us

APPLICATION FORM
CAPITAL EXPENDITURE Grant Program

A completed application must be sent by Friday, November 17th via email kjensen@gorham.me.us or by print to Kevin Jensen, Economic Development Director, 75 South Street, Gorham, ME 04038.

Please contact Kevin Jensen for assistance with any questions.

INSTRUCTIONS: Please write directly into this document template, do not create your own application format. Additional application materials (budget, sketch plans, images, etc.) may be included as attachments to this application.

APPLICANT INFORMATION

1. Applicant Name:
2. Business Name:
3. Business Mailing Address:
4. Contact Email Address:
5. Contact Phone Number:
6. Are you the commercial property owner or leaseholder?

PROJECT DESCRIPTION & BUDGET

1. Tell us about your business and the vision for growth using grant funds from this program. *[How have you been successful? What are the challenges? How will this grant help you grow?]* (400 words maximum)

2. Indicate the Targeted Sector under which you are applying

_____ Agriculture

_____ Manufacturing & Skilled Trades

_____ Retail & Food Services

(Please check one)

3. How many full-time equivalent (FTE) employees do you have, including yourself?

- 1 - 10 employees
- 11 – 20 employees
- 21 – 50 employees
- More than 50 employees

4. How long have you been in business?

- Less than a year
- 1 – 2 years
- 3 – 4 years
- 5+ years

5. What is your approximate sales volume (or farm income) over the past year?

- Under \$50,000
- \$51,000 - \$100,000
- \$101,000 - \$250,000
- Over \$250,000

6. Provide a full description of the proposed project, including:

- A summary of all planned activity proposed under the grant application;
- The purpose and need for the project at this time;
- Details on who will be responsible for completing the work;
- Estimated timeline for start/end date of project completion;

(250 words maximum)

7. Total grant amount requested by applicant for project: \$ _____
(Limit of 50% total estimated cost, up to a maximum \$15,000 awarded)

8. What is the impact on the project if your application is only partially funded by the grant program? What is the minimum amount needed to proceed with the project as outlined?

9. Provide an estimated project budget, including a breakdown of costs by activity (procurement, technology, supplies, labor, etc.):

(A separate spreadsheet document may be included with the application.)

10. Total estimated cost of project: \$ _____

APPLICATION MATERIALS

Supporting documents may also be requested based on the project scope and grant request, including:

- Minimum of three (3) quotes from vendors or service providers for capital items;
- Financial information, including a profit & loss statement or similar;
- Detailed images of the project area showing the current condition prior to work commencing;
- A preliminary sketch plan of the proposed improvements;
- Proof of ownership of the property OR written permission from the property owner in support of the full project scope (if project involves facility upgrades, construction, etc.);