

# **Sunbury's Revitalization, Inc. - Business and Economic Development**

## **2018 Small Biz Assistance Award**

### **Application Instructions & Details**

Please complete all sections of the application. A member of Sunbury's Revitalization, Inc. Business and Economic Development committee may contact you for additional information.

Applications will be evaluated based on the businesses needs for further growth, improvement and economic impact that aligns with Sunbury's Revitalization, Inc. (SRI) mission and values.

Applications are accepted from **September 30<sup>th</sup> – December 30<sup>th</sup>**

Small business applicants can be a **start-up**, **new**, or **existing business** located in Sunbury, PA 17801.

Emphasis will be placed on the significant impact the program / project and award will have on the small business.

Applications must be submitted within the timeframe for internal review by a panel of members from SRI's Business and Economic Development Committee.

Applications will be reviewed during the timeframe and winners will be decided. An awards ceremony will be held where the winners will be announced (dates and times to be determined).

Small businesses could be granted up to \$1,000 in monetary contribution and / or in-kind services for the project / program being applied for.

All monetary contributions or services must be used within one-year of acceptance and may require additional documentation before awards are distributed (i.e. proposals, two or more estimates, receipts, etc.). Please note for monetary requests Sunbury's Revitalization, Inc. will pay the vendors, services, contractors, etc. directly for the amount awarded.

# Sunbury's Revitalization, Inc. - Business and Economic Development

## 2018 Small Biz Assistance Award

### Application Form

The Small Biz Assistance Award is designed to assist start-up, new or existing small businesses within Sunbury, PA. Applications are accepted from **September 30<sup>th</sup>** – **December 30<sup>th</sup>** for small businesses to be awarded up to \$1,000 in monetary contribution and / or in-kind services. Applications will be evaluated based on the businesses needs for further growth, improvement and economic impact that aligns with Sunbury Revitalization, Inc. mission and values.

When completing the application provide as much detail within the timeframe for internal review of your award application. Additional supportive documentation may be required depending on the award being requested. Winners will be decided and announced at an awards ceremony.

For assistance or consultation with your program or project please contact Sunbury's Revitalization, Inc. to discuss your proposed needs and timelines before submitting the application.

1. Name of Proposed Program / Project:

\_\_\_\_\_

2. Applicants Business Name:

\_\_\_\_\_

3. Contact Information:

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_

Email: \_\_\_\_\_

4. Award Type:

Physical Improvement

Examples include; façade, signage, expansion, equipment, infrastructure,

Marketing / Advertisement

Examples include; radio, newspaper advertisement, marketing materials

***\*Note: the award contribution could include both monetary and in-kind services.***

5. Please detail which areas of growth, improvement or economic impact to your business will be addressed in your application. To qualify for funding, your project must impact one or more of these areas.

6. Describe in detail the program / project, including a statement of how the award would benefit or impact your business. How will you measure the project's success? Include with the application any estimates, specific details and analysis.

7. What is the timeline for this program / project? When will services or support be needed?

8. Project / Program Budget:

Total Budget \$ \_\_\_\_\_

*Provide detailed breakdown of budget considerations and include at least two estimates for monetary contributions related to vendors, services, contractors, etc.*

**Total Award Request** \$ \_\_\_\_\_

Any Matching Funds Yes / No \$ \_\_\_\_\_

*Provide details of any matching funds your business is contributing.*

***\*Note that monetary payout will be directly paid to vendors, services, contractors, etc. for the amount awarded by Sunbury's Revitalization, Inc.***

**Attach Additional Information as Needed**

Submit electronic application to Sunbury's Revitalization, Inc.

Email: [reception@sunburyrevitalization.org](mailto:reception@sunburyrevitalization.org) or visit <https://sunburyrevitalization.org/>

Submit hard copy to:

Sunbury's Revitalization, Inc.  
353 Market Street  
Sunbury, PA 17801