

**The Manchester Business Investment Fund  
Grant Program  
Guidelines and Application**

**2023-2024**

*Sponsored by:  
The Town of Manchester, Administered by the Department of  
Planning and Economic Development*

**Mission Statement:**

The mission of the Fund is to promote economic development by partnering with small business owners to address contemporary code and access requirements and to fill vacant commercial spaces in the town of Manchester. The goal of the fund is to financially assist transformative projects by focusing on addressing code, access and/or energy efficiency/sustainability improvements when it can be demonstrated they are a primary barrier to expanded or enhanced use of the space that would add jobs, value, economic vitality and taxable asset appreciation to the Town of Manchester. Leasehold improvements intended to attract a transformative use to a vacant space are also eligible for this program, as are sustainability and/or energy efficiency projects.

**Manchester Business Investment Fund Program Guidelines****Grant Program Parameters:**

1. The grant program is limited to small business owners within the town of Manchester or potential owners with a signed contingency agreement; The business must be independently owned and operated and for the purposes of this program an established LLC will be considered a business.
2. Such grants must fund improvements that conform with the mission statement of the Manchester Business Investment Fund Grant Program;
3. Grantees must show the business was negatively financially impacted during the COVID-19 pandemic.
4. Available funds will be prioritized for existing multistory buildings 50 or more years old with proposed commercial, restaurant, industrial, mixed-use, or art-related uses.
5. The total original grant pool is \$1,000,000;
6. Applications may be submitted between July 24, 2023 and October 1, 2024. Grant availability is subject to available funds.
7. All grants require a three-to-one investment match by the applicant;
8. Payments may be auto-debited from a checking or savings account;
9. The minimum grant amount is \$10,000 and the maximum grant amount is \$120,000 up to 25% of total cost of the project. A maximum of 50% of an award may be utilized for non-code related leasehold and/or sustainability/energy efficiency improvements.
10. The number of grants per property may be limited to 1;
11. The Economic Development Commission will approve expenditures from the fund by finding that the completion of the project conforms with the program mission and:
  - Significantly improves the long-term viability of the property;
  - Is necessary to accommodate the proposed use or uses and/or to fill a vacant commercial space;

- Respects any historically significant aspects of building façades;
- Enhances the overall environment and economic viability of the area;
- Will result in a desirable use or uses.

12. Code-compliance grant proceeds must be used for real property improvements that will result in compliance with existing building, zoning, fire or health codes;
13. The property owner must receive tax clearance from the Manchester Collector of Revenue;
14. Grant recipients must produce a qualified code analysis plan by a certified architect\* for the code-compliance portion of the project, either at the time of application or prior to the disbursement of any grant funds. Such an analysis should outline all existing building, fire and health code-related issues and recommend a pathway to address those issues during conversion to the proposed use or uses.” Once complete such a code analysis plan must be reviewed and approved by the Chief Building Inspector or designee. Applicants for projects in the Downtown area may apply for mini-grants from the Downtown Special Services District to procure a qualified code analysis plan. Applications are available through the Department of Planning and Economic Development.
 

\*Depending on the scale of the project staff may accept a plan from another professional under certain circumstances.
15. The company must provide a certificate of insurance naming Town of Manchester as an additional insured each time a policy is renewed;
16. Grant payments will be distributed as reimbursement to the property owner once the project is complete, and invoices and proof of payment have been submitted.
17. Applicants must demonstrate the proposed improvements would add jobs, value, economic vitality and/or increased tax revenue in the Town of Manchester.
18. Applicants must demonstrate the proposed code improvements, leasehold improvements and/or sustainability/energy-efficiency upgrades are primary barriers to expanded or enhanced use of the space.

#### **Grant Funding Guidelines:**

1. Acceptable code compliance expenses include the items below:
  - Building Code compliance, including ADA accessibility improvements, structural repairs, elevators and lifts, and other egress requirements;
  - Health Code compliance, including hazardous material removal;
  - Fire Code compliance, including fire suppression systems and fire separation requirements.

Expenses incurred within three (3) months prior to approval of the application qualify with acceptable documentation evidencing incurrence or payment of these expenses.

**Grant Application Instructions:**

1. Grant applications must be made on the form attached.
2. Grant applications must include all the items on the Grant Application Checklist.
3. Grant applications that are not complete (all questions answered) may be considered non-responsive.
4. Approved applicants may be required to complete additional grant paperwork and to provide additional information.

**Grant Application Process**

1. Application submitted to Planning and Economic Development Department.
2. Staff reviews for completion.
3. Complete applications referred to the Economic Development Commission (EDC).
4. Applicant presents conceptual plan to the EDC at a public meeting.
5. EDC either approves, denies or takes no action on conceptual project.
6. Approved projects sent to Finance and Building staff for approval.
7. Grant agreement signed by applicant and Town of Manchester.

**Grant Application Checklist:**

- One complete, original signed and dated application submitted to Town.
- One complete copy for the applicant's own records and file.
- One copy of the code analysis plan completed by design professional, or a signed contract indicating the analysis is underway.
- Certificate of insurance naming the town as additional insured.
- Manchester Collector of Revenue Tax Clearance Certificate.
- 2019 & 2020 Business tax returns appropriate to your business
- Any other documentation showing a negative financial impact caused by the COVID-19 pandemic.
- Two (2) written cost estimates for each component of the project must be submitted. Each estimate should include the contractors Business name, contact person, address and phone number. The applicant should indicate their preferred vendor.  
*If preferred vendor is not the lowest bidder, please explain why.*
- All of the above in digital format on a USB flash drive or emailed to [planningdept@manchesterct.gov](mailto:planningdept@manchesterct.gov) or postmarked or delivered to:

**Manchester Planning and Economic Development Department**  
Business Façade and Signage Improvement Fund  
PO Box 191  
494 Main Street  
Manchester, CT 06045-0191

**Town of Manchester**  
**Business Investment Fund**  
*Grant Application*

All applicants must read and follow the Guidelines section of this Application. The Guidelines section contains information on the Grant Program Parameters, the Grant Application Instructions, and the Grant Application Checklist.

**PROPERTY INFORMATION**

Owner Name

Address

City

State

ZIP

Date of Birth

Home Telephone

Business Telephone

Cell Telephone:

Fax

E-Mail

Tenant Name **(if multiple tenants, complete tenant list on page 7 of application)**

Business Location (if different)

City

State

Zip

County

Date business was established

Number of Current Employees: Full Time: \_\_\_\_\_ Part Time \_\_\_\_\_

Type of Tenant(s)

Federal ID Number:

Type of Code violations addressed

Any personal/business judgments, unsettled lawsuits or major disputes?

Yes \_\_\_\_\_ No \_\_\_\_\_

If yes, please explain.

Has the business, or any principals, been involved in bankruptcy or insolvency proceedings?

Yes \_\_\_\_\_ No \_\_\_\_\_

If yes, please explain.

Are you a U.S. Citizen? Yes \_\_\_\_\_ No \_\_\_\_\_ (If no, mail a copy of Alien Registration Card Form I-151 or I-551.)

### FINANCING INFORMATION

Total amount of grant request (maximum \$120,000) \$ \_\_\_\_\_

Purpose of grant request

Other Sources of Funds:

Have you contacted your bank for financing? Yes \_\_\_\_\_ No \_\_\_\_\_ Name of bank \_\_\_\_\_

Who referred you to the program? \_\_\_\_\_ Phone \_\_\_\_\_

### DEMOGRAPHIC INFORMATION

The Town has requested that we obtain the following information for statistical purposes only. Please circle all those that

Property owned by (> 50% Female owned) (> 50% minority owned)

Veteran Status Non-Veteran Vietnam-era Veteran Other Veteran

Ethnicity: African American/Black Asian American Indian/Alaskan Native Hispanic/Latino

Native Hawaiian/Pacific Islander White Some Other Race

What is your combined yearly household income as of today? \$ \_\_\_\_\_

How many are in your household?

### ADDITIONAL INFORMATION

**Please provide the following items with a completed application and forms.**

- Check for \$25 made payable to Town of Manchester for a credit review.
- Qualified Code Analysis Plan

### CERTIFICATIONS

**Please read the following and sign the Application Form. All owners, officers, and partners must sign this application.**

The information in this Grant Application is provided for the purpose of applying for funds under the Town of Manchester Downtown Investment Fund. The information is accurate to the best of my knowledge. I understand that personal and/or business information may be requested pursuant to this grant application and I hereby give my consent for such information to be provided to the Town. I also understand that the Town retains the sole decision as to whether this grant application is approved, disapproved, or modified. It is my right to accept or decline the grant amount, rate and terms approved by the Town of Manchester.

I AUTHORIZE TOWN OF MANCHESTER to keep this application whether or not my request for credit is approved. By signing below, I authorize TOWN OF MANCHESTER to obtain a credit report on me through the credit-reporting agency of its choice, as well as to answer questions others may ask about my credit record with TOWN OF MANCHESTER (if applicable). I understand that I must provide updated credit and financial information as requested if my financial condition changes.

Print Name

Signature

Date

Print Name

Signature

Date

*The Town of Manchester is an Equal Opportunity lender. The Town of Manchester will not discriminate against any grant applicant because of his or her race, color, religion, sex, handicap, familial status, or national origin.*

**PROJECT NARRATIVE**

*Please describe the project, in terms of scope and building improvements as it applies to the mission statement of the program. Include the estimated cost of the project. Include specific information on how the business was negatively impacted by the COVID-19 pandemic. Attach additional pages as necessary.*



**SECTION 2. Ability to Pay Full Project Costs**

**Sources of Funds**

Bank Loan	\$
Manchester Business Investment Fund Grant	
Cash	
Other	
<b>Total Funds From All Sources</b>	<b>\$</b>

**Uses of Funds**

Project Construction	\$
<b>Total Uses of Funds</b>	<b>\$</b>

I authorize Lender to make inquiries as necessary to verify the accuracy of the statements made and to determine my creditworthiness. I certify the above and the statements contained in the attachments are true and accurate as of the stated date(s). These statements are made for the purpose of either obtaining a grant or guaranteeing a grant. I understand FALSE statements on a Manchester Small Business Grant application may subject me to the penalties prescribed by section 570.140, RSMo. FALSE statements on a conventional grant application may result in fines and imprisonment under relevant Federal and State laws.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_ Social Sec. No.: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_ Social Sec. No.: \_\_\_\_\_



## CERTIFICATION AND AFFIRMATION

- I certify that I am an authorized representative of the Applicant and as such am authorized to make the statement of affirmation contained herein.
- I hereby agree to allow representatives of the Town of Manchester access to the property and applicable records as may be necessary for the administration of the Manchester Business Investment Grant Program.
- I certify under penalties of perjury that the above statements and information contained in the application and attachments are complete, true, and correct to the best of my knowledge and belief.
- I attest the information submitted by the Company to the Town of Manchester regarding the Project is consistent with documents provided to lenders, other governmental entities or investors who may provide funding for the Project and that the Town of Manchester is authorized to verify such information from any source.
- On behalf of the Company, we agree to disclose any information to the Town of Manchester regarding any person who owns an ownership interest or who is employed in a management capacity by the Company and who has committed a felony, is presently under indictment or is on parole or probation for a felony; with the understanding that this information will be used by the Town of Manchester solely for performing its due diligence obligations and that such information, if any, will not necessarily disqualify the company unless the Town of Manchester believes such information might impact the Company's ability to perform its obligations under this Program.
- I attest there are no pending or threatened liens, judgments, or material litigation which is likely to affect the viability of the property as an ongoing concern.
- I certify the property does not have any delinquent non-protested federal, state or local taxes
- I certify that neither the operations of the property nor the requested funding would violate any existing agreement.
- I certify that the Applicant has not filed (nor is about to file) for bankruptcy.
- I certify the Applicant has not failed to fulfill any obligations under any other state or federal program.
- I certify the signatory is the authorized representative of the applicant and is authorized to make the statement of affirmation contained therein.

**Required Attachment:**

Name	Title
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Signature	Date
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