

Town of Enfield

ARPA Small Business Grant Program

Guidelines

Program Overview

The Town of Enfield ARPA Small Business Grant Program has been established to provide limited, one-time, direct financial assistance to eligible businesses in Enfield. These funds will be used to assist businesses recovering from the pandemic by enhancing their business with a future project. It is not to pay/reimburse for a previous project or safety measures during the pandemic. This program is funded through the American Rescue Plan Act (ARPA).

What is a considered a Small Business under this Program?

- 500 employees or less
- For-profit business of any legal structure
- Be independently owned and operated

Funds Available

Depending on the needs of the small business, the maximum grant amount will be \$50,000.

Obtaining Application Document

The application can be obtained by one of the following means:

- Online, [use this hyperlink](#) to download the application
- In person at the Enfield Town Hall, first floor, Office of Community Development
- Requested via email from ARPA@enfield.org

Submitting Application

Completed applications will be accepted between October 1 and November 18, 2022, and can be submitted by one of the following means:

- In person at the Enfield Town Hall, first floor, Office of Community Development
- Emailed to ARPA@enfield.org with "Town of Enfield ARPA Small Business Grant Program" as the subject line
 - include the application and supporting documents as attachments

Eligibility

- Applicant must be the primary owner of a business located and operated in the Town of Enfield, CT.
- Business must have a clear and specific use for grant funds and demonstrate that such funds will be used exclusively for future projects that will add value, quality, desirability, and/or attractiveness to the business and community.
- Businesses must be in "Good Standing" with the Connecticut Department of Revenue Services and application must include Letter of Good Standing (Status Letters)
 - Go to: <https://portal.ct.gov/DRS/TSC/Help-Text/Status-Letter> or via paper request ([TPG-170](#)).
- Business must be current on its federal, state, and local tax obligations.
- Business cannot have outstanding liens or judgments.
- Business must be current on rent or mortgage at business location.
- Applicants must self-certify the eligibility requirements on the application.

Not Eligible

- Residential real estate investors
- Elected officials and their immediate family members*
- Corporately owned/operated franchise

Evaluation Process

Applications will be evaluated and ranked based on the following criteria (not limited to):

- Application completeness
- Application submitted within time frame
- Use of Funds
- Eligibility qualifications
- Economic hardship - negative impact of pandemic
- Supporting documentation - narrative/budget/costs/plans, etc.
- Positive impact the grant will have on the business and the Enfield community
- Prior financial assistance
- Amount of business contribution to the project

Approval Process

Applications will be reviewed by the Enfield Economic Development Commission. Their recommendations will be forwarded to the Town Council for final approval. Upon approval, a formal agreement between the assisted business and the Town of Enfield will be executed.

Reporting & Follow Up

The Town of Enfield will be tracking this initiative. Recipients must agree to assist the Town through follow up surveys and/or interviews with a goal of highlighting program success. There will be the following reporting requirements by the Town of Enfield regarding the project and use of funds received:

- Within six months of receipt of the grant funding a written report must be submitted
- If project is not completed in six months, a written report will be provided every six months until completed
- Reports will be sent to:

Town of Enfield
Office of Community Development
820 Enfield Street Enfield, CT 06082

Questions may be directed to:

Office of Community Development
860-253-6391
ARPA@enfield.org

**Per the Internal Revenue Manual Section 1.25.1.2.2 (2a), Internal Revenue Services defines immediate family as a spouse, child, parent, brother, sister, grandparent, grandchild, step-parent, step-child, step-brother, or step-sister of the individual.*