



# Lewis County Microenterprise Grant Program

Lewis County Economic Development/IDA  
Center for Business  
7840 State Route 26  
Lowville, NY 13367

[naturallylewis.com/business-support/microenterprise](https://naturallylewis.com/business-support/microenterprise)  
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# Background

- Program is offered through the New York State Office of Homes & Community Renewal (HCR).
- The ME program provides resources to support and foster the development of microbusinesses by providing grants in conjunction with capacity building and entrepreneurial assistance.
- Lewis County, NY was awarded \$200,000
- Grants to individual businesses will range from \$5,000-\$35,000.

# Classification of a Microenterprise

- A microenterprise is defined as a commercial enterprise that has five (5) or fewer employees, one (1) or more of which is the principal and owns the enterprise at the time of the application
- A microenterprise is a private, for-profit business entity, corporation, partnership or sole-proprietorship
- Non-Profits are not microenterprises

# Eligible Applicants

- Applicants must be new and existing businesses with five or fewer employees, one of which may be the owner of the business at the time of the application.
- Applications must be for businesses operating in Lewis County, NY

\*\*Please note: A minimum of 50% of ME grant funds shall be awarded to start-up businesses. A start-up business is defined as a business that has been in operation for less than six months at the time of application.

# Program Rules & Guidelines

- Grant recipients must be located or intend to locate within Lewis County, NY. Proof of location must be provided in application.
- Grant recipients principal place of business shall be located within Lewis County, NY throughout the term of the grant agreement or the recipient will be required to pay the full award amount.
- Grant recipients business must remain in existence through the term of the grant agreement of the recipient may be required to repay the full award amount.
- Grant recipients must contribute at least 10%, in cash equity, of the cost of the project.
- ME Grant Program funds may not exceed 90% of the total project cost.

# Program Rules & Guidelines

- Grant recipients must be owned by a person defined as Low to Moderate Income (LMI), or,
- Grant recipients must create (1) full time equivalent (FTE) new job, taken by or made available to persons from low-to-moderate income families
- New jobs must start by March 2020, and must be carried through for the Grant Term.

Lewis County, New York								
Family Size	1	2	3	4	5	6	7	8
Income Limit	\$36,050	\$41,200	\$46,350	\$51,450	\$55,600	\$59,700	\$63,800	\$67,950

# Eligible Uses of Funds

- Grant funds must be used by December 18, 2020, in accordance to the executed contract date between New York State and Lewis County.
- Grant funds may be used for:
  - Inventory
  - Procurement of machinery, furniture, fixtures and equipment
    - *Computers, laptops, phones and other electronic equipment must be accompanied by a written agreement from business owners verifying that they will ONLY be used for business purposes*
  - Operating Capital
  - Reimbursement of the cost to attend the SBDC Entrepreneurial Training Course
- Grant funds **shall not** be used to purchase real estate, repay existing debt, undertake building facade or interior renovations (construction work).

# SBDC Entrepreneurial Training Program

- All grant recipients will be required to complete an Entrepreneurial Training Program through the Watertown Small Business Development Center.
- Topics to be covered in the training include:
  - Legal Issues
  - Marketing, Promotion & Networking
  - Financing
  - Business Plan
- Grant awards will be used to cover the cost of the training program.



# Application Process

- Completed Applications must be submitted to:  
Lewis County Economic Development  
Center for Business  
7840 State Route 26  
Lowville, NY 13367
- Lewis County Economic Development and Program Advisory Committee will review all applications to determine eligibility and completeness
- An internal underwriting will take place by PAC
- Following review, applications will be forwarded to the Grant Committee for review and recommendations
- All applicants will be notified in writing as to the status of submission
- Applicants that do not receive grant funds can contact LCED to discuss their application and identify opportunities for improvement or other resources.

# Application Review Criteria

- All Applications will be reviewed and preference will be given to those that:
  - Are owned or proposed to be owned by individuals who are low to moderate income persons (LMI)
  - Take advantage of other grant programs and loan programs
  - Show commitment of funds for required equity
  - Demonstrate reasonableness of project costs
  - Create high quality, well-paying jobs
- Applications will be given priority that are, but not limited to:
  - Value-added, dairy processing
  - Tourism based businesses
  - Businesses located in a downtown or are looking to locate in a downtown

# Grant Agreement

- A formal grant agreement between the business and LCIDA will be executed. This agreement will constitute the means by which LCIDA enforces compliance with program requirements. The program will include regular periodic monitoring of each business to ensure that it is making good faith efforts to achieve employment goals and other program objectives.

# Disbursement of Funds

- Grant funds will be disbursed based upon documented incurred costs. Proof that costs have been incurred by the business will be required prior to reimbursement.
- Examples of documentation accepted include, but are not limited to:
  - Store receipts
  - Purchase Orders
  - Credit Card Statements
- LCIDA will reimburse a business for 90% of the incurred costs.

# Timeline & Next Steps

- Applications Due - August 30, 2019
- Review of Applications - September 1 - 20
- Announce Grant Awards - September 20
- Awardees Undergo SBDC ETC - October - November
- Submit Receipts for Reimbursement & Hire Employee (if applicable) - March 2020